

Park Crossing High School

Re-Opening Procedures for Students – Version 1; 10/6/2020

This document has been compiled as a summary of procedures that are being implemented to ensure the safety of our students, teachers, and administrators as we move back towards face-to-face instruction. Please consider this a working document that will likely see updates and changes as we move forward. We ask for your patience and cooperation as we work together to make our learning environment as safe and productive as possible.

Please review this document with your family and become familiar with every item.

We ask for your patience and grace as our teachers work through how they will provide F2F and Virtual instruction simultaneously that is high quality and rigorous. Every Park Crossing teacher is committed to our students and their success.

Any questions may be addressed to Mr. Baggage, Mrs. Pamela Allen-Ingram, and Mrs. Charles. Email is the most efficient means. Include the “Opening Procedures Question” in the subject line and be sure to include the parent’s phone number should any of the aforementioned administrators need to contact you directly.

POINTS OF CONTACT:

- **Guidance:**
 - Grades 9 & 10: Marla Scott: Marla.Scott@mps.k12.al.us
 - Grades 11 & 12: Stephanie Wilson: Stephanie.Wilson@mps.k12.al.us
 - Guidance Aide: Adria Moseley: Adria.Moseley@mps.k12.al.us
 - iNow login: Regina.Groomster@mps.k12.al.us
 - Messenger robocall issues: Forrest Hillary: Forrest.Hillary@mps.k12.al.us
- **School Nurse:** Gloria Taylor: Gloria.Taylor@mps.k12.al.us
- **Athletics:** Athletic Director Crystal Tarver: Crystal.Tarver@mps.k12.al.us
- **Technology Coordinator:** Angela Kynard: Angela.Kynard@mps.k12.al.us
- **Administration:**
 - Principal Cheryl Fountain: Cheryl.Fountain@mps.k12.al.us
 - Assistant Principal Carlos Baggage: Carlos.Baggage@mps.k12.al.us
 - Assistant Principal Pamela Allen-Ingram: Pamela.Ingram@mps.k12.al.us
 - Assistant Principal Angela Charles: Angela.Charles@mps.k12.al.us
 - Front Office Desk/Secretary: Twonda Davis: Twonda.Davis@mps.k12.al.us
 - School Secretary: Lamonía Royals: Lamonía.Royals@mps.k12.al.us
 - Bookkeeper: Kathy Jones: Kathy.Jones@mps.k12.al.us
 - Absence and Tardy Excuses: PCHS_excusesubmissions@mps.k12.al.us

QUICK FACTS:

- School day returns to 7:30 AM – 2:45 PM both for Face to Face (F2F) students and Virtual students.
- A/B Schedule-Modified Block
- Virtual students will join the classroom virtually at each class start-time and remain “in class” for instruction as directed by the teacher.
- Work assignments will continue to be submitted through Schoology for both F2F and Virtual students for the immediate future unless otherwise indicated by the teachers.
- School Uniforms will be required for those attending F2F.
- Students are required to wear masks while on campus and must be appropriate for school-*According to the PCHS Student-Parent Handbook, all students must wear a face covering (no bandanas). Face coverings must be solid black, white, navy, or light blue (paper).*
***NO BANDANAS

STUDENT ARRIVAL

- **ARRIVAL TIME:** Students are not permitted to arrive on campus any earlier than **7:20AM**. Parents/Guardians will be contacted by the administration if a student arrives on campus prior to 7:15 AM.
- **SCHOOL ENTRY:** Students may enter the building at **7:20AM** from one of 4 entry points including (1) C-Wing, (2) Bus lane (gym), (3) Student parking, and (4) Main Office-Late students only. (**Late bell is at 7:40 AM**)

Carpool Riders: Enter through the C-wing doors

Bus Riders: Enter through the bus lane back near the gym

Student Drivers: Enter through the gates between C-wing and the gym.

