

## Harrison High School Reopening of School Guide for Parents & Students

In accordance with our Reopening Plan, students also will be assigned to a learning cohort - HUSKY or PRIDE. Learning cohorts determine the schedule students will follow during hybrid and fully virtual learning. Details of the hybrid and full virtual program can be found on the district's [Re-opening Webpage](#).

We have prepared a [Monthly Calendar with Student Groupings](#) for students to identify the days they are attending school “on site,” accessing live classes remotely, or Learning from Home with asynchronous assignments. Learning from Home days will also include synchronous opportunities for extra help, music lessons, clubs, physical activities, etc.

Asynchronous indicates schooling that does not occur at a set time, while synchronous indicates student learning and activities that occur at a set scheduled time.

**All Students must complete a COVID-19 screening questionnaire using the Safe-to-Schools App or the one sent to the parent(s)/guardian(s) email prior to coming to school. Results must be forwarded to your child’s phone if you or your child does not have the App downloaded. If completion of the questionnaire results in your child receiving a “RED” screen. Do NOT send your child to school. Please call the nurse’s office after 8:00 a.m.**

<b>Arrival: <u>School opens at 7:10 a.m. for students. Students will not be admitted prior to that time.</u></b>	
Entrance to campus -Drivers	Student drivers and parent drop-offs are directed to the Athletic/gymnasium side of the building. Only faculty/staff will be permitted to enter the Auditorium/Main Entrance side of the building.
Student Arrival - Bus	Buses will disembark as directed by security personnel. Students must show security their cell phone “badge” to indicate their status of daily health screening. Students enter using doors located to the left of the patio as you face the Student Union. Students without a completed “badge” will be directed to a designated entrance where temperature checks will occur prior to being permitted to enter the building. Results indicating a fever of 100 degrees or more or students with a RED screen based on the parent completion of the questionnaire will be directed to an alternative entrance with an isolation area.
Student Arrival - Drop off by Parent	<b>All student drop-offs will occur in the Student Parking Lot in front of the gymnasium and students will enter the Senior Breezeway Doors.</b> Students should exit cars only when directed by security personnel. Students must show security their cell phone “badge” to indicate their status of daily health screening prior to exiting their vehicle. Students without a completed “badge” will be temperature checked at their car. Results indicating a fever of 100 degrees or more or students with a RED screen based on the parent completion of the questionnaire will be directed to stay in their vehicle along with all other student passengers and exit the campus. Parents should follow-up with a call to the school nurse for further guidance after 8:00 a.m.
Student	Students must park only in the Student Parking Lot and enter the building using the

Drivers	senior breezeway doors. Once on the sidewalk, students must show security their cell phone “badge” to indicate their status of daily health screening prior to exiting their vehicle. Students without a completed “badge” will be temperature checked there. Results indicating a fever of 100 degrees or more or students with a <b>RED</b> screen based on the parent completion of the questionnaire will be directed to the side for further evaluation and parent contact along with any students in that vehicle.
Students who arrive after 8:00 a.m.	Student drivers or students being dropped-off after 8:00 am MUST enter through the Main entrance. Personnel at that entrance will check the student’s phone or conduct the temperature check. Results indicating a fever of 100 degrees or more or students with a <b>RED</b> screen based on the parent completion of the questionnaire will be directed to an alternative entrance with an isolation area.

**Health & Wellness Check for Students:** Prior to entering HHS, students must show school personnel their cell phone badge indicating their status of daily health questionnaire. Based on the color-coded results, the following actions will occur:

