

# Alden High School



## Re-Opening Handbook Students and Parents 2020-2021

*The Alden Central School District has shared a document outlining procedures and expectations. It is available on the district webpage and should be reviewed by all. The Alden High School Re-Opening Handbook is an extension of this plan and is designed to help parents and students to understand district procedures at the building level. First and foremost, this plan is subject to change at any time.*

## PERSONAL PROTECTIVE EQUIPMENT

### **Mask Use (Students)**

Students are expected to wear masks whenever they cannot maintain six feet of distance from others. This includes when riding the bus, traveling in the hallways, in classrooms, in restrooms, etc. Students who refuse to wear a mask will be sent home. Proper use of a mask will be demonstrated. Signage will be in place.

Please note that when adults move about in the classroom and 6 feet of distancing cannot be maintained, students are required to properly secure their masks. Teachers will direct students as needed.

Proper use of masks is highly recommended to prevent the spread of COVID 19.

### **Mask Use (Staff)**

Teachers are expected to wear masks whenever they cannot maintain six feet of distance from others. Classrooms should be arranged strategically to provide this allowance at the front of the room so teachers can provide direct instruction without the hinderance of a mask. All staff reserve the right to wear a mask in a situation when they are not required. Teachers are encouraged to remind students of proper mask use. Non-compliant students should be referred to the main office.

## GENERAL BUILDING PROCEDURES

### **Physical Distancing**

Students should maintain six feet of distance between individuals. However, any time that students are less than six feet from others, they must wear masks.

### **Cohorts and Co-Mingling**

In the high school our cohorts are defined as Blue and Gold. All students will be in one of the two cohorts and will follow the color-coded day pattern calendar to know when to attend school in-person and when to attend remotely.

### **Hallways**

Hallway/stairwell travel will follow a one-way traffic pattern during morning arrival and afternoon dismissal, as well as whenever possible. Students traveling in the two-way hallway will stay to the right (rules of the road), allowing as much distance as possible between students passing in opposite directions. Students must wear masks at all times in the halls and whenever they are in transit. They should be encouraged to stay separated as much as possible.

### **Stairwells**

Stairwells have been designated one-way for the 2020-2021 school year and are marked accordingly. The UP only stairwells will be the stairwell near the gym that leads to the social studies wing and the stairwell adjacent to rooms 115 and 116. The DOWN only

stairwells will be the one stairwell near the main office and the stairwell near rooms 122 and 123. All will be clearly marked. In the event of an emergency all stairwells will be used for two-way traffic.

### **Locker Rooms / Physical Education**

Students may or may not change for PE depending on the activity and as directed by the teacher. Locker rooms will be utilized before and after class when the activity warrants students changing. Students are to maintain social distancing and employ all necessary health and safety protocols while utilizing the locker rooms. Teachers are responsible for supervision as per usual and will stagger student use of the locker room to limit crowding.

### **Emergency Drills**

We will continue to conduct state mandated emergency drills during the 2020-2021 school year. In the event of a fire drill, students must wear masks while traveling in the hall and must remain in a single file line, keeping a feasible amount of distance between individuals. For fire drills all stairwells will be two-way. In the event of a lockdown drill, students are to remain at their desks rather than congregate in a protected corner of the room. Teachers will still close and lock the door and students should remain silent per usual protocol. Teachers are encouraged to remind students during this time of what to do in the event of an actual emergency requiring a lockdown. In the event of any real emergency all stairwells will be two-way.

### **Hand Washing**

Staff should reinforce proper hand hygiene with students as well as appropriate methods to mitigate the spread of germs from sneezing/coughing. Teachers should designate times during the daily schedule for students to wash hands/use hand sanitizer. Please note that we may have students who cannot use hand sanitizer for health reasons.

### **Use of Restrooms (Students)**

Students should be reminded frequently to wash hands after using the restroom. Shared restrooms located in hallways have a limit of two occupants. Students should be instructed to wait in the hallway if they enter a restroom and find that there are already two students using the facilities. Signage will be in place.

