

Alexander Jr./Sr. High School

Building Plan

Winter 2021

Updated January 5, 2021



Alexander Junior and Senior High School Staff remain committed to providing our students with an excellent education, as well as, social and emotional support throughout the current pandemic. It is our hope that all students can eventually safely return to 5 days a week in person learning; however, we must place a high priority on protecting the health and safety of our students, families, staff and community. In response, we will be providing **two options** from which students and families may choose to attend school at the beginning of each nine week period throughout the 2020-21 school year. As a reminder, this is a fluid situation and the information in this plan is subject to change.

Educational Options

Option #1: School Based:

Child provided instruction according to the current “operational plan” determined at the discretion of the superintendent, board president, and Athens City-County Health Department for the nine week period.

Option #2: Home Based:

Child provided remote learning from home 5-days a week through Alexander Local Schools. This option is for any family who does not feel comfortable sending their child to the school building for instruction under any “operational plan.”

More information in regards to Educational Options:

Option #1 is for any family interested in sending their child to the school building for instruction during a nine week period. The time the child will spend at the school building versus at home doing remote learning will depend on the current emergency level for Athens County and will be determined accordingly.

Option #1 includes **four “plans” of implementation**. The plans are as follows:

- **Plan A:** 5 days a week; all staff and students report.
- **Plan B:** 4 days a week; students on campus Monday, Tuesday, Wednesday, and Thursday. Friday will be a remote learning day for students to work from home. Staff will report all 5 days.
- **Plan C:** Blended learning; students will be in the classroom 2 days a week. Remote learning will take place on the other 3 days students are not in class. Students will attend either Monday/Tuesday (Cohort RED) or Thursday/Friday (Cohort Black). The district will place families in the same cohort.
- **Plan D:** Remote learning for students from home all 5 days; staff report all 5 days.

General Operations during Remote Learning:.

The school hours for staff will continue to be from 7:45am-2:45pm Monday through Friday.

Parents, guardians, and community members with questions or concerns may call the school office at 740-698-8831 between the hours of **7:15 am-3:45pm Monday through Friday**.

In-person visits are being kept to a minimum. We ask you to **call to make an appointment prior to** coming to the school building when possible.

Any visitor coming to the building **must wear a mask** for the duration of the visit. Upon arrival to the building, you must report directly to the front office where you will be given a symptom screening and temperature check prior to signing in. Anyone presenting any COVID symptoms and/or who has a temperature of 100°F or higher will be asked to leave and reschedule their appointment.

While in the school building, you are asked to practice **all safety guidelines** including wearing of face covering, hand washing, and maintaining a social distance of 6ft between persons when feasible. There is signage throughout the school building and school grounds to remind visitors of these guidelines.

SCHOOL-BASED LEARNING INFORMATION

School operating under [Option #1 Plan A, Plan B, OR Plan C](#)

Prior to the beginning of each 9 weeks, the school superintendent and school board president, in consultation with Athens City-County Health Department, will determine **if students will be able to return to some form of school-based in person-learning under Option#1.**

- **Plan A:** 5 days a week; all staff and students report.
- **Plan B:** 4 days a week; students on campus Monday, Tuesday, Wednesday, and Thursday. Friday will be a remote learning day from home. Staff will report all 5 days.
- **Plan C:** Blended learning; students will be in the classroom 2 days a week. Remote learning will take place on the other 3 days students are not in class. Students will attend either Monday/Tuesday (Cohort RED) or Thursday/Friday (Cohort Black). The district will place families in the same cohort.

This information will be provided to families **at least 2 weeks prior** to the beginning of the nine weeks when possible.

If a school-based learning option is in effect, and the health department deems school closure necessary, the students **will return to remote learning**. This information will be announced to families as soon as possible and plans including the effective start date for remote learning will be provided in writing. In the event that a student or students' classroom are quarantined, students will continue learning with their teacher in a remote format.