<b>If Green</b>	The student enters the building and reports to one of the designated areas.
<b>If Gray</b>	<ul style="list-style-type: none"> <li>• A student who takes the bus will report to the entrance at the end of Athletic Hallway where their temperature will be taken, if below 100 the student will enter the building through that entrance. If the student registers a temperature of 100 or more, the student will be isolated (entering through the boy's PE locker room from outside) and the school nurse will be radioed to the area to direct the next steps. The nurse will contact the parent.</li> <li>• If the student is driven by a parent, the temperature will be taken in the car. If the student registers a temperature of 100 or more, the parent will take the student home and follow-up with the school nurse. The name will be recorded by security.</li> <li>• If the student is a driver, the temperature will be taken on the sidewalk leading to the Senior Breezeway. If the student registers a temperature of 100 or more, the administrator is alerted and will inform the parent the student is being sent home in his/her own vehicle. The administrator may determine the student should be evaluated by the nurse prior to driving home and taken to the “before school” isolation area and the nurse radioed. The administrator will escort the student.</li> </ul>
<b>If Blue</b>	The student is in school on a wrong day. The same procedures for Gray are to be followed. If there is no temperature, the student who arrived by bus will report to the small gym and arrange to be picked up by a parent.
<b>If Red</b>	<ul style="list-style-type: none"> <li>• A student who takes the bus will be directed to the “before school” isolation area (entering through the boy's locker room from outside) and the school nurse will be radioed to the area to direct next steps. The nurse will contact the parent.</li> </ul>

	<ul style="list-style-type: none"> <li>• If the student is driven by a parent, the parent will be told to take the student home and follow-up with the school nurse. The name will be recorded by security.</li> <li>• If the student is a driver, the administrator is alerted and the parent that the student is being sent home in his/her own vehicle and to follow-up with the nurse. The administrator may determine the student should be evaluated by the nurse prior to driving home and taken to the “before school” isolation area and the nurse radioed. The administrator should escort the student there.</li> </ul>
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**Student Arrival from 7:10 a.m. to 7:40 a.m.** Once students enter the building, they can enter the Student Union to get breakfast and then report to one of the locations below.

Student Union	Grab & Go Breakfasts- Seating for those eating - all seating must face one direction
HPAC	No food permitted
Small Gym	Food allowed
Large Gym	Food allowed
Library	No food permitted

**Social Distancing & PPE Requirements in the Building (Included in the [District Code of Conduct](#)) & Expectations for All Members of the HHS Community.**

Social Distancing	<p>Maintain 6 feet of social distance in all spaces outside of when moving from one location to another. Seating is marked with dots indicated where the student chair must be centered. Measurement is from head center to head center. PE, chorus, &amp; dance will maintain 12 feet of social distancing.</p> <p>One directional hall/stairwell traffic where possible during passing times will be enforced.</p>
Masks	<p>All faculty, staff, &amp; students (unless medically exempted) must wear face coverings at all times when on school property or in school buildings. Additional supplies will be provided in each classroom in case a mask breaks. <b>Masks with a vent are not permitted.</b></p> <p>Mask breaks:</p> <ul style="list-style-type: none"> <li>• Students may go outside to patio areas during frees and lunches.</li> <li>• Outdoor PE classes with 12 feet of distancing and stationary activity.</li> <li>• Permission from the teacher to step out into the hallway during class when hallways are empty for a brief break.</li> <li>• While eating in Student Union, Small Gym, or Large, Gym while maintaining 6 feet of social distance &amp; facing one direction. If students are facing one another while eating, cohort seating must be maintained, in addition to the 6 feet.</li> </ul>

**Additional Health Related Information**

Covid-19 Coordinator & Liaison	School Nurse: Lisa Arlotta	
COVID-19 Screening	Any affirmative response to questions in the daily digital questionnaire will trigger an automatic, confidential notification to principals, assistant principals and school nurses and those students will be instructed by automated email not to report to school that day and await further communication from a district representative.	
What determines if a student or school personnel should be sent home?	HCSD will follow all applicable guidance from, and work in close consultation with, the New York State Department of Health to monitor and report suspected cases, to refer students and staff for COVID-19 testing when appropriate. These determinations will be made based on information provided by students and staff in the daily digital COVID-19 screening questionnaire and based on assessments conducted by school nurses if a student or staff member becomes symptomatic at school. When a student or staff member is referred for COVID-19 testing, documentation of a negative test result will be required before the individual is permitted to return to school. Any positive from a COVID-19 test will be shared, as required and permitted by privacy laws, with the New York State Department of Health and the school district physician.	
School Nurse's Office	An isolation room is located adjacent to the nurse's office.	Additional Isolation Room will be used; students will access by a direct entrance from the outside.