- ⇒ Student drivers should remain in their own cars until allowed into the building.
- ⇒ Students are prohibited from getting into the car of another student, congregating in the parking lot, or standing in groups about the campus.
- ⇒ School building doors will be propped open for student entry and dismissal at the beginning and end of the school day to reduce touch points on the door handles. Otherwise, doors will be secured during the day.
- ⇒ Students will report directly to their homeroom classroom. If a student wants breakfast, they may pick it up in the cafeteria and take it with them to their homeroom classroom.

TEMPERATURE CHECKS & MASK REQUIREMENTS:

- **TEMPERATURES** will be taken with touchless thermometers at each of the 4 entrance points to the school every day as students enter the building.
 - ⇒ Students with a temperature of **100 or higher** will **NOT** be permitted to enter the school building and will be escorted to the Nurse's Office and/or B117. A parent/guardian will be called and instructed to pick up their student from the Nurse.
- **MASKS** are required for entry and must be worn all day except while the student is eating breakfast or lunch- *According to the PCHS Student-Parent Handbook, all students must wear a face covering (no bandanas). Face coverings must be solid black, white, navy, or light blue (paper). ***NO BANDANAS*
- A student without a mask will NOT be permitted into the building and will be required to wait outside while a parent is called to either bring a mask or to pick the student up.
 - ⇒ **Bandanas and neck gaiters are NOT permitted during the school day.**

CLASS MEETING SCHEDULE:

Four class periods will be held each day, Monday through Friday. We will follow a modified block schedule. The classes will meet on an odd and even rotating basis. The scheduled is outlined below:

Park Crossing High School Bell Schedule 2020-21				
CARDINAL - A Day	NAVY- B Day	START	END	ELAPSED TIME
HOMEROOM		7:30 AM	8:00 AM	30 MINUTES
1ST PERIOD	2ND PERIOD	8:05 AM	9:35 AM	90 MINUTES
3RD PERIOD	4TH PERIOD	9:40 AM	11:10 AM	90 MINUTES
5TH PERIOD/LUNCH		11:15 AM	1:10 PM	115 MINUTES
7TH PERIOD	6TH PERIOD	1:15 PM	2:45 PM	90 MINUTES

- 5th PERIOD WILL MEET EVERY DAY – as normal. This is our lunch wave class period.
- HOMEROOM WILL MEET EVERY DAY – as normal. This is the student's First Period class as well. Daily announcements will be made.
- INTERVENTION TIME WILL BE HELD EVERY DAY DURING THE CLASS PERIOD. (Intervention Time is 30-minutes- students will work on enrichment activities such as ACT test prep, homework assignments, re-teaching of skills, and any other activities that support student achievement.
 - ⇒ No in-person tutoring, test make-ups, or meetings unless they are held virtually.
 - ⇒ Virtual Students will receive information regarding Intervention Time from their classroom teacher in Schoology.

CHANGING CLASSES / HALLWAY PROTOCOLS / RESTROOMS / LIBRARY

- **HALLWAYS** – Students will walk single-file in the hallways while keeping to the right to allow for social distancing at all times.

- **RESTROOMS** – To prevent crowding in the restrooms, students will NOT be permitted to visit the restrooms in between classes. Teachers will issue restroom passes to students during class time. Teachers will allow for emergency use on a case-by-case basis.
 - ⇒ For safety reasons, there will be a two-person at a time limit for all restrooms.
 - ⇒ It will be the responsibility of the student to remain outside if two people are already in the restroom.
 - ⇒ Select restroom stalls and sinks will be restricted from being used with signs and tape in order to allow for social distancing for students.
- **GUIDANCE OFFICE & FRONT OFFICE:** Students will NOT be allowed to visit the front office or guidance during class changes. Teachers will issue passes on a need basis.
- **LIBRARY** – Library resources will continue to be available to both F2F and Virtual students.

CLASSROOM PROTOCOLS:

- Classrooms will be sprayed, wiped down, and/or fogged at least once a day.
- Computer monitors and surfaces will also be sanitized.
- Students are expected to maintain social distancing while in a classroom and while seated at a computer.
- Masks will be required in every classroom all day. *According to the PCHS Student-Parent Handbook, all students must wear a face covering (no bandanas). Face coverings must be solid black, white, navy, or light blue (paper). ***NO BANDANAS*

COMPUTERS

-F2F students will not need to bring technological devices to school.

