



SOUTHMORELAND HIGH SCHOOL

High Quality Learning for All

OPERATIONAL PROCEDURES FOR OPENING 2020-2021

MITIGATION EFFORTS FOR STUDENTS AND STAFF

Children two-years and older are required to wear a face-covering, **such as a mask or face shield**, unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA that precludes the wearing of a face covering in school.

Given that children and adolescents may experience challenges in effectively adhering to these guidelines, it is critical that parents set an excellent example for students by modeling social distancing behaviors, wearing a face-covering, such as a mask and/or face shield, and practicing good hand hygiene.

Please make sure you are wearing your face cover appropriately. We are setting the standard for the students--they will take it as seriously as we do.

Every effort has been made to assure that students practice social distancing. Directional signage and seating demarcations have been placed throughout the building. Students are required to be six (6) feet away from any other student or adult.

Regardless of one's beliefs surrounding COVID-19, actions in our community will directly impact students returning to school. When these precautions are taken seriously, disease transmission is likely to decrease, positioning our school district to safely resume in-person instruction.

Students who do not follow the face-covering order, or the social distancing guidelines that have been implemented will be addressed accordingly by Principal, Mr. Krofcheck, or Assistant Principal, Mrs. Sutton, and parents will be contacted. If students repeatedly require a replacement face-covering, parents will be contacted. If issues persist with individual students, alternative measures will be put in place for the student.

Spray bottles of disinfectant, wipes and paper towels will be available for each classroom. Teachers are permitted to use those items to keep their areas clean and disinfected.

Students are responsible for wiping down their own areas with the cleaning supplies provided by the district. Staggered seating will be used to the greatest extent possible between the different class periods. Additional staff will be assigned to areas where the avoidance of shared materials is not possible (Computer/STEM/Science lab).

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These guidelines and recommendations may change frequently and abruptly, and you will be notified accordingly.

ARRIVAL PROCEDURES

Bus Transportation: ALL students must wear a face-covering at all times. Students are to sit one person to a seat unless they are a family unit. **NOTE:** This is a change from last school year.

Students are expected to follow directives provided by the bus driver to ensure social distancing guidelines to the greatest extent possible. Students will NOT be permitted to board district transportation without a face-covering.

Students will exit the bus one at a time, from front to back, to maximize social distancing guidelines to the greatest extent possible. **NOTE:** This is a change from last school year. The school police officers, morning duty teachers, and administrators will assist students in the exiting process.

Personal Transportation: We must have an efficient parent/guardian pick-up and drop-off procedure; otherwise, we will resort to alternatives that will impact students and parent/guardian drop-off and pick-up times. At this time, we are anticipating higher than usual parent/guardian drop-off and pick-up. Thus, students must be prepared to exit the vehicle immediately upon approaching the drop off location, in the rear of the building (same as last school year). These students are permitted to enter the rear entrance **ONLY**. Students must wear a face-covering when exiting the vehicle.

Parent Drop Off Route: Vehicles will be guided to the drop-off location located in the rear of the building (same as last school year). The parent/guardian will enter the school campus via the north entrance and exit the south entrance (same as last school year). **Do not drop off your student in the front of the building.**

Student Drivers: Students that have been issued a driving permit will park in the north top parking lot (top right lot if looking from 981). They are to enter the north (elevator) entrance **ONLY**. Students will NOT be permitted to enter the building without a face-covering.

Vans: Students that are transported by van will be dropped off at the north (elevator) entrance.

***** All entrances will be monitored by either a school security officer, administrator, or morning duty teacher.**

***** Please See Appendix B**

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BUILDING ENTRANCE

Upon arriving at the SHS campus, students are reminded that a face-covering must be worn as you approach the building. There will be no screenings of temps. Current CDC guidelines do not require temperature checks for all upon arrival. Temp screeners will be in nurse suites and in each office if a student or staff member would need. We ask that you take your temperature, daily before departing for work.

Students from busses will enter via the far left doors (if facing the building) **only**.

Students being dropped off by a parent/guardian will enter the building via the rear entrance.

Student drivers will enter the building at the north (elevator) entrance.

Upon entering the building, students will either report to their designated first period class or the cafeteria for breakfast (same as last school year). Students choosing to eat breakfast will take their items and proceed to first period. Seating in cafeteria at this time is not permitted.