## **HEALTH AND HYGIENE**

### **Daily Screen Procedures (Parents/Students)**

#### **Alden CSD Daily Home Health Screening**

**Note: By entering this building, placing your child on the bus, or dropping your child off at school each day of attendance, you are confirming that you have completed a Daily Home Health Screening and that your child/children have not**

**responded to any questions with a “yes”. If you are unable to complete a full screening at home, please contact your school nurse so arrangements can be made.**

For each child who is attending school each day, please take a temperature and respond to the following questions:

1. Has this child had any symptoms associated with COVID-19 including, but not limited to: fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste/smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

***If yes, remain home. Call school to report the absence. Call your family physician.***

2. Has this child received a positive COVID-19 test result in the past 14 days?

***If yes, remain home. Call school to report the absence. Call your family physician.***

3. Has this child been in close contact with anyone known to have the current COVID-19 infection within the last 14 days?

***If yes, remain home. Call school to report the absence. Call your family physician.***

4. Does this child have a measured temperature of 100 or higher today?

***If yes, remain home. Call school to report the absence. Call your family physician.***

### **Hand Sanitizer/Hand Washing**

Hand sanitizer will be available in each classroom that does not have a sink, as well as in high traffic areas throughout the building. Hand sanitizer should be used in addition to hand washing, not in place of hand washing. Teachers should model proper use of hand sanitizer with students.

### **Sanitizing of Student Work Areas**

Students cannot be required to wipe desks; however, they are permitted to do so if they wish. Teachers should model appropriate and regular cleaning of personal work surfaces throughout the day. School custodians and buildings and grounds staff will clean common areas (bathrooms, cafeteria, etc.) throughout the day. They are unable to clean individual classrooms or desks during the school day. These tasks will be completed nightly as part of routine sanitization of high traffic and high-touch surfaces.

## OFFICE PROCEDURES

### **Visitors**

Visitors to the building will be limited during the 2020-2021 school year. Visitors will be required to complete a health screening process, sanitize their hands upon entry to the building and wear a mask. When possible, any visitor arriving at the main office to drop off an item will be asked to leave it in the foyer for a staff member to retrieve.

### **Item Drop-Off**

If parents need to drop items off for students they should enter Door A on Park Street and use the pass-through window. You will not need to enter the building.

## ACADEMICS/INSTRUCTION

### **Mask Breaks**

As long as students are seated and 6 feet apart masks are not required to be worn in the classroom. They must be worn when students/staff are in transit or not able to maintain the 6 foot distance. Teachers are encouraged to open windows to provide fresh air whenever possible. In the classroom, with 6 feet of distance, students may remove masks.

### **Physical Education**

Students are to maintain 12 feet of distance during physical education class. Students must wash hands before and after attending class. Curriculum will need to shift to independent activities that do not require students to interact closely with each other. The use of shared equipment (volleyball, badminton rackets, for example) is permitted as long as students wash hands thoroughly before and after class and equipment is sanitized between classes. When possible, physical education should relocate outdoors. PE teachers are responsible for staggering the use of all locker rooms in order to maintain all health and safety protocols.

### **Band**

Although traditional large ensemble rehearsals will not be feasible due to spacing requirements of 12 feet between brass and woodwind students, band members will continue to practice and perform in small groups during class, while maintaining a safe distance. Band students will be permitted to attend small group lessons.

### **Chorus**

Although traditional large ensemble rehearsals will not be feasible due to spacing requirements of 12 feet between vocalists, choir members will continue to practice and perform in small groups during class, while maintaining a safe distance.

## **Art**

Students cannot use shared art supplies and will be required to bring classroom supplies with them. The art teachers will work with the students on their supply list the first few weeks of school. Students should keep all supplies in a pencil box or travel pouch so that they can easily transition to art from the classroom. Curriculum will need to shift to projects that use a limited number of supplies, make use of common supplies, or leverage technology access that does not require any physical supplies.

## **Library**

The library will follow the same guidelines as all other classroom spaces. 6 feet of distance will need to be maintained. Masks are required when that 6 feet of distance cannot be maintained. Capacity in the library will be 50% during a hybrid schedule.

## **Hands-On Learning**

Any and all hands-on learning that is required for individual courses (technology, art, science labs, etc.) will be modified to adhere to all health and safety guidelines with regard to shared supplies, equipment, etc.

## **AIS Schedule**

For the 2020-2021 school year, any student receiving AIS will attend their scheduled AIS block according to their schedule. If we are in a hybrid schedule, students will attend in person or remotely depending on the cohort/day pattern schedule.

## **Study Halls**

We will only take in-person attendance for study halls.

