



Face-to-Face School Plans

School: Galileo Magnet High School

Date Submitted: October 13, 2020

Dear Galileo Falcon Family,

We hope that you and your family are well and safe. We appreciate your patience and understanding during this unusual time due to the COVID-19 pandemic. Below you will find a plan for Galileo families that registered to attend school face-to-face. Once the return to school plan is approved by the School Board and a date of in-person instruction is selected, we will follow this plan. We are operating under a “new normal” but hope to make this experience as positive as possible while also creating a safe and healthy learning environment for our faculty, staff and students. If you have any questions, please do not hesitate to contact our office for assistance.

Thank you!

*Michelle Ramsey
Principal*

Guidelines for all schools:

- 1) Wear a mask in school and on bus (face masks, if needed, are provided to students)
The following type of face masks will not be allowed:
 - Gaiter style masks (neck masks)
 - Masks with vents
 - Bandana style masks
- 2) Wash hands (hand sanitizer will be available in all classrooms and soap in restrooms)
- 3) Socially distance
- 4) Temperatures will be taken each morning and as needed
- 5) All students will behave by complying with the guidelines (1-4) and student code of conduct.
- 6) Breakfast and lunch will be provided in classrooms (bottled water will be provided to students throughout the school day)
- 7) Classroom doors will be kept open to increase ventilation
- 8) No visitors outside the school division will be allowed during the school day
- 9) High School students will bring their chromebooks with them to school each day, fully charged.

1. What is the new daily schedule for virtual and face-to-face?

Below is the hybrid bell schedule that will be followed by both virtual and face-to-face students when in-person instruction begins.

<u>HYBRID SCHEDULE</u>			
A-day (attend in-person Monday/Thursday)			
B-day (attend in-person Tuesday/Friday)			
<i>(Virtual and Face to Face Students will follow this bell schedule)</i>			
Students may arrive to school no earlier than 8:10 AM			
Block	Start	Finish	Time
Arrival/Breakfast in 1st	8:15 AM	8:30 AM	0:15
1st	8:30 AM	9:55 AM	1:25
2nd	10:05 AM	11:30 AM	1:25
Lunch in 2nd	11:30 AM	12:20 PM	0:50
3rd	12:30 PM	1:55 PM	1:25
4th	2:05 PM	3:30 PM	1:25
Dismissal	3:30 PM	3:45 PM	0:15

Below is the schedule that will be followed every Wednesday:

<u>EVERY WEDNESDAY</u>
Professional Development/Teacher Planning
Students complete asynchronous assignments at home
Teacher Office Hours for Support: 1:30pm-2:30pm

2. How will arrival and dismissal of students be handled (bus, car riders, walkers)?

Arrival Procedures:

- Students may begin arriving at school at 8:10am. Students will not be allowed to enter prior to 8:10am as we must ensure that all staff is in place to receive students. Students must have on an approved mask covering both their nose and mouth prior to entry.
 - Bus riders will receive a color-coded pass based on the day they are assigned to attend school in-person (A-day- yellow, B-day-green, Everyday- orange). Students will show the driver their pass to get on the bus. When buses arrive at school, students will be dismissed one by one at the cafeteria entrance. As students are exiting the bus, they will line up at the designated spots on the sidewalk to have their temperature checked prior to entering the building.

- Car riders will need to be dropped off at the cafeteria entrance. Cars will enter from the west side of the school (near Biscuitville) to enter the drop-off line. Students will remain in the car until their temperature is taken. After a successful temperature check, students may exit the car. Cars should exit the parking lot at the east side exit onto Loyal Street.
- Student drivers and walkers will have their temperature checked prior to entering.
- After a successful temperature check, all students will enter through the cafeteria doors. Students who wish to have breakfast from the cafeteria will pick up breakfast in the cafeteria line on their way to their first block class. Breakfast will be consumed in the student's first block classroom.
- Car riders and student drivers who have an unsuccessful temperature check will return home. Bus riders and walkers who have an unsuccessful temperature check will call home, report to the wellness room and wait for their ride.

Dismissal Procedures:

- All students will exit the building through the door that is closest to their fourth block:
 - Cafeteria Hallway (*Rook, Murphy, Weyler*) exit through the cafeteria doors.
 - Commons/Library area and Guidance Hallway (*Riddle, Horwath, Lewis, Fain, Conner, Dahlsten, Rocker, Larking, Thaxton, Nash*) exit through the Library door.
 - Research Center, Main Hallway, CTE hallway, Nurse hallway- (*Kinnett, Shanks, Coyne, Wright, Pressley, Nipper, Vater, Carter, Smith, Dalton, Bryant*) will exit through the main entrance doors.
- Students will be dismissed by designated sections over the intercom and should report directly to their car/bus.
 - Car riders, walkers and student drivers will be dismissed by the location of their fourth block class in the following order:
 - Cafeteria Hall (*Rook, Murphy, Weyler*) and Research Center/Main Hallway- (*Kinnett, Shanks, Coyne, Wright, Pressley*)
 - Guidance hallway (*Rocker, Larking, Thaxton, Nash*) and CTE hallway (*Nipper, Vater, Carter*)
 - Commons/Library Area (*Riddle Horwath, Lewis, Fain, Conner, Dahlsten*) and Nurse Hallway (*Smith, Dalton, Bryant*)
 - Cars picking up car riders should enter through the Boatwright Avenue entrance and park in the side parking lot. Students will come out to the side parking lot at staggered times and should go directly to their car. Cars may then exit through the same way they entered.
 - Student drivers will exit using the parking lot entrance across from Biscuitville.
 - Bus riders will be dismissed by bus number when that bus arrives at the school.

