



Horizon High School
2020-2021 Reopening Plan

Introduction

This document is intended to provide guidance on operating procedures for in-person instruction. While schools should follow the requirements listed, the considerations provide schools with the flexibility to create procedures and routines that meet the unique needs of each campus.

In general:

- Cloth masks and hand-washing are key strategies to our mitigation plan
- Schools should attempt to reduce student contact as much as possible
- School leadership teams should be involved in the problem-solving process
- All staff should be involved in communication regarding procedures and routines

Arrival

Considerations

- Establish locations for students based on grade level, entrances etc.
- Consider staggered arrival times (e.g. A-L dropoff at east entrance, M-Z dropoff at west entrance)
- Buses dropping off students prior to your scheduled start time. Options for students

Established Routine

- We have 4 main points of entry before the start of school
 - Greenway Parking Lot
 - Nisbet Parking Lot
 - Bus Lane
 - NW Entrance doors from Staff Lot (Tardy Table)
- NW Entrance will be manned from 7:00-8:50 AM and then by radio call as needed for late arrivals
- Special Programs with staggered arrival/departure times MAY enter through attendance
- Students in the building before classes begin must be moving, no loitering, sitting, lining up, gathering.

Inside the Classroom

Requirements

- Assigned seats will be required to ensure students are limiting their interactions with others as well as to help with contact tracing
- Masks for all students, staff, and visitors
- Maximize distance between students
- Eliminate sharing of materials, supplies, textbooks, and technology as much as possible. Encourage parents to supply their student with the necessary daily supplies (pencils, notebooks, markers, etc.)
- Computer labs should not be used, unless students are bringing their own devices
- Students and staff will wash/sanitize hands when entering a room
- Volunteers will not be allowed in classrooms
- Encourage frequent hand washing and sanitizing, especially prior to transitioning away from desks or to another area of campus
- If a classroom only has tables, students should be seated facing the same direction or as far apart as possible limiting the number of students at each table
- Maintain neutrality regarding opposing opinions with COVID-19 students may share
- Adhere to FERPA privacy guidelines regarding students that are sick, or at home (students may ask)
- Use disposable Health Office Passes only

Considerations

- Scheduled outdoor mask breaks, during passing periods
- Prop classroom doors open, if possible, to increase airflow
- Encourage students to bring their own water bottles
- When pulling small groups, attempt to maintain distance as much as possible
 - Limit small groups within the classroom to 3-4 students
 - Limit time with small groups to no more than 10 minutes
- Teachers can wear face shields in addition to a cloth mask
- Attempt to sanitize areas used for pull-out services between use
- Flexible seating will be limited to only seats that can be sanitized between use. (cloth/pillow flexible seating will not be an option at this time)
- Students pulled-out for special education services, or any other reason must be distanced from others as much as possible
- Disposable or no pass needed for restroom visit
- Teacher signs time-out/in for tracking as option

Masks

- Masks will be required at all times while on campus.
 - If a student is not wearing a mask:
 - Ask if they have one to wear. If not, provide the student with a school mask (stored with security at the tardy table). Security will record the name of the student.
 - Is this a consistent issue, relating to forgetfulness? Email/call parents to notify them of the problem. Ask for their support in ensuring their student wears a mask when needed.
 - If via security, administration will call
 - If in the classroom requiring reminders to wear, teacher will call/email and copy administration. **Warning, Parent Contact, Administration Contact
 - Is this a choice, or defiance? If the student refuses, refer to administration. Administration will remove the student from the area and will follow the code of conduct to determine consequences. Parents will be contacted.

[Student Dress Code Addendum - Face Cloth Mask](#)

Restrooms

Requirements

- If urinals are close to each other, consider closing specific urinals
- Classrooms should only send one student at a time to the restroom, be considerate of emergencies
- Eliminate the use of bathroom passes; use teacher managed sign-out sheet, as appropriate
- Schedule: First 15 A,B and last 15 C in the main the building. Restrooms will be sanitized between these times. Classrooms D,E,G,J will use the quad bathrooms during the first or last 15 minutes of the period with sanitizing/cleaning between

Considerations

- Damage
- Security
- 7 in 7 out
- Nurse is for illness/emergency only. Teachers have bandaids, Spencer has feminine hygiene, Anna/Sam as back up for nurse as needed

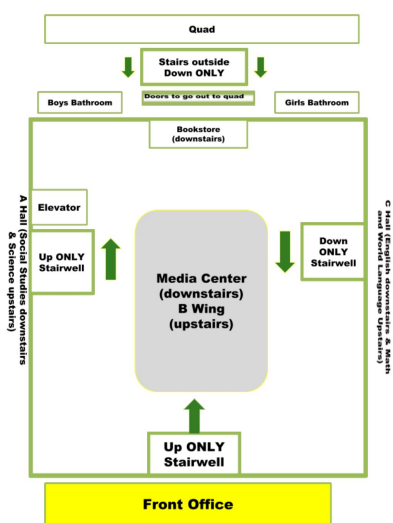
Transitions

Requirements

- Place directional markers in the hallways
- Teachers will educate students on the importance of following directional arrows and lines in the halls, as well as keeping distance between students while in line
- Teachers will emphasize the need for students to keep their hands to themselves, and to not touch nearby surfaces while passing by (walls, desks, etc.)

Considerations

- One way stairways
- Social distancing stickers
- Traffic arrows
- Hallway lane lines (like a road)



Lunch

Requirements

- Encourage all students to wash their hands prior to eating lunch
- All tables will face the same direction when possible
- Day custodian will disinfect/clean between each lunch period
- Limit the number of students moving about the cafeteria, when possible

Considerations

- Establish entry and exit routines (e.g. two lunches) to reduce students standing in line/spacing and to allow for sanitizing
- No visitors during lunch
- No eating in the classrooms/media center
- Encourage students to wash hands after eating
- Open additional areas for students at lunch to assist with social distancing

Dismissal

- “All Hands on Deck” after school for at least the first two weeks to help ensure distancing and student safety occurs
 - Students waiting for parent pick-up will need to “find a spot” and will practice social distancing
 - Staff members in the area can help reinforce this concept until it becomes the norm
 - No loitering on campus after the dismissal bell