SCHOOL-BASED LEARNING INFORMATION

School operating under Option #1 [Plan A](#) or [Plan B](#)

Expectations for School-Based 4 or 5 days a week

General Operating Procedures during School-Based Learning

While operating on plan A, school will be open for instruction 5 days a week. When operating on Plan B, school will be open for instruction 4 days a week with students learning remotely on the remaining day.

The school hours for students attending instruction at the school building will continue to be from **7:45am-2:45pm. No early drop offs will be permitted this year.**

Parents, guardians, and community members with questions or concerns may call the school office at 740-698-8831 between the hours of **7:15 am-3:45 pm Monday through Friday.**

In-person visits are being kept to a minimum. We ask you to **call to make an appointment prior to** coming to the school building when possible.

Any visitor coming to the building **must wear a mask/facial covering** for the duration of the visit. Face shields may be worn in addition to a mask/facial covering. Face shields do NOT replace a mask/facial covering. Anyone with a medical condition or other exemption by state mandate wearing of a mask/facial covering should contact the school office for additional guidance.

Upon arrival to the building, you must report directly to the front office where you will be given a symptom screening and temperature check prior to signing in. Anyone presenting any COVID symptoms and/or who has a temperature of 100°F or higher will be asked to leave and reschedule their appointment.

While at school, you are asked to practice **all safety guidelines** including: wearing of a mask/face covering, hand washing, and maintaining a social distance of 6ft between persons when feasible. There is signage throughout the school building and school grounds to remind visitors of these guidelines.

Student attendance while in the school building will remain as prior years. Student attendance will be counted by hours present in the school building. Attendance for Fridays will be tied to assignment completion.

Tardy time for arrival to school will be 8:15am. Any student arriving at school after 8:15am must report to the office to sign in and receive a temperature check.

We will utilize a traditional 7 period per day and lunch schedule while operating on Plan A or Plan B (see Appendix A).

Overall Safety Measures for School-Based Learning

Symptom Checks:

- Caregivers should complete health screenings of students daily before coming to school.
- DO NOT send your child to school if they are experiencing any of the following symptoms/conditions within the last 24 hours:
 - Temperature of 100°F or higher when taken by mouth
 - Sore throat
 - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline).
 - Diarrhea, vomiting, or abdominal pain.
 - New onset of headache, especially with a fever.
 - Had close contact with a person with confirmed COVID
 - Had close contact with a person under quarantine for possible exposure to COVID

- **All students** will receive a temperature check by school staff prior to getting off the bus or when arriving in the building. Students who drive are dropped off will be screened at an entrance and asked to report to the clinic if they have a fever.
- Staff will use QR code to self-report.

- Any staff or student with a temperature 100°F or higher, showing any COVID symptoms, or having been placed under quarantine by their county health department may not attend school.

Facial Coverings:

- All staff and students will be required to wear masks that cover the nose, mouth and chin while in the school building, on school grounds and while on school busses.
- All staff and students will be required to wear a mask while outside on school grounds that covers the nose, mouth and chin when social distancing is not feasible.
- Students not wearing masks for any reason, other than those approved by the Alexander Local School District plan and state guidelines, will be held accountable for their actions.
- Staff are also required to wear face masks within the Alexander Local School District Policy and state guidelines.
- Staff may utilize face shields when conducting classroom activities in instances where it is educationally necessary. Face shields do not replace the use of masks.
- Discipline issues related to mask wearing will be addressed using the following guidelines:
- **Any student refusing to wear a mask will be sent home.**
- If a student has been sent home 3 times for refusal to wear a mask they will lose the right to participate in School-Based Learning, and will be enrolled in the Home-Based Learning option.
- Students who are wearing a mask improperly or who are may have inadvertently forgotten to wear their mask will receive a reminder on their first offense and a series of consequences decided by an administrator for repeat offenses.

Hygiene:

Hand-sanitizers are available at all entrances of the building and all classrooms.

Students and staff are encouraged to wash hands with soap and water for 20 seconds frequently.

Students and staff are to try to avoid touching eyes, nose and mouth.