Students need to be sure they take all items, such as utensils, straws, napkins, etc. on their first trip through the cafeteria line. We are making every effort to mitigate cross-contamination by eliminating multiple trips back and forth to the cafeteria for forgotten items the first time through. **NOTE:** This is a change from last school year.

Student lockers are not being utilized this year. Therefore, all student belongings will be carried with students throughout the school day in a drawstring or book bag. **NOTE:** This is a change from last school year.

Students may not place the book bag or drawstring bag in the aisles when seated in the classroom, which poses a safety hazard. Bags can be placed underneath, on top of, or the back of the desk/table or a nearby unused desk/table, touching other students' belongings.

MOVEMENT AROUND THE BUILDING

Students will be transitioning throughout the school building during the school day. These transitions include arrival, class changes, lunches, restroom breaks, and dismissal (same as last school year). To maintain social distancing guidelines to the greatest extent possible, students must follow a few simple rules while moving throughout the hallways and common areas. Review these expectations with the students.

1. Wear a face-covering (**MASK or FACE SHIELD**) at **ALL** times other than while eating or drinking or during specified face-covering breaks.

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2. As students move throughout the building, stay to the right when walking down the hall to alleviate the cattle-herding that sometimes occurs in the hallways, and maintain social distancing guidelines to the greatest extent possible. **Signage has been posted to assist students with these procedures.**
3. Refrain from touching any other person or object. Respect yourself, others, and property.
4. Bells will continue to dismiss students from classes and to lunches.
5. Congregation in the halls and in common areas is prohibited.

Only one (1) student is permitted to use the restroom at a time. Physical passes will not be used in an effort to mitigate contamination.

Students are not permitted to go to the main office for arbitrary reasons.

***** Please See Appendix B for the A/B Bell Schedule**

LUNCHES

Students will be dismissed, by grade level, via the PA to go to lunch. Lunches will be dismissed three (3) minutes prior to the end of periods 4, 5B, and 6B.

Upon entering the cafeteria, students will be directed to seats that will be clearly marked where they may sit to follow social distancing guidelines to the greatest extent possible. **NOTE:** This is a change from last school year.

After students are seated, they will be called by the table to get in line to get their lunches, following social distancing guidelines to the greatest extent possible. **NOTE:** This is a change from last school year.

A face covering must be worn while seated and waiting to be called to get in line for lunch. Students must wear a face-covering while standing in line to get food. Once in the food line, students will be directed by cafeteria staff to choose the grab and go lunch and make a milk selection.

Students will not be reaching into the drink coolers this year. Snacks may or may not be offered for the first couple of weeks of the new school year. Students **MUST** choose a snack while going through the lunch line the first time. We will not have a snack window, as we have in the past. Students may choose at this time **ONLY** to purchase the daily snack being offered. Students will not be permitted to purchase a snack after receiving their lunch and taking a seat. **NOTE:** This is a change from last school year.

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A face covering can be removed once students are seated to eat their lunch. Students will remain seated until they are dismissed from the cafeteria by table, at which time students must wear a face-covering.

Students are not permitted to get up and congregate in different areas of the cafeteria, as in the past. They are to remain in their initial seat until dismissal from the cafeteria. Students are also not permitted to get up and throw away trash.

Upon dismissal from the cafeteria, students will take their trash with them and dispose of it in the garbage cans placed at the cafeteria's entrance/exit doors. All items are disposable; there is no need to return trays, as in the past. **NOTE:** This is a change from last school year.

DISMISSAL PROCEDURES

Unlike in previous years, students will be dismissed three (3) busses at a time via the PA system. Students will follow social distancing guidelines to the greatest extent possible while wearing a face-covering.

The busses will be dismissed as follows:

First Dismissal: 28, 16, and 4

Second Dismissal: 21, 8, and 17

Third Dismissal: 27, 12, and 2

Fourth Dismissal: 6 and 14

Fifth Dismissal: 1, 5, and 9

Sixth Dismissal: 10 and 11

Following bus dismissal, parent pick up will be dismissed as follows:

Day A

- Students A-F
- Students G-L

Day B

- Students M-S
- Students T-Z

*** Parent pick up will remain at the rear entrance as it does for drop-off.

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Upon completion of parent pick up, student drivers will be dismissed as follows:

Day A

- Students A-F
- Students G-L

Day B

- Students M-S
- Students T-Z

*** Students will exit via the north (elevator) doors **ONLY**.

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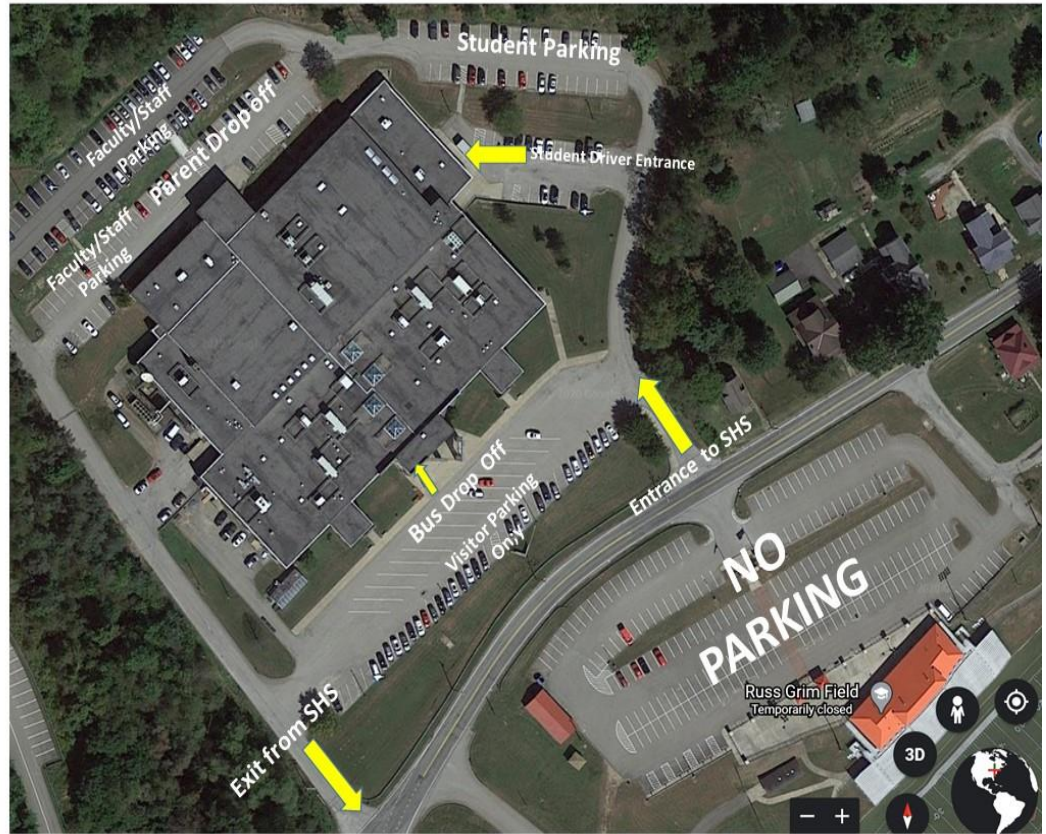
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APPENDIX A: ARRIVAL AND PARKING AT SHS, 2020-2021



2020-2021 Arrival @ SHS

- All traffic should enter from 981 North, **ONLY**
- Busses will let off, one at a time, in the front entry. Students will enter the far left door
- Students will park in the top right lot and enter the north (elevator) entrance
- Parents will drop off students at the rear entrance
- Faculty and staff will park in the rear lots
- Front lots are reserved for visitors only
- Parking is **Prohibited** at the Stadium Lot



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Appendix B: A/B Bell Schedule

A/B MAIN BELL SCHEDULE

Period	Time	Length
ENTRY	7:15-7:35	20
1	7:35-8:18	43
2	8:22-9:01	43
3	9:05-9:48	43
4	9:52-10:35	43- LD at 10:32
Lunch 1	10:35-11:05	30
5A	11:09-11:52	43
6A	11:56-12:39	43
5B	10:39-11:22	43- LD at 11:19
LUNCH 2	11:22-11:52	30
6A	11:56-12:39	43
5B	10:39-11:22	43
6B	11:26-12:09	43- LD at 12:06
LUNCH 3	12:09-12:39	30
7	12:43-1:26	43
8	1:30-2:13	43
Dismissal	2:13-2:24	11

During entry students will be escorted into SHS according to the bus schedule and will proceed to get grab and go breakfast, if necessary. Those not getting grab and go will report directly to period 1.

Lunch will be dismissed according to the lunch dismissal schedule and will occur 3 minutes prior to the end of periods 4, 5B and 6B

At dismissal, students will be dismissed via PA, 2 buses at a time and will conclude with student drivers