



## NORTH CADDO MAGNET HIGH SCHOOL STRONG START 2020

There are many variables that determine how each situation should best be handled. Our district's staff is in constant contact with the Louisiana Department of Health and Centers for Disease Control and Prevention. We will continue to adapt school policies and procedures based on guidance set forth by the state. Based on Phase 2 guidelines, below is our plan of action for a safe and strong start to the 2020-2021 school year.

### MORNING PROCEDURES

- Everyone will be in place ready to greet students at 7:30 AM
- All staff and students must wear masks or neck gaiters. (see criteria)
- ALL car riders must be dropped off in the student parking lot starting at 7:30 AM (NO DROP OFFS BEFORE 7:30 AM)
- All student drivers are not to arrive before 7:30 AM
- All walkers are not to arrive on campus before 7:30 AM
- Bus riders will be dismissed from the bus ramp one bus at a time starting at 7:35 AM.
- EVERY student must be checked in at one of the stations that will be set up in three different areas:
  - Bus Ramp for bus riders
  - Student parking lot for car riders, drivers, and walkers from the north of the school (this station will be located under the BEC awning in the event of inclement weather)
  - Concession area for any walkers from the south of the school.
- At each station, staff members will take students' temperature.
- Students with temperatures of 99-100.3 will be monitored and rechecked.
- Students with temperatures of over 100.3 (after being rechecked) will be taken to the holding room and will be asked the following screening questions:
  - Do you have a fever?
  - Do you have a cough?
  - Do you have shortness of breath?
  - Have you had close contact with anyone with Covid-19?
- The Department of Health Flowchart for Caddo Schools will be consulted for individual questions/concerns and to determine next steps.
- Breakfast will be "Grab-and-Go" at several locations.
- Students will be allowed to "hang out" until the first bell at designated areas as long as social distancing rules are followed. *If students do not stay 6 feet away from each other and maintain small groups, we will adjust this and will go directly to 1st hour upon arrival.*
- Students need to go to the bathroom, get IDs (if they leave theirs), and any other business BEFORE the bell rings.
- The first bell will ring at 7:55 AM - The tardy bell rings at 8:00AM
- Any student who comes after 8:00AM must report directly to the attendance office.
- The Caddo Parish and NCMHS Dress code policies are still in effect. (consult handbook)

## **MASKS**

- Mask/Neck gaiters must be worn by all faculty, staff, and students on the school bus, while socializing in small groups, and in the buildings.
- Cotton masks are recommended.
- Masks may be any solid color.
- Masks may be a pattern, but may not include symbols, logos, emblems, icons, or words that are offensive, derogatory, disruptive, or otherwise violates parish and school dress code rules.
- Neck gaiters are not to be worn as headwear.
- NO BANDANNAS ARE ALLOWED
- Masks purchased through NCMHS or feeder schools may be worn.
- Administration shall make the final decision on what is considered appropriate mask wear.
- Refusing to wear your mask will result in disciplinary action.

## **SANITIZING**

- Students are encouraged to use sanitizer often.
- Students must wash their hands before lunch.
- Each classroom will have disposable wipes, sanitizer, and disinfecting solutions.
- Teachers will squirt down the desks in between each class.
- Students will grab a napkin on their way in the class to wipe their desk off.
- Custodians will wipe down door knobs and high touch surfaces hourly.
- Custodians will also disinfect the entire school each evening.

## **BREAKFAST & LUNCH**

- Breakfast and lunch are FREE for all students and will be provided in “grab-and-go” packaging.
- Breakfast will be located on rolling carts in the breezeway and by the office each morning.
- Release for lunch may be staggered depending on the number of students at school and compliance of social distancing.
- Lunch will be served in four different areas to maintain social distancing.
- Students will have designated areas they can go to have lunch.
- Social distancing MUST be maintained at ALL times.
- At the end of the day on Mondays, “A” day students will take home breakfast and lunch for the three days they are learning virtually.
- At the end of the day on Tuesdays, “B” day students will take home breakfast and lunch for the three days they are learning virtually.
- Virtual students will pick up breakfast and lunch for five days on Fridays from 10-12 noon.