Students and staff are to cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

Signage is in place throughout the building to remind students and staff to practice proper hygiene.

Social Distancing:

Students and staff should practice social distancing, staying approximately 6ft. away from others when feasible, while eliminating unnecessary contact with others.

Visible markers on sidewalks, classrooms floors, and in hallways will be used to show students and staff the appropriate distance needed for social distancing.

Partitions and table top dividers may be used to provide an additional barrier between people in the building when 6ft social distancing is not feasible.

Modifications for School Building Operations

Arrival of Drop Off Students and drivers:

- Dropoff time for all students will **begin at 7:45 am** and will continue until the last student is dropped off.
- For the 2020-21 school year, there will be **NO EARLY arrivals (prior to 7:45am)** permitted at school for safety purposes.
- Homeroom time has been extended until 8:15 am to include breakfast time in designated areas.
- Drop offs for Jr./Sr. High school will be behind the gymnasium.
- Temperatures will be checked when a student enters the building. Any child with a temperature of 100°F or higher will be referred to the clinic.
- Students who are driving will receive a temp check at the door and will be sent home and have a parent notified if they have a temperature of 100°F or higher.
- Prior to walking into the building, students will be required to put on a mask or facial covering. For those that do not have a mask or facial covering, one will be provided by a staff member.
- Hand sanitizer will be available at building entrances and in classrooms and students are encouraged to use it frequently throughout the day.

- Students who are planning to drive should complete and sign the parking permit application in FinalForms. After completing the application, they should come to the office to provide their driver's license and proof of insurance.

Arrival of Students Riding Buses:

- Release of students from buses will not begin until **7:45 am** and will continue until the last student is off the buses.
- Prior to being dismissed from the bus, students will have their temperature checked by a school staff member. Any child with a temperature of 100°F or higher will be escorted to the clinic area to go home.
- Students will be checked by school staff for the wearing of a mask or facial covering upon arrival to the school building. Any child without a mask or facial covering will be provided one.
- Students will report directly to their 1st period classroom from the bus if they are not eating breakfast.
- Homeroom time has been extended until 8:15am to include breakfast time. This allows the school to minimize transitions and allow for social distancing to be more feasible while entering the building.

Breakfast:

- Brown bag breakfast will be available and is free to all students.
- Students in grades 6-12 can go to the cafeteria to eat breakfast upon arrival.
- Any students not eating breakfast will report directly to their homeroom/first period class.
- 1st period/ homeroom time has been extended until 8:15am. Students can use this time as academic coaching.

Lunch

- Lunch will be in the cafeteria and gym in order to spread students out.
- Partitions will be placed on each lunch table in the cafeteria to provide additional barriers between students while eating.
- Students will be provided an assigned seat in accordance to health department recommendations for contact tracing purposes.
- Students in 6th, 11th, and 12th grade will eat in the cafeteria.
- Students in 7th, 8th, 9th, and 10th grade will eat in the gym. Lunch is free for all students this year until further notice.

- Lunch groupings and eating locations may be adjusted depending on cohort size.

Restrooms:

- The maximum capacity for each restroom will be posted outside the area.
- If capacity is reached, students must wait outside the restroom until someone exits.
- Hand washing signs will be posted and students will be prompted to wash hands after using the restroom.
- Restrooms will be wiped down frequently by custodial staff.
- Documentation will be kept by custodial staff as cleaning is completed.

Drinking Fountains/ Water Bottles:

- Although drinking fountain use will be prohibited; students will be able to access the water bottle fillers.
- Students are encouraged to bring a plastic refillable water bottle labeled clearly with their first and last name to school with them daily.
- Bottled water will be available as needed.
- Water bottle fillers will be wiped down frequently by custodial staff.

Hallways and Transitions

- Hallways will be marked to show traffic flow allowing for social distancing when possible.
- Lockers will not be used. Students will be permitted to carry backpacks with them to class.

