

August 17, 2020

Dear Warrior Parents, Students, and Staff:

Now that families have made the decisions of their re-entry options, we are reworking our master schedule to provide in-person and eLearning courses. Changes to our school day had to be made to meet the safety procedures expected by KCS, WVDE, and the CDC. Please know that each decision has been made so that everyone stays safe and are subject to change!

After the release of the guidelines we have made the decision that each student will take eight classes. To decrease transitions in the hallway we are going to an A/B block model. Students will still earn a half credit at the semester mark for each course. Students will go to four classes each day. Each class will be 85 minutes in length. We have also increased the transition times with staggered release from class.

- ◆ **Masks are REQUIRED to be worn correctly WITH social distancing of 6 feet when possible.**
- ◆ **ALL visitors are to wear a mask for entry.**
- ◆ **In an effort to keep all students and staff health as a top priority, we will be following the Governor's mandate and the CDC recommendation to wear face masks/shields.**

Each of the below items are subject to change as we see the need:

Classroom:

- **Staff and students are to wear a mask.** Extra masks will be available if needed.
- Students will stay in the classroom unless called out by an administrator, nurse, or counselor.
- Only ONE person leaves the classroom at a time for the restroom
- Disinfecting spray in each class with paper towels
- Desks face in the same direction
- Spaced 6 feet apart if possible
- Open the window and/or door to allow ventilation through the room
- Students should provide their own writing utensils. If unable to, allow students to keep or disinfect after each use.

Hallways:

- Stay 6 feet away from other students
- Different travel patterns will occur.
- UP stairwells marked - Green, Purple, and Blue
- DOWN stairwells marked - Red and Yellow
- Lockers will not be used unless a student requests to have one.
- Water fountains are off-limits.
- Students will use the bottle fill fountains, using their own water bottle.

Signing In/Out

- Masks are to be worn by ALL visitors.
- ONLY essential visitors are permitted in the building.
 - Parent/Guardian checking in/out of a student
 - Individuals meeting with school personnel
- 3 visitors allowed in the main office at a time.

- One person per family should come in to check out a student. Do NOT bring the full family if at all possible.
- Visitors must keep 6 feet apart. Chairs in the waiting area are at a distance.
- Students can sign in or out with their own device
 - Use the QR Code posted on the office window, student not coming into the office.
 - Wait for the “thumbs up” from Mrs. Hodge, Mrs. Matheney, Ms. Brown, or an administrator.
 - Teachers will check the response spreadsheet to ensure that students report to class in a timely manner.
- Parent or Guardian signing a student out:
 - Use your own device with QR Code. Mrs. Hodge, Mrs. Matheney check form and WVEIS for the proper person **OR**
 - Use iPads
 - Individual isopropyl alcohol wipes are available to wipe down the iPad.
 - Parent/Guardian use iPad to fill out Google form
 - Wipe down iPad again
 - Throw away the wipe in the provided trash can.

Cafeteria

- Masks are to be worn in line and moving to their seat.
- Masks are to be worn after the student has finished eating.
- Outdoor seating is available, weather permitting
- Overflow lunch seating will be in the auditorium
- **Breakfast** will be grab and go.
 - Students will come into the building from various entrances: main entrance, gym, red entry.
 - Students can get a breakfast starting at 7:45, with a distance between students in line.
 - Students can sit at tables as they come in using the above guidelines.
 - At 8:00 students will be able to move to their first or second period.
 - Eat in the classroom
 - Use disinfecting spray after they eat to clean their area
 - Throw away trash
 - Wash their hands or use hand sanitizer
 - Put a mask on when finished eating.
- **Lunch** Lines for food
 - Staggered dismissal
 - Distance 6 feet between students
 - One line at Concession for Pizza, side, milk (handed to them)
 - Two lines at Main area for main or grab & go with side, milk (handed to them)
 - Tally sheets used, if State approved.
 - If a student can bring their lunch. Do NOT share items in the lunch. Best practice is to bring their lunch in paper bags so that everything can be thrown away.

At the end of each period:

- Odd rooms will allow the students to leave the classroom at the end of the period.
- At the 3-minute bell, the even rooms will allow the students to leave.
- All students will be in the classroom at the tardy bell.
- ODD period days, odd rooms leave first

- EVEN period days, even rooms leave first
- Students stand at the locker waiting to enter the room after all students of the previous class leave.

Restrooms:

- 50% occupancy

Entry and Exits

- Front Doors
 - 2 doors closest to commons-Entrance
 - 2 doors closest to bank-Exit
- Beginning of the Day from Buses-multiple entrances if more than one bus in the loop
 - Gym
 - Main entrance
 - Red entrance
 - Students come in one at a time, 6 feet apart
 - Walk to get breakfast, move to the classroom (1st or 2nd period) after 8:00 am
- End of the Day to buses
 - 30-minute Enrichment before buses. Students will stay in their 7th or 8th periods.
 - We will announce when buses have arrived; students will leave the room at that time.

Counselors:

- QR code posters posted throughout the school will be used with a form for students to fill out if they need to see the counselor.
- Students will enter at the door next to the green stairwell.
- The hallway will be ONE way moving toward the clinic area to exit.

Nurse:

- NO students remain in the nurse's office unless absolutely necessary.
- Do NOT use cot room unless absolutely necessary
- Students who have Covid-19 symptoms will have their temperature taken by a handheld thermometer.
- If Covid-19 symptoms, the student will be placed in a clinic treatment room.
 - Clinic or Mrs. Embrey will contact the parent.
 - Student will stay in the treatment room until the parent comes to the building.

Schedules:**Staggered start:**

September 8: 11th grade

September 9: 10th grade

September 10: 9th and 12th grade

September 11: eLearning

Blended Schedule: September 14-25, 2020

4 days/week-Half students will attend 2 days a week.

- Half of the students (Group A-grades 9-12, last name A-L) will attend Monday and Tuesday with Block scheduling,
 - Odd classes on Monday,
 - Even classes on Tuesday.
- Wednesday – eLearning for all.
- The other half of the students (Group B-grades 9-12, last name M-Z) will attend Thursday and Friday, with Block scheduling,
 - Odd classes on Thursday
 - Even Classes on Friday.

5 days/week-All students will attend with the above precautions. Carver students will attend in their regular AM and PM Carver classes. Block scheduling, Odd and Even period days.

Finally, please understand that we are continually working through the details and are determined to make sure our students, staff and visitors to our building are safe and healthy. We are creating new schedules for in-person and eLearning at this time. Change is occurring daily, even within the day sometimes. We are relying on the Health Department and WVDE for guidance as we move closer to the beginning of the school year. Thank you for all of your patience through this challenging time!

If you have any questions, please email me at jkennedy@mail.kana.k12.wv.us.

Sincerely,



Jane Kennedy
Principal
Riverside High School