## **Harkness (Career and Technical Ed)**

AM and PM Harkness students (seniors and juniors) will attend Harkness on the days they are scheduled for in-person learning. AM students will be picked up at home (if they don't drive themselves) and then returned to the HS for the afternoon. PM students will take the Harkness bus from the HS in the afternoon. Mid-day Harkness students will attend Harkness daily. A more detailed letter to parents and students will be mailed shortly.

## **DAILY ROUTINES**

### **The First Three Days of School**

**9/1 Blue Day Day 1 (Gold does NOT need to attend remotely)**

**9/2 Gold Day Day 1 (Blue does NOT need to attend remotely)**

**9/8 Blue Day Day 1 (first day for remote attendance)**

### **Morning Arrival**

Only one bus will unload at a time. The staff member supervising the entry door will signal when most students have cleared the hallway and the next bus can unload. Students are expected to enter the building wearing masks and practice physical

distancing at lockers. This will require reminders from staff and all are encouraged to monitor the hallways during arrival. Students are to stay to the right in hallways to limit “cross traffic” as best as possible and should observe one-way direction signs for certain hallways/stairwells. Students may not enter the high school until 7:20 AM each day. Upon arrival, students will visit lockers briefly, go to the cafeteria for breakfast (optional) and report to Advisement immediately following. No walking or loitering in the halls, bathrooms or common areas.

### **Lockers/Bags/Backpacks**

Students may visit their assigned lockers briefly 4 times per day – upon arrival, before lunch, immediately after lunch and before dismissal. Upon arrival in the morning, after visiting his/her locker students should proceed directly to their Advisement class or go to breakfast in the cafeteria before reporting to Advisement. No walking the halls or loitering in the hallways, bathrooms or common areas will be permitted. The only bag students will be allowed to carry is the district assigned computer bag. This is standard procedure.

### **Transition Time**

Students will have approximately 6 minutes in between classes. They may only go to their lockers before and after lunch during the regular school day. In the AM they should get what they need for all of their classes before lunch. After lunch they should get what they need for the rest of the day. There will be no bell schedule. Classes will be released in a staggered fashion in order to keep crowding in the hallways to a minimum.

### **Advisement**

Upon entering the building all students will report to their assigned Advisement. Daily school attendance will be taken in advisement for both in-person attendees and remote students. The advisement teacher must report attendance in Power School by the end of the Advisement period for all students, whether they are attending in person or on remote instruction. Advisement teachers will use Teams or Zoom or some other digital platform to interact with students who are attending remotely. Daily announcements will also occur during the advisement period. This will also be a time for advisement teachers to do circles and other SEL activities with their students, with direction from the PPS team. All health and safety protocols will be followed in advisement as well.

### **Drop Off and Pick-Up**

All arrival drop offs and dismissal pick-ups will take place in the Alden High School main entrance loop on Park Street. No students will be admitted until 7:20 AM. Students will enter and exit using the high school through Door B.

### **Afternoon Dismissal**

Beginning at approximately 2:15 pm, individual classrooms will be called using the building PA system. These students are to gather their belongings and immediately depart to buses/cars.

**Bus Procedures (Students)**

Students are not permitted to ride a school bus without a mask. If a child does not have a mask, one will be provided by the bus driver. Students are to sit alone in a seat and follow the bus driver's directions at all times.

**Cafeteria**

Students may remove masks while seated but must put them on when moving about the cafeteria to purchase food, throw out garbage, etc. When waiting in line, students are encouraged to maintain up to six feet of distance from others as much as possible.

**Breakfast**

Students will continue to have the option to purchase breakfast. Students may not eat in the classroom and must remain in the cafeteria until their meal is finished. They are to follow all of the same cafeteria expectations as they would during lunch.

**Clubs and Activities**

As of now all sports are suspended until further notice. All clubs and classes may meet remotely according to the principal approved, club advisor's plan. All class and club activities must adhere to all health and safety protocols, on campus or off.

**CONTINUUM OF LEARNING**

Multiple plans have been developed to address different scenarios that may develop during the school year based on fluctuation in infection rates and directives issued by the Governor.