Visitors and Volunteers:

- Visitors are being kept to a minimum and are asked to call the school for an appointment and/or approval prior to visiting when possible.
- Visitations will be prioritized based on educational necessity only.
- No visits for social purposes will be permitted.
- Classroom volunteers are prohibited.
- Approved visitors to the building will be required to wear a mask upon entry to the school building.

- Visitors must report directly to the front office to have a temperature check and symptom assessment completed.
- Any person(s) with a temperature above 100°F will not be permitted in the school building.
- There will be a table in front of the office for parents to leave any items that need to be given to students in order to reduce traffic in the office. The secretary will contact students to pick up the item.

Field Trips/ Assemblies/Pep Rallies

- All field trips, assemblies, dances, and pep rallies will be cancelled until further notice.

Classrooms:

- Student seating will be arranged to comply with social distancing to the greatest extent feasible.
- Individual dividers, clear partitions, and table top dividers may be used to create a barrier between students in some classrooms when 6ft social distancing is not feasible.
- Students will be provided an assigned seat and the teacher will keep an updated seating chart in accordance to health department recommendations for contact tracing purposes. The school will work with the health department to implement the most recent recommendations and procedures regarding contact tracing and quarantine of students.
- Hand sanitizer and cleaning supplies will be available in each room.

Grading:

- The school will use the board approved grading policy..
- Progress toward learning will be communicated through feedback/grades on assignments, midterm reports, and report cards.
- Infinite Campus will be used to track student grades for those students who are school based learners and for courses that are being taught by an Alexander teacher for home based learners.

Clinic and Wellness Area

- The school has redesigned the clinic to include a “Wellness Center” and a “Clinic” area for use throughout the day
- The Wellness Center will be used to manage non COVID medical concerns including scheduled medicine distribution to students throughout the school day.

- The clinic area will be used to manage students experiencing COVID related symptoms.

Response to COVID:

- Any student or staff member experiencing COVID-19 symptoms and/or having a fever of 100°F or higher during the school day will be referred to the clinic staff to be sent home.
- Clinic staff will follow protocol for assessment and quarantining of staff and students experiencing such symptoms based on CDC and recommendations by the Athens City & County Health Department and other local health departments. If necessary, the staff or student will be referred to their physician for further assessment.
- If there are confirmed cases of COVID amongst any students or staff within the school building, parents will be provided notification of such cases while adhering to confidentiality of all individuals involved.
- The school district will work directly with the local health departments when COVID cases are confirmed amongst students or staff to implement contact tracing procedures. The school will consult the health department to implement the most recent recommendations and procedures regarding contact tracing and quarantine of students.
- If a student becomes ill and has a confirmed case of COVID outside of school hours, parents are to notify the district by calling the school office using the absence line. This allows the district to be aware of the illness and take appropriate action.
- Students or staff who had a confirmed case of COVID or were quarantined for possible exposure will be made aware of when they can return to school based on protocol set forth by the district in conjunction with the Athens City & County Health Department and other local health departments.
- The district has created a COVID-19 dashboard located on the district homepage to report COVID statistics within the district.

Appendix A

Alexander Jr High/High School

2nd Semester Adjusted Bell Schedules

Regular Schedule

HR/AC	7:45 – 8:15
1	8:15 – 9:02
2	9:06 – 9:53
3	9:57 – 10:44
4	10:48 – 11:35
5	11:39 – 12:09 (6-8 lunch)
	11:39 – 12:26 (9-12 class)
	12:13 – 1:00 (6-8 class)
	12:30 – 1:00 (9-12 lunch)
6	1:04 – 1:51
7	1:55 – 2:45

Two Hour Delay

HR	9:45 – 10:00
1	10:00 – 10:32
2	10:36 – 11:08
3	11:12 – 11:44
4	11:48 – 12:18 (6-8 lunch)
	11:48 – 12:20 (9-12 class)
	12:22 – 12:54 (6-8 class)
	12:24 – 12:54 (9-12 lunch)
5	12:58 – 1:30
6	1:34 – 2:06
7	2:10 – 2:45