Building Logistics Throughout the Day		
Visitors	<p>Visitors must make an appointment and will be limited. Parent(s)/Guardian(s) may leave any medications at the Visitor's Entrance (Main Entrance to HHS) A table will be provided in the portico between the first set of doors &amp; second set for lunch drop-off by parent.</p> <p>The nurse will be called if there are any questions on medications, but parents may NOT enter the building for this purpose.</p> <p>If a visitor is permitted, the visitor must complete the COVID-19 survey and have their temperature checked at the Visitor's Entrance (Main Entrance to HHS) by school personnel.</p>	
BOCES Students	Students will wait while under the supervision of school personnel in the Student Union for bus & board upon bus arrival.	
Students with "Frees"/Study Periods	Students with frees/study periods may report to the following locations: Small Gym, Library, or designated areas outside. If a student wishes to switch locations once having reported, the person supervising the space will radio ahead to see if there is room in the location (i.e. if they want to leave the Student Union to go to the library).	

	<p>Student Union may be accessed by students with frees during 1st and 2nd period for breakfast, but will remain closed to students with frees/study periods the remainder of the school day.</p> <p>There are no Leave Privileges for students.</p>
Students with a canceled class due to teacher absence	Students must report to the following locations: Small Gym or Library as directed by school personnel.
Movement in Halls during the passing of classes ONLY	<p>The following must be followed when moving in hallways between classes. Please follow all posted signs.</p> <ul style="list-style-type: none"> <li>• One-way direction counter-clockwise in the 1st flr &amp; 2nd flr D corridors</li> <li>• The one-way direction in the B/C hallways with the traffic pattern flowing from the gymnasium towards the Main Entrance</li> <li>• One-way from Main Entrance towards the D corridor</li> <li>• One-way from the D corridor through the Senior Breezeway to the gym</li> <li>• Two-way traffic at the Main Entrance outside of Main Office</li> <li>• Two-way traffic in the A hallway</li> <li>• Two-way traffic in "C" hallway from Main gymnasium to Small gym - only this part of the "C" hallway is two-way traffic.</li> <li>• Stairwells marked as one-way</li> <li>• Dismissal all stairwells become down stairwells. Students must wait in the Student Union or Small Gym for an announcement to be made opening stairwells if students need to access upstairs after school.</li> <li>• No hallway locker usage at any time.</li> </ul>
Lockers	<b>No hallway locker usage at any time.</b>
Designated Outdoor areas for student use	<ul style="list-style-type: none"> <li>• Tables outside of Student Union</li> <li>• Tables on Senior Patio (12th graders only)</li> </ul>
Bathroom Breaks	All bathrooms will be marked with capacity. Students are encouraged to not use bathrooms between class but wait and ask permission during class. Students should wait in the hall if the bathroom is at capacity, however, if it is during passing, the student should not wait and return later to avoid congestion in the hall.
Water	Students may not go to the Student Union to get water outside of their lunch period. Refillable water stations have been added throughout the building for students, faculty, & staff. Students & faculty may drink water in class by momentarily sliding their masks aside.
Lunches for students on "On Site" days	<ul style="list-style-type: none"> <li>• Grab and Go Lunches will be offered until further notice</li> <li>• Students will be seated by cohort in the Student Union with overflow in the Small Gym.</li> <li>• Open seating available in designated outdoor areas.</li> <li>• <b>No Delivery by Outside Vendors</b></li> <li>• <b>No Leave Privilege</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Parent drop-off table available outside of Main Entrance between the first and second set of doors.</li> </ul>
Mask Breaks	<ul style="list-style-type: none"> <li>• Students may go outside to patio areas during frees and lunches.</li> <li>• Outdoor PE classes with 12 feet of distancing and stationary activity.</li> <li>• Permission from the teacher to step out into the hallway during class when hallways are empty for a brief break</li> </ul>
Staggered Dismissal at end of day	There will be NO bells at dismissal. Students will be dismissed by grade level and remain in classrooms until their grade level is announced. All stairwells become “down” stairs during dismissal. All exits to building can be used by students.
After School	<p>Students with a need to stay after school to see a teacher or attend a school activity, must fill-out a form by 1:00 p.m. each day they intend on staying.</p> <p>Students who require the late bus will indicate that on the form to ensure bussing is kept at the capacity to allow for social distancing.</p> <p>Students staying after school who need to go up a stairwell must wait in the Student Union or Small Gym for an announcement to be made indicating stairwells are open.</p>
Late Bus	Students who require the late bus will need to fill-out a form by 1 p.m. in which they will indicate this need to ensure bussing is kept at capacity to allow for social distancing.
Safety Drills	Evacuation drills are required and will be conducted throughout the year. Lockdown drill procedures will be reviewed verbally with students.
Student Attendance	<p>Attendance taken at the start of class by classroom teacher for hybrid and virtual students on their “on site” days. Virtual students are expected to be logged-in at the start of class time according to the <a href="#">bell schedule</a> to be admitted into the Zoom. If circumstances prevent the teacher from starting the Zoom on-time, the virtual student should remain logged in and wait at least 15 minutes from the start of class time to be admitted to the Zoom class. If the teacher is unable to start the Zoom, an attempt will be made to post a message to students on the Google Classroom. In the advent of a teacher absence, a message will be posted by the teacher to students on the Google Classroom along with an assignment for both hybrid in-person and virtual students.</p> <p>In the event of a hybrid virtual student’s absence due to illness, the teacher may allow a student to log-in remotely, although we encourage students to rest &amp; recover. <b>Regardless, the hybrid in-person student will be marked absent if they are not physically present in class on “on-site” days.</b></p> <p>With cases of extended absence due to illness or quarantine, decisions on student instruction and assignments will be based on medical documentation provided by the parent.</p>