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STUDENT MEALS / BEVERAGES:

- **BREAKFAST:** Students who would like breakfast should report to the lunchroom immediately after entering the building. Breakfast will be available as “grab and go” meals that the student will eat in their homeroom classroom.
- **LUNCH:** Lunch will continue to be served during 5th period. Teachers will escort one class at a time to the lunchroom to pick up their “grab and go” lunch. Students will return to their 5th-period classroom to eat.
- **SNACKS:** Vending machines will not be operational.

- **WATER BOTTLES:** Students are welcome to bring in a water bottle or canister. If a student brings more than one bottle of water, they must bring it in a lunch box. The seal must not be broken on water bottles before entering the school building.



- *Eating in the lunchroom will not be permitted.*
- *Students will only be allowed to eat during the established breakfast hours and their designated lunch time wave.*

STUDENT DISMISSAL

- **SCHOOL DEPARTURE:** School day dismissal bell rings at 2:45 PM. Students are **NOT permitted to remain on campus after 3:00 PM** unless they are attending a sporting practice or other authorized school activity. All students **MUST** leave or be picked up by 3:00 PM. Parents/Guardians will be contacted by the administration if a student remains on campus after 3:00 PM.
- **SCHOOL EXITS:** Students are to exit the buildings by way of the closest exterior door to arrive at the carpool lane, bus lane, or student parking lot.
 - ⇒ Students are prohibited from gathering in groups while waiting on a bus, a carpool, or while in the student parking lot.
 - ⇒ Students are **STRONGLY ENCOURAGED** to have an umbrella and proper cold-weather coats. Students will not be able to group under the awning for protection. They will **HAVE** to remain socially distanced, even in the event of rain and cold.

PARENT ACCESS / INFORMATION / UNIFORMS

- **PARENT ACCESS** – Parents will not be allowed to enter the building.
 - ⇒ StuPCHS_excusesubmissions@mps.k12.al.usent Check-in and check-out will be handled through the front door.
 - ⇒ Excuses for absence or tardiness must still be provided through email to PCHS_excusesubmissions@mps.k12.al.us.
 - ⇒ check-in and check-out by scanning the digital code posted **(in the school entrance.)** The code will redirect your internet browser to the necessary form, which must be completed in order to properly document the desired action and for a student to be admitted/dismissed. The parent/Guardian must show ID when checking a student in or out of school.
- **STUDENT ATTIRE** - Please make sure your students have dressed appropriately for the expected weather. Students will not be allowed to enter the building early due to rain, cold, etc.

⇒ **PCHS Uniform Code** will be expected to be followed. Uniforms must be worn Monday-Thursday. Friday's attire can be THUNDERBIRD wear: **school spirit shirt with khaki bottoms**. See STUDENT HANDBOOK for details.

- **STUDENT HEALTH:** Please monitor the wellbeing of your student(s). If a student exhibits ANY symptoms of COVID-19, no matter how minor, please keep them at home for the safety of our teachers and other students.
- **TEACHER/PARENT CONFERENCES:** All conferences will remain virtual.

ADDITIONAL ITEMS OF NOTE

- ⇒ No outside food deliveries will be allowed.
- ⇒ Water fountains will be disconnected. Students are encouraged to bring their own water bottles.
- ⇒ Students are welcome to bring their own, small container of hand sanitizer.
- ⇒ Students are allowed to bring a trapper keeper, binder, pencils and pens.
- ⇒ PE / Introduction to Kinesiology classes will NOT dress out for activities.
- ⇒ F2F students do not need to bring technological devices.
- ⇒ No book bags are allowed (See student handbook, **see page 23 of the PCHS student handbook**). No hall or P.E. lockers will be sold.
- ⇒ Athletic bags are permitted for students that participate in after-school athletic activities.
- ⇒ During morning intake, students that are dropped off on the parent carpool line must remain in the vehicle until instructed to exit and enter the building.
- ⇒ No students are permitted to check-out after 2:15.