## **MANAGING ILLNESS**

- Every staff member and student will be temperature checked and screened upon entry.
- A high temperature is defined as 100.4 or higher.
- If a student has a temperature of 100.4 or higher, or if he/she answers “yes” to any of the screening questions, he/she will be held in an isolated area and will need to be picked up immediately.

- The Department of Health Flowchart for Caddo Schools will be consulted for individual questions/concerns and to determine next steps.
- Students with temperatures of 99-100.3 will be monitored and rechecked.
- If a teacher or staff member has a temperature or answers yes to the screening questions, he/she will be sent home immediately.

### **RETURNING AFTER ILLNESS**

- If a teacher or student has tested positive for Covid-19 or has been in direct and close contact with someone who has tested positive for Covid-19, he/she is required to self-quarantine for a period of 14 days.
- The individual can return to school if he/she has quarantined for 14 consecutive days since the first symptoms or since the last exposure to the person with Covid-19 AND had had no symptoms for the last 3 days without the aid of medication.

### **SCHOOL VISITORS**

- During Phase 2, visitors to the school must be at an absolute minimum.
- Parent conferences will be held over the phone or via Zoom.
- Parents may NOT drop off or deliver anything to students. In cases of emergency, parents should call the office and stay in their vehicles.
- Check outs are discouraged, but if a student has to check out, the parent or guardian must stay in his/her vehicle and call the office at 318-375-3258. Verifying information will be asked, and the student will be escorted to the bus ramp. The parent or guardian will be asked to show his/her ID.

### **CLASSROOM PROTOCOLS**

- Students will report to school two days a week. “A” Day students will attend school on Monday and Wednesday and will work virtually on Tuesday, Thursday, and Friday. “B” Day students will attend school on Tuesday and Thursday and will work virtually on Monday, Wednesday, and Friday. Virtual students will attend virtually every day.
- Whether at school or learning virtually, students will attend 7 classes each day. Attendance will be taken each hour.
- While at school:
  - Students should maintain their own school supplies (devices, paper, pens, etc).
  - Students will sit in assigned seats that allow for maximum amount of space between students.
  - Students will be required to wear their masks in the classrooms and during classroom transitions.
  - Students must maintain social distancing to the maximum extent possible.

### **INSTRUCTION**

- All students will engage in learning through the Learning Management System called Canvas.
- Students are expected to participate in classes every hour, whether on campus or virtually.
- Students are expected to complete all assignments provided by each teacher.
- Students who are learning during their “off campus” days or learning virtually full time will be required to log into Canvas and participate via Zoom each hour.
- Teachers will post lessons, assignments, and recorded zoom videos on Canvas daily.
- Instruction will be provided 5 days per week in Canvas.

## **TRANSITIONS**

- Both “breezeway side” doors entering A & B wings will be open to report to first hour only.
- For 2nd - 7th hours, students will move counter clockwise from A wing to B wing.
- A wing - Students will enter the “breezeway side” of A wing and exit the “side street side” when moving from wing to wing.
- B wing - Students will enter the “side street side” of B wing and exit the “breezeway side” of B wing.
- C Wing, BEC, GYM, ROTC, and Auto/Welding will follow regular entry/exit.
- Water fountains will not be unavailable. Students will be allowed to bring their own water bottles to school.

## **DISMISSAL PROTOCOLS**

- A staggered dismissal is possible depending on the number of students each day.
- Students who drive will report immediately to their vehicles in the student parking lot.
- Students riding the bus will report to their designated area on the bus ramp.
- Students who are car riders will meet their rides in the student parking lot.
- Students who are walkers will exit the campus immediately.

## **ATTENDANCE POLICY**

- CPSB Attendance & Truancy Department is still working on this.