**Face-to-Face or In-Person and Hybrid Bell Schedule**

Updated 7/20/20			
<b>Alden High School In-Person Learning Schedule</b> (50% Capacity Hybrid Model and 100% Capacity) <b>2020-21</b>			
<b>*Teacher Arrival</b>		<b>7:15</b>	
<b>Advisement Period</b>		7:20-7:42	
<b>BLOCK</b>	<b>PERIOD</b>	<b>TIME</b>	
<b>I</b>	<b>1-2</b>	7:45-9:06	
<b>II</b>	<b>3-4</b>	9:12-10:37	
<b>III</b>	<b>A Lunch</b> 10:43 – 11:23	<b>AB</b> 10:43 – 12:04	<b>3A</b> 10:43 – 11:23
	<b>5</b>	<b>5-6</b>	<b>5</b>
	<b>BC</b> 11:27 – 12:48	<b>C Lunch</b> 12:08 – 12:48	<b>B Lunch</b> 11:26 – 12:04
	<b>6-7</b>	<b>7</b>	<b>3C</b> 12:08 – 12:48
<b>IV</b>	<b>8-9</b>	12:54 – 2:15	
<b>Bus Departure</b>		2:20	
<b>Activity/Team Period</b>	<b>10</b>	2:20 – 2:45	
<b>Staff Day Ends</b>		<b>2:45</b>	

## Remote Instruction Bell Schedule

Updated 7/16/20			
<b>Alden High School 100% Remote Learning Schedule 2020-21</b>			
<b>Start</b>		<b>8:35</b>	
<b>BLOCK</b>	<b>PERIOD</b>	<b>TIME</b>	
<b>I</b>	<b>1-2</b>	8:45-10:00	
<b>II</b>	<b>3-4</b>	10:12-11:31	
<b>III</b>	<b>A <u>Lunch</u> 11:43 – 12:23</b>	<b>AB 11:43 – 12:58</b>	<b>3A 11:43 – 12:17</b>
	<b>5</b>	<b>5-6</b>	<b>5</b>
	<b>BC 12:27 – 1:42</b>	<b>C <u>Lunch</u> 1:08 – 1:48</b>	<b>B <u>Lunch</u> 12:26 – 1:04</b>
	<b>6-7</b>	<b>7</b>	<b>3C 1:08 – 1:42</b>
		<b>7</b>	
<b>IV</b>	<b>8-9</b>	1:54 – 3:09	
<b>Advisement Period</b>	<b>10</b>	3:25 – 4:05	
<b>Staff Day Ends</b>		<b>4:05</b>	

### **Block By Block Attendance**

Each teacher is required to take block by block attendance for ALL rostered students (in-person and remote) daily. At the beginning of each block teachers should record the attendance for students attending in person, and at some point during the block teachers are required to mark absent any students on remote instruction that the teacher does not have “substantive interaction” with in that period of time.

PLEASE UNDERSTAND THAT ALL STUDENTS ARE REQUIRED TO FOLLOW THEIR SCHEDULE AND “REPORT TO CLASS” WHETHER THEY ARE IN-PERSON LEARNING OR ON REMOTE INSTRUCTION FOR ANY GIVEN DAY OR BLOCK. ALL TEACHERS WILL BE TAKING ATTENDANCE VIA ZOOM, MICROSOFT TEAMS OR SCHOLOGY EVERY BLOCK, EVERY DAY. Daily attendance in Advisement and block by block attendance is a requirement of Alden CSD and the NYS Education Dept.

### **School Supplies**

Teachers will share supply lists on the first two days of school in September. With the use of the surface pro there should not be the need for large notebooks or binders and the use of paper should be limited. The computer should substitute for all of these things.

### **Academic Support**

In the hybrid schedule students will work with teachers in-person for academic support as needed. Additionally, students can arrange for additional academic support asynchronously as needed via Zoom or Teams, email, phone, Schoology or OneNote.

## **GRADING/ASSESSMENT**

### **Final Grade Calculation**

#### 20 Week Courses

First Example:

Quarter One or Three = 50%  
Quarter Two or Four = 50%

Second Example:

Quarter One or Three = 40%  
Quarter Two or Four = 40%  
Final Assessment/Project = 20%

#### 40 Week Courses

First Example:

Quarter One 25%  
Quarter Two 25%  
Quarter Three 25%  
Quarter Four 25%

Second Example:

Quarter One 20%  
Quarter Two 20%  
Quarter Three 20%  
Quarter Four 20%  
Final Assessment/Project 20% (see above)

❖ Please note: AP Test scores are never part of a final course grade.