	Attendance on Learning from Home days is based on student's Google Classroom asynchronous work that day.
Distribution of Materials & Textbooks/Tradebooks	Students may not share classroom supplies or books. Further communication will be sent to Virtual Students regarding the distribution of textbooks to students.
Google classroom on day 1 for virtual students and students learning from home	An invitation will be sent to the student via their school email to join the Google Classroom for each of their classes. Student emails will be provided to the classroom teacher. Asynchronous work will be provided to students Learning from Home on the first day of school for students.

Cleaning		
Locations	School Day	After School
Classrooms, Small Gym, Library, HPAC	Gallon of hand sanitizer and cleaning spray & towels in each classroom. Station with butcher block paper for desk surfaces to be picked-up & placed on desk by each student at the start of class. Students are to dispose of paper at the end of class by placing it in a designated location. Separate designated areas will be kept for fresh & used paper.	Daily cleaning of classrooms, bathrooms, large gathering spaces, offices, and conference rooms. Cleaning and disinfecting will focus on high touch points such as tables, chair armrests, doorknobs, cabinet pulls, light switches, keyboards, etc.  Electrostatic disinfectant application used throughout the building to include, but not limited to: classrooms, offices, large gym, small gym, Student Union, and HPAC
Heavy Touch Surfaces & Restrooms	Restrooms will be cleaned throughout the day and disinfected daily. Increased cleaning of high touch surfaces in frequently trafficked areas.	
Student Union	All table/desk surfaces wiped down at the end of each period.	

Standardized Tests	
ACT, SAT, and PSAT	<p>SAT, ACT and PSAT tests will be administered at Harrison High School for <u>HHS students only</u>. Information about enrollment will be sent to the families of eligible students. Tests will be administered according to the following schedule.</p> <ul style="list-style-type: none"> <li>• ACT - Tuesday, October 6th - 12th grade only.</li> <li>• SAT - Wednesday, October 14th - 12th grade only</li> <li>• PSAT - Thursday, October 29th - 11th grade only</li> </ul> <p>Students not taking these exams who are scheduled to be on-site will learn remotely on these testing days and follow their schedules virtually.</p>