3. Describe how classrooms will be arranged and the average number of students in each classroom.

- The principal will work with each teacher to analyze classroom space in each classroom.
- In order to create more space, extra items will be removed from the classroom.
- Desks will be clearly marked as to which desks are suitable to use to assure that all students are six feet apart.
- Class sizes will vary depending on the room size and number of students enrolled in that particular class. The average number of students in each classroom is between 8-10.

4. Meals will continue to be served in the community. Face-to-face students will be eating in their rooms with their teachers. How will this be accommodated?

- Students will eat breakfast in their 1st block class. Students will eat lunch at the end of 2nd block class prior to transitioning to 3rd block.
- Stations will be set up in two areas of the school (*Commons area and Research Center*) where students can pick up a cafeteria lunch. No pins will be required to be entered as we will have a check-off sheet to track the meals served. The meal pattern will be a “unitized meal” meaning everyone will enjoy the same meal. We will handle documented allergies on a case by case basis. Teachers will send students out a few at a time to manage social distancing. Teachers without a class will assist with monitoring the hallways as students receive their lunch.
- Teachers will monitor their second block class during lunch time.
- Garbage cans will be placed in each hallway for students to dispose of their trash. The garbage cans will be emptied, cleaned and sanitized after breakfast and lunch.
- Seniors will not be allowed to have lunch off-campus.
- Students will not talk while eating breakfast or lunch. Once students have finished eating, masks will be placed back on before talking.

5. How will class changes/transitions be conducted?

- At the end of class, teachers and students will sanitize their work area prior to leaving the room. Sanitizing wipes and gloves will be placed in every classroom.
- Class change will be directed via the intercom in the following order:
 - Research Center and Main Hallway- (*Kinnett, Shanks, Coyne, Wright, Pressley*)
 - Career and Technical Hallway- (*Nipper, Vater, Carter*)
 - Nurse hallway- (*Smith, Dalton, Bryant*)
 - Guidance hallway- (*Rocker, Larking, Thaxton, Nash*)
 - Commons Area and Library (*Riddle, Horwath, Lewis, Fain, Conner, Dahlsten*)
 - Cafeteria hallway (*Rook, Murphy, Weyler*)
- When a student’s area is called over the intercom, the student will report directly to their next class. The student will line up in the hallway by that classroom door, until the teacher informs them that they can enter. Students will be allowed to go to the restroom

during class change. All bathrooms will be monitored by a staff member. The main hallway bathroom and cafeteria bathroom will be allowed to have two students at a time. The commons area bathroom will allow only one student at a time. Students will wait in line using the socially distant stickers as shown below:



6. How will students be monitored in the hallways?

- Teachers will stand at the entrance of their classroom where they can monitor the students who are waiting to be dismissed to the next class and also the ones who are waiting to enter the classroom.
- Security and administration will cover areas that are normal high-traffic flow areas to ensure safety procedures are being followed.

7. What will be the guidelines for restroom use?

- Only one student at a time will be allowed in the restroom in the commons area. Two students at a time will be allowed for the larger restrooms by the cafeteria and main hallway.
- During class time, students who need to use the restroom will complete an e-hallway pass and the teacher will approve. This pass system limits the number of students allowed to be in the restroom at a given time. Teachers, administrators, security and custodial staff will monitor the pass program to know when students are out of class and which restrooms will need to be sanitized. Students are to use the restroom closest to their classroom.
- Students will be allowed to go to the restroom during class change. All bathrooms will be monitored by a staff member. Students will wait in line using the socially distant stickers. Custodians will be assigned to a restroom to sanitize during class change.
- Teachers who need to use the restroom will contact a neighboring colleague to see if they are available to monitor the class. If no one is available at that moment, the teacher will inform the office and the office will provide coverage.

8. If staff do not have responsibility for teaching, what duties will they be assigned?

- Security will take teacher temperature checks up until 8:00am. Office staff will take temperatures at the main entrance after 8:00am.

