

HYBRID PLANS FOR PARENTS

Daily Procedures & Logistics

ARRIVAL

Cafeteria (Parent Drop-Off/Student Driver)	Auditorium Atrium (Bus Riders)
<ul style="list-style-type: none"> • COVID screening & temp check • Hand sanitizer use required prior to entering • Pick up breakfast at station • Report directly to 1st period 	<ul style="list-style-type: none"> • COVID screening & temp check • Hand sanitizer use required prior to entering • Pick up breakfast at station • Report directly to 1st period
Band Room (Walkers)	Main Office (Staff & Parents ONLY)
<ul style="list-style-type: none"> • COVID screening & temp check • Hand sanitizer use required prior to entering • Pick up breakfast at station • Report directly to 1st period 	<ul style="list-style-type: none"> • Parents/guardians will have COVID screening & temp check. • Parents/guardians will be required to use main office exit.

Daily Schedules

Middle School
(Monday, Tuesday, Thursday, Friday)

1st Period	7:45 - 8:32
2nd Period/RTI	8:35 - 9:10
3rd Period	9:13 - 10:00
4th Period	10:03 - 11:25 (LUNCH PERIOD)
5th Period	11:28 - 12:15
6th Period	12:18 - 1:05
7th Period	1:08 - 1:55
8th Period	1:58 - 2:45

High School
(Monday, Tuesday, Thursday, Friday)

1st Period	7:45 - 8:32
2nd Period/RTI	8:35 - 9:10
3rd Period	9:13 - 10:00
4th Period	10:03 - 10:50
5th Period	10:53 - 12:15 (LUNCH PERIOD)
6th Period	12:18 - 1:05
7th Period	1:08 - 1:55
8th Period	1:58 - 2:45

Daily Instruction Procedures

Monday	Tuesday	Wednesday	Thursday	Friday
Group A reports to building. Group B & Virtual Students log-in via Google Meet.	Group A reports to building. Group B & Virtual Students log-in via Google Meet.	Students are required to check-in through IC AND complete any work posted in Google Classroom for the day.	Group B reports to building. Group A & Virtual Students log-in via Google Meet.	Group B reports to building. Group A & Virtual Students log-in via Google Meet.

HYBRID PLANS FOR PARENTS

7th GRADE - First Day Only:

- Parents will drop off all 7th grade Hybrid students at the underpass across from the auditorium on the first day of school.
- Group A will start on September 29th and Group B will start on October 1st.
- Students will meet their 1st Bell teacher and stand in socially-distanced lines, marked accordingly by cones.

MIDDLE SCHOOL

- Middle school students will report to their 1st period classroom at the start of the school day.
- Students will receive a copy of their schedule on the first day of school.
- Students will pre-order their lunch during the morning announcements.
- Middle school teachers will rotate. Students will not change classrooms.
- Breaks, restroom, water fountain, and outdoor breaks will be scheduled for all students.
- Students will eat lunch in the classroom. Lunches will be delivered at designated lunch times.

HIGH SCHOOL

- High school students will report to their 1st period classroom at the start of the school day.
- Students will receive a copy of their schedule on the first day of school.
- Students will pre-order their lunch during the morning announcements.
- The number of class changes has been minimized to limit the number of students in the hallway.
- Students are expected to socially distance, using markers on the floor, while transitioning in the hallway.
- Students will not be allowed to use restrooms or water fountains during class changes.
- Breaks, restroom, water fountain, and outdoor breaks will be scheduled for all students.
- Students will eat lunch in the classroom. Lunches will be delivered at designated lunch times.

MISCELLANEOUS Policies & Procedures Adjusted for In-Person COVID Compliance

ATTENDANCE NOTES:

- Slotted, lock boxes will be placed at each entrance station for tardy notes and doctor's notes.
- Front office staff will walk around and gather the notes after 8:15 a.m.
- Students will not be sent to the office with excuse notes if they forget to place them in a box in the morning.
- They can put it in the box upon dismissal and it will be collected the next morning.

HYBRID PLANS FOR PARENTS

COUNSELOR ACCESS:

- In the event that a student needs to see a counselor for academic or emotional support services, the student should schedule an available time using the [Counselor Check-In Form](#).
- The counselor will contact the student with a scheduled time to meet via google meet within 24 hours or sooner.
- In the event the teacher feels it is an *emergency*, he/she should call the counselor first, if no answer, call the main office, and someone will be sent to pick up the student.
- Students receiving counseling services from external agencies (NorthKey, Cincinnati Behavioral Health, MEBS) will still have access to their designated counselor during specific times/days. External counselors will have scheduled weekly sessions and be available in the event of an emergency.

NURSE or FRYSC ACCESS:

- The nurse will distribute medication to students so they do not need to see the nurse or report to the front office for medication.
- In the event the teacher feels it is an *emergency*, he/she should call the nurse or Ms. Watts first; if no answer, call the main office, and someone will be sent to pick up the student.

Tardies:

- Excused
 - In the event the student is going to be tardy with an excused note or withdrawn from school early, the student should log in to their classes virtually that day. For in-person students, parents and families should make every effort to schedule appointments on remote-learning days.
- Unexcused
 - Following the start of the school day, students will only be admitted to school from 7:45am - 8:15am through the band entrance.
 - Students that arrive after 8:15 a.m. will have to return home and complete their work virtually.

DISMISSAL

- Students:
 - Classrooms will be dismissed room-by-room at opposite ends of the building to minimize the number of students in the hallway at dismissal.
 - Students should exit based on their mode of transportation.

Cafeteria (Parent Drop-Off/Student Driver)	Auditorium Atrium (Bus Riders)
Band Room	Main Office

HYBRID PLANS FOR PARENTS	
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(Walkers)	(Staff & Parents ONLY)
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BEHAVIOR

- Repeated behavior infractions will not be tolerated.
- During hybrid in-person instruction, at the discretion of the administration, a student who continuously disrupts the classroom or school will be placed in full time virtual learning. The student will participate in virtual learning for the remainder of the 9 weeks. This includes repeated unexcused tardies.
- Suspensions: Any suspendable offense will default the student to virtual learning for the remainder of the 9 weeks.

SCHOOL SUPPLIES

- Students will not be permitted to use the school lockers.
- Required
 - Mask
 - Technology and charging cord
- Permitted
 - 1 notebook,
 - 1 clear water bottle
 - 1 writing utensil
 - Earbuds/headphones
 - Cell phone (FOR EMERGENCIES ONLY)
- Provided
 - Clear bag to provide protection for tech and storage for coats/jackets during inclement weather
- Prohibited
 - Backpacks
 - Large opaque bags – Student-athletes will be directed by their coaches in a procedure for sports practice gear and equipment.
 - No outside food or drinks.

In the event a student brings a prohibited item to school they will be asked to leave it at the entrance point with their name on the item. They can obtain these items as they exit the building at the end of the day.