

**IMPORTANT NOTE: This is a fluid document that is subject to change as District and/or School procedures and CDC guidance are revised. When changes are made you will receive an updated version.**

**Reopening Procedures and Protