

FORBES ROAD JR-SR HIGH SCHOOL

Daily Policy/Procedures

Due to the COVID-19 crisis and mandates handed down by the State and Federal Governments, public schools, such as Forbes Road SD, are required to enact safety procedures that may seem to you and your family as harsh or insensitive. However, because we are a public entity, it is important for you to follow these procedures, and for us to enforce them in the best possible manner.

Please know that the current situation is not the most ideal for any of us. We all wish that things were back to “normal”, but that is looking more improbable as restrictions seem to be getting tighter across our state and our nation. Please bear with us as we navigate this new “normal” together. Our success greatly depends on your cooperation, and your cooperation is imperative to your success in the physical setting of Forbes Road.

Warnings may be given to students by teachers, staff, and faculty regarding new safety procedures, including the wearing of masks. However, all matters referred to administration for disciplinary action will, in most cases be dealt with on a “THREE STRIKES, YOU’RE VIRTUAL” policy. If a matter that violates the safety procedures put in place by the district, or if the student creates a combative or unsafe environment for others which jeopardizes the safety or educational process for themselves or others within the physical school setting, administration may suspend or require that that student immediately transition to our virtual classrooms for home instruction. It is our responsibility and duty to provide a safe learning environment that complies with state and federal mandates and the regulations they suggest.

This is a general checklist for you to follow in regards to your school day:

BEFORE YOU LEAVE YOUR HOME:

Self-monitor your current health. Utilize the Symptom Self Checklist that was mailed home prior to the first day of school.

Stay home if:

You have 1 or more of the following:

Fever (100 F or higher)

Persistent Cough

Shortness of breath

Difficulty breathing

New lack of smell or taste

Known exposure to COVID-19 with or without symptoms

2 or more of the following:

Sore throat
Runny nose/congestion.
Chills
Muscle pain.
Nausea or Vomiting*
Headache
Diarrhea*
Fatigue

*Students with these symptoms are **required to stay home** until symptom free for 24 hours, but may not be associated with COVID-19

If you are experiencing symptoms of COVID-19, do not board the bus, or come to school by any other means. Call the school nurse's office and report any and all symptoms to Mrs. Locke.

You may bring a water bottle with you. However, it must be a clear bottle and it must be sealed upon arrival. You must show all water bottles to your "homeroom" teacher before it is opened. All water fountains have been turned off in the building.

BOARDING THE BUS and ARRIVING AT SCHOOL:

CDC approved masks and face coverings must be worn and worn properly.

- NO shirts over the face.
- Masks must be worn covering both the mouth and nose. Masks worn under the chin or only covering the mouth are not acceptable.
- Face shields are an acceptable form of covering as long as the shield extends below the chin.
- Must be made of solid material- no mesh materials are allowed. Mask should follow dress code rules- no profanity or vulgar pictures or language allowed

Bus drivers will create seating charts in their best attempt to maintain the 6 foot social distancing guidelines as outlined and recommended by the CDC.

When arriving at school and entering the building, face coverings **MUST** be worn.

Students are to proceed directly to their assigned homeroom/classroom upon entering the building (All classrooms will be located on the second level of the building). Lockers will not be assigned or used during the covid pandemic. Bookbags are permitted and encouraged.

- Do not go to the restrooms, office, or other classrooms without permission. You **MUST** ask for permission from your "homeroom" or classroom teacher to do so. We need to limit all traffic in and out of the restrooms and in the hallways, so permission is essential. Only 1 person in the restroom at a time.

WHILE IN THE BUILDING and IN THE CLASSROOMS:

Each student will be assigned an iPad within their classroom.

- Students will be responsible for “undocking” their own iPad, while maintaining the 6 ft social distancing rules.
- Students will be responsible for disinfecting upon removal of the iPad from the docking station, and again upon returning it to the docking station at the end of each day.

Seating will be assigned during homeroom/first period. This will be **your** seat the entire day. NO switching of seats from period-to-period or day-to-day will be permitted.

- If you have a problem with your assigned seat, please make your homeroom or classroom teacher aware of it immediately!

Avoid touching “common” areas when possible ~ this includes door knobs and stair railings.

- If you must touch a common area, such as a water faucet in the restroom, make sure you sanitize your hands using the hand sanitizer located in each classroom.

Sanitize, Sanitize, Sanitize.

- In rare cases, some students may have to move to a different classroom as per schedule. If you leave one classroom for another, sanitize your hands and “new” workspace with disinfectant wipes and/or sanitizer provided.

Wear your mask in the classroom and throughout the building at all times.

- Teachers will provide 10 minute “breaks” from wearing them, but will designate the time and place when they feel it is appropriate (and safe) to remove them.
- Students are NOT to take it upon themselves to take their own “breaks”. “Breaks” are to be teacher designated and teacher monitored for safety.
- When mask breaks are declared, 6 ft. social distancing is **crucial and mandatory**.

Restroom breaks

- Students must ask permission from their teacher to use the restroom.
 - All restroom breaks will occur in the restrooms upstairs, unless instructed otherwise by a teacher or administrator.
 - If a student is en route to another class, that student must go directly to that class first, then ask that teacher for permission to go to the restroom.
 - Even though it may seem more convenient to “stop by the restroom” en route, in order to limit and monitor large numbers in the restroom, all students **MUST** ask permission first.
 - Only one person should be in the restroom at a time. If the restroom is occupied wait outside in the hallway and maintain social distancing.

Lunch Periods

- Lunches will be a full class period ~ approximately 45 minutes long.
- Lunches will be delivered to each classroom and eaten in that classroom.
- Face coverings can be removed, obviously, to eat; however, as soon as the meal is eaten and debris is disposed of and the area cleared of trays and lunches, face coverings need to be placed back on.

- Absolutely no socialization between students can take place without face coverings on and the 6 ft. social distancing adhered to. SORRY.

Visiting the Nurse's Office

- Visits to the nurse's office will be limited. You are encouraged to try self-care measures in class (I.e. drink water, bathroom, apply band-aids). If you need to be seen in the nurse's office you must notify your teacher and they will need to call the nurse's office to schedule you to be seen.

DISMISSAL:

All students upon dismissal and leaving their seats and the classroom, must wear their face coverings.

Dismissal will begin at approximately 3:00 pm.

- Drivers and their riders will be dismissed first as usual.
 - Face coverings can be removed once the student is in their vehicle, but must be worn through the parking lot en route to their vehicle.
- Classes will be dismissed by bus number/driver
 1. Students should wear face masks at all times when ...
 - Leaving your seats and classrooms
 - En route to your buses
 - On the bus until you disembark at your home
 2. Once you exit the bus, face coverings can be removed.

Sport Athletes

- Athletes will be dismissed with drivers and riders to prepare for sporting events and practices, unless earlier dismissal is needed due to an event.
- Athletes must adhere to the guidelines set forth by the PIAA and their coaches regarding changing and preparing for sporting events and practices.
- As athletes are dismissed, face masks and 6 ft social distance rules will apply.

Students staying after school for afterschool events

- Currently guidelines are being reviewed and revised by the state officials that may allow limited numbers of spectators at sporting events. Details are forthcoming, and once established by PIAA will be strictly enforced by the District.
- No loitering or "hanging out" after school.

All other rules, and the disciplinary actions taken, are to be followed and expected. This includes adherence to the dress code, cell phone use, late arrivals, driving privileges, notes for absences, etc. **Additionally, for the safety and protection of our students and their families within the district NO educational trips, of any duration, will be approved. Illegal days will accrue and possible fines may result in accordance with Pennsylvania School Attendance Laws.**

While this year is a year unlike all others, we believe that together we can have a successful school year in the safest of all environments.

Any practices not referenced in this procedures manual will follow the school handbook, which is available on our district website

Policies/Procedures Verification Form

STUDENT NAME: _____

I have read and understand this Policies/Procedures document for operating at the Forbes Road High School under the guidelines set forth by the Pennsylvania Department of Education during the 2020/2021 school year.

I understand that the policies/procedures in this document are for the safety of all students, faculty, and staff at the Forbes Road High School.

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

Please sign this form and have the student return it to his/her homeroom teacher.

Thank you very much for all your help, understanding, and cooperation.