- Security will assist with monitoring student arrival and dismissal. During the school day, Security will assist with monitoring hallway traffic and overall security of the building.
- Teachers with first block planning will assist with temperature checks upon student arrival. (*Larking, Fain, Bryant*)
- Teachers with second block planning and teachers who teach a second block virtual class will assist with monitoring lunch pickups. (*Wright, Lewis, Riddle*)
- Teachers with third and fourth block planning will assist with dismissal procedures and monitoring students to make sure safety procedures are followed. (*Coyne, Pressley, Conner, Vater, Thaxton*)

9. Where is the wellness room located and how will it be monitored when occupied?

- A section in the cafeteria will be screened off to serve as a wellness area and a staff member will monitor the area. This area is separate from the kitchen area. The screen will create an environment for the student to have a private, confidential setting. The large area of the cafeteria will provide ample space for distancing while students wait for their ride.

10. How will emergency drills be conducted?

- We will conduct emergency drills in the following ways:
 - Fire Drills will be conducted with students exiting the building six feet apart. Teachers will follow the exit doors on the fire drill map. Once outside, students will remain six feet apart. Students will return the same way they exited when it is clear to re-enter the building. Students and staff will sanitize upon entering the classroom. Fire drills will take longer to complete than normal so that safety measures can be followed.
 - Tornado Drills will be conducted verbally by the teacher since we cannot adequately maintain social distancing in the hallways. Students will be informed of what to do during an emergency situation.
 - Lock Down Drills will be conducted. Teachers will be notified ahead of time when a lockdown drill is scheduled to take place. Because teachers are aware that it is a drill, teachers will lock the door and turn off the lights. Teachers will then verbally instruct students on what to do during a real “lock down” scenario. Students will not be grouped together in a corner during this drill, but will be verbally instructed on where they would move in case of an emergency.
 - Earthquake Drills will be conducted while maintaining social distancing.

11. How will singleton courses/exploratory be taught?

- We built our master schedule with virtual students and face-to-face students in separate classes. However, there are a few circumstances this could not be accomplished

because of the course selection (ex. IB courses). Those students will continue to participate in a Google Meet at the same time as face-to-face students.

- A-day/B-day student schedules- All face-to-face students will be notified as to which day they are assigned to attend face-to-face.
 - A-day students will attend face-to-face on Mondays and Thursdays. On Tuesdays and Fridays, A-day students will join class via Google Meet.
 - B-day students will attend face to face on Tuesdays and Fridays. On Mondays and Thursdays, B-Day students will join class via Google Meet.
 - Attendance checks will occur at the beginning of each block for both face-to-face and Google Meet students.
 - It is the teachers' discretion as to how they will structure their class period for students who are face-to-face and who are on Google Meet. *(For example, after the attendance check, a teacher may choose to give the whole group instruction to both face-to-face and Google Meet students. After the whole group instruction takes place, the teacher may assign the students in Google Meet individual work to complete at home, allowing the teacher time to work with face-to-face students.)*
 - On Wednesdays, all students will have class assignments they are to complete at home.
- The International Baccalaureate (IB) programme includes classes that run on a “skinny” schedule only meeting a few times a week. Therefore, IB students who are face-to-face will attend Galileo in-person four days a week for the entire day (Monday, Tuesday, Thursday and Friday). On Wednesdays, IB students will attend their Theory of Knowledge (TOK) class. Face-to-Face TOK students will have the opportunity to attend in-person for this class.
- Governor's School and AET students are assigned two days to attend their secondary school. Governor's School and AET students who are face-to-face will choose if they prefer to attend Galileo the same day they attend their secondary school or if they would prefer to attend the opposite days. Once this choice has been made, it cannot be changed.
- 100% virtual students will follow the hybrid schedule times listed under question number one and will continue to attend class via Google Meet.

12. How will the staff teach student expectations to ensure safety, order, and an environment conducive to learning?

a. Teaching and modeling safety guidelines

- We will continue to use the virtual learning expectations matrix that our PBIS/VTSS team created.

- We will amend the chart to add a column for face-to-face safety guidelines. We will review this chart on the video announcements and teachers will also refer students to this chart as necessary.

b. Addressing students' social and emotional needs

- Galileo's school counselor will continue to remain available to meet with students to address social and emotional needs. Proper referrals for additional counseling will be made if necessary.

c. Training and enforcing the school-wide expectations and Student CORE

- Teachers have been trained on both school-wide expectations and Student CORE.
- Students have been trained on the school-wide expectations. This is also revisited weekly on our weekly video announcements.
- The principal has met with every third block class to discuss the student handbook, student CORE and expectations.
- When face-to-face students return, teachers will review the expectations the week prior to return in Google Meet classes.

13. How do we handle a positive case in the school system?

- When a teacher or student is confirmed to have Covid-19, the principal will notify the Pandemic Coordinator. Contact tracing will begin immediately to identify any exposures. The staff and parents of that school will be notified of a positive case. If a student has been exposed, the student's parents will be notified. If a staff member has been exposed, he/she will be notified.