

SHADY SPRING HIGH SCHOOL



RE-ENTRY PROTOCOL FOR 2020-2021 SCHOOL YEAR

MESSAGE FROM THE PRINCIPAL

Guidelines from the WV Department of Education and Raleigh County Board of Education directed the creation of the Shady Spring High School re-entry plan. I appreciate the diligence and hard work of our re-entry committee to construct this school plan.

We are very excited to begin the 2020-2021 school year. We ask all parents, guardians, and students to be patient and support our efforts to have school in the safest manner possible. I will communicate as much information and changes to information as possible. The only real constant this year will likely be change. This will be a challenging year but the staff at Shady Spring High School is definitely up to the challenge. The one thing that has not and will never change is the fact that we care about our students. More than ever before we will stress the importance of being kind and respectful to others. Thank you for the opportunity of trusting us to do the best we can for Shady Spring High School during this unprecedented time. Stay safe and healthy.

Mary Ann Foster, Principal
Shady Spring High School

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OPENING OF SCHOOL

- Shady Spring High School will follow protocols issued by Raleigh County Schools on re-entry and operations for the 2020-2021 school year.
- First day for students will be Tuesday, September 8, 2020 unless a “stay at home order” is issued for West Virginia or Raleigh County.
- Per Section 1 of the Raleigh County Schools Re-Entry Protocol for 2020-2021 School Year, Shady Spring High School will operate in Phase 2 of the re-entry plan, unless otherwise determined by Raleigh County Schools.

CURRICULUM PLANS

Curriculum Plans:

Shady Spring High School will follow instructional, curriculum, and technology plans as described in Section 3 of the Raleigh County Schools Protocol for 2020-2021 School Year

Schoology and Teams will be utilized

There will be department meetings in the first week of school to discuss remote learning and what can be done during remote learning.

Professional Development for Teachers:

An opportunity to practice professional development will be provided in the first week for teachers by the innovation team.

Technology:

Schoology codes for parents will be handed out during LINKS on Tuesday and Thursday of the first week of school.

Schoology Logins for students will be handed out during homeroom on Tuesday and Thursday of the first week of school. We will hold students for a few minutes in order to hand out logins.

In the event that the school district moves to start the school year with 100% remote learning, LINKS teachers for grades 10 – 12 will contact students/parents via phone call to provide Schoology login criteria.

iPad Handout:

iPads are being distributed by the Raleigh County Schools Technology Department before the start of school. Information, dates, and the Acceptable Use Policy are on the county and school website.

Students who do not receive an iPad before school will receive an AUP and other appropriate paperwork on either Tuesday (Group A), or Thursday (Group B) of the first week of school. iPads will be distributed to those students at a later date.

HEALTH AND WELLNESS

Hygiene and Sanitation:

Shady Spring High School will strictly adhere to recommendations and requirements described in section 4 of the Raleigh County Schools Re-Entry Protocol for 2020-2021 School Year.

Face Coverings:

Face coverings shall always be worn while inside the school, with four exceptions. A face covering must cover both the nose and the mouth and be a whole piece of fabric (no mesh or other perforated fabric). Examples of appropriate masks include, but are not limited to: Bandanas, surgical masks, neck gaiters, and homemade cloth masks. The exceptions to the mask rule are as follows:

1. If a student has a valid medical reason. The proper documentation must be in place with the school nurse.
2. Once a student has been seated during lunch, they may remove their face covering in order to eat. Students must put their face covering back on once they finish eating and prepare to stand back up from the table.
3. If a student has received a grab and go breakfast they may remove their mask once they are seated in their homeroom. Students will need to replace their masks once they are finished with their breakfast and before they get up to move to first period.
4. If a student has a gym class, they can take their face coverings off during the gym class. Their face coverings must be back in place before exiting their gym class.

Any student, teacher, or guest who does not have a mask can request one and will be given a mask.

Isolation Room:

Students who exhibit COVID-19 symptoms will be sent to room 247 in the math hallway. Parents or guardians who come to pick up the student will drive to the exterior door located at the classroom and will pick up their student. If the student needs to use the restroom while being isolated, they will be escorted to the bathrooms in the office. The supervising adult will ensure that the bathroom is clear of people, and the student will be allowed to use the restroom. The Custodian on duty will be notified so that they can sanitize the bathroom after the student is finished.

School Nurse:

Students will need to call ahead to request an appointment with the nurse. No students will be allowed to walk into the nurse's suite. The nurse will contact those students who have regular appointments. Those students are not to be allowed to go to the nurse without speaking with the nurse.

Mental Health:

Students are requested to call ahead to request to see the counselor in the case of an emergency. If it is not an emergency, the student will need to sign up on the appropriate clipboard on the door of the counseling suite. The counseling suite door will be locked during school hours, and no walk ins will be allowed.

Counselors will check with at-risk students.

Teachers in their LINKS classes will endeavor every day to check in with their students and provide the one caring adult that is suggested by the state department. LINKS will be a time to connect with students and check on them during this difficult time.

Returning to School after a COVID-19 Test

For students and employees returning to school, Shady Spring High School will follow the timeline described in section 4 of the Raleigh County Schools Re-Entry Protocol for 2020-2021 School Year.

CHILD NUTRITION

Food Distribution:

Shady Spring High School will follow guidelines set forth by Raleigh County Schools Office of Child Nutrition and described in section 6 of the Raleigh County Schools Re-Entry Protocol for 2020-2021 School Year.

Grab and Go Breakfast:

When students come into the school, they have the option to go to the cafeteria to scan their lunch cards for a grab and go breakfast. Students must scan their lunch cards. Once a student has received their grab and go breakfast, they are to report to their homeroom until the 7:12 bell rings.

Lunch:

There will be 2 lunches.

Students will wait in line six feet apart. Once they receive their food, they are to be seated at the lunch tables.

Students will be seated two to three at a table in order to maximize distance between the lunches. We will utilize outdoor space for seating when appropriate and available.

Once the cafeteria has been filled, overflow rooms will be utilized. There will be a supervising adult in place before the rooms are allowed to admit students.

Remote Feeding:

LINKS Teachers will take a count of how many students want a take home packet of food. Food will be distributed in LINKS on Tuesday and Thursday (Wednesday and Friday on the first week of school). Students will leave their LINKS class and report to the cafeteria to pick up their food box. The count will be taken according to the guidelines set forth by the Child Nutrition office.

PROCEDURES

Activities and Procedures:

Shady Spring High School will utilize the requirements and recommendations for activities and procedures outlined in section 7 of the Raleigh County Schools Re-Entry Protocol for 2020-2021 School Year.

Guests and Visitors:

All guests and visitors shall be screened and have their temperatures taken before entering the main part of the building. The temperatures will be checked while the visitor is in the man trap. There will be no more than one person in the man trap at a time.

If a parent or guardian is signing a student out, the individual does not need to have their temperature taken. They will not be allowed to leave the man trap. There will be no more than one person in the man trap at a time.

If a student is signed out, that student is not allowed to return for the rest of the school day unless they have a doctor's excuse. They may return the next day. Students will have a health screening before being signed in. They do not have a temperature check.

Open House:

Freshman Open house will be two parts this year, drive through and virtual. A date will be posted on Facebook and our website for ninth graders to come to the school and pick up informational packets and schedules. This will be a drive through and parents/students must stay in their vehicle. A video tour of the building will be placed online (school website, Facebook page) before the beginning of the school year.

The first days of school (Tuesday and Thursday) National Honor Society students will be escorting freshman to their homerooms. The national honor society students will be on duty at the front of the school building. Part of the open house will be to let the Freshman students know to find a student in a national honor society shirt to lead them to their homeroom.

A general information video will be created by the NEXTSTEP/NHS students prior to the opening of school. The video will explain the mask rule, the one-way hallways, bathroom policy, breakfast, entering the room, handwashing, Entering and exiting the building, and LINKS time changes, dismissal schedule, lunch, etc. The video will be available on the website and on the SSHS Facebook page.

Changes to Student Schedules:

Parents of students who live in the same household but do not have the same last name may request that their students attend school on the same days. Provisions will be made to accommodate these students to attend the same days based on the schedule of the oldest student. Requests need to be made to the Principal.

FACILITIES

Signage/Communication/Cleaning:

Shady Spring High School will follow facility guidelines outlined in Section 8 of the Raleigh County Schools Re-Entry Protocol for 2020-2021 School Year.

Coming to School:

Students will exit the bus, their vehicle, or their parent or guardian's vehicle and proceed directly into the building. Students will enter the building, pick up breakfast if they wish to do so, and report to their Homeroom classroom. Teachers who are not housing students during this time period will assist in either spreading out the ninth and tenth grade Homeroom classes or will report to duty stations for the morning. While in the classroom, students will be given a health assessment by the teacher. Only a health questionnaire, no temperatures will be taken. Students will report to first period once the bell rings at 7:12.

Employees will arrive to school before buses begin dropping students off in order to provide supervision as students get breakfast and report to classrooms. Employees will be screened for temperature/symptoms.

Bell Schedule:

HR	Arrival – 7:12		
1 st Period	7:17 – 8:14		
2 nd Period	8:18 – 9:15		
3 rd Period	9:19 – 10:16		
1 st Lunch	10:16 – 10:46	4 th Period	10:20 – 11:14
4 th Period	10:50 – 11:44	Second Lunch	11:14 – 11:44
5 th Period	11:48 – 12:45		
6 th Period	12:49 – 1:46		
LINKS	1:50 – 2:11		
	1 st Bell (Drivers)	2:09	
	2 nd Bell (1 st Bus)	2:11	
	3 rd Bell (Parent Pick-Up)	2:13	
	4 th Bell (2 nd Bus)	≈2:15	

Bathroom Schedule:

Students will not be able to use the restrooms during class changes. Instead, students will be given an opportunity during every class period to use the rest room.

To reduce the number of students in the hallways/bathrooms, teachers will each be allotted a 7-minute time-frame each period for bathroom breaks.

It is up to the teacher's discretion whether to take their whole class or let a minimum number of students go to the bathroom by themselves.

There is no bathroom break during fourth period. Students will need to use the restroom during lunch.

The last teacher to use the restroom for each class period will close the doors and block access during class changes. The first teacher to use the restroom will open the doors back up.

Class Changes:

Students will move in one direction during class changes. Students will move in the science hallway toward the gym, in the English hallway toward the cafeteria, and in the foreign language hallway toward the gym.

The Library, Math, and Social Studies hallways will be two-way with each direction divided by a line through the middle of the hallway.

Students will not be permitted to use the restroom during class changes. Students will be given a time to use the restroom during each class period.

Classrooms:

Desks will be separated at a minimum of 6 feet apart within classrooms wherever possible. When not possible, students should be facing the same direction, and spaced out as far possible

Classrooms will be cleaned regularly. All tables and chairs will be cleaned during each class change. Other high touch surfaces such as door handles will also be cleaned during each class change.

Teachers will have extra writing utensils to give to students upon request.

Student Belongings:

Students are asked to keep the amount of personal belongings to a minimum and to keep those belongings close to themselves. Students are not to share belongings.

Water Fountains/Bottle Filling Station:

Drinking fountains will not be used, however, the bottle filling portion will be available.

Leaving School:

Students will be dismissed from their LINKS class to go to their bus, parent pick up, or their car. They will stay in LINKS until the appropriate bell rings. The schedule for dismissal is as follows:

1. First Bell: 2:09 Students who drive themselves.
2. Second Bell: 2:11 Students who ride first bus
3. 2:13 Parent Pick Up students
4. When second bus gets here: Students who ride second bus

If the student drivers are unable to leave the school premises in a timely manner, the schedule for dismissal is subject to change.

Parent Pick Up – Students will report to the New Gym entrance. They will line up in the new hallway in a single file line. On the first day of school (Tuesday and Thursday) parent pick-up students will receive a number. On subsequent days when the student is picked up the parent or guardian will need to show their number in the driver's side window of their vehicle. There will be a teacher who will call for that student from the line in the new gym entrance. The student will then exit the building and go to their car.

Parking Permits:

Parking permits will be sold on a first come, first served basis. Due to the reduced number of days that students will be parking, parking passes will be sold for 75 dollars for the 2020-2021 school year only. There will be no refunds given regardless of how many days of in person instruction this school year. Students who did not purchase a pass in the fall may purchase a second semester parking pass for 50 dollars this winter.

Students attending school on Monday and Tuesday will be issued even numbered parking spaces, and students attending school on Wednesday and Thursday will be issued odd numbered parking spaces.

Custodian Schedule:

The Custodial Staff will follow requirements outlined in section 8 of the Raleigh County Schools Re-Entry Protocol for 2020-2021 School Year.

The Custodial Staff will follow procedures for hygiene and PPE

High-touch surfaces will be routinely cleaned

Restrooms will be cleaned intermittently throughout the day

Restrooms will be deep cleaned at least once per day

The staff will ensure the soap/hand sanitizer dispensers are filled as needed

MISCELLANEOUS

Transportation:

Teachers and students will be required to view “Safe Bus Loading & Unloading Procedures” video to the week of September 8-11 or the first week of student’s attendance.

Athletics:

Coaches and athletes will strictly follow guidelines set by Raleigh County Schools and the WVSSAC. Trips for athletic events will occur as needed.

Field Trips:

No field trips will be taken during the 2020-2021 school year.

Fire Drills and ALICE Training:

We will continue to have fire drills and ALICE training as required by state and county policy. We will stress to the students the importance of social distancing while engaging in these drills.

Any and all protocol not explicitly discussed in this plan are assumed to strictly adhere to the requirements addressed in the Raleigh County Schools Re-Entry Protocol for School Year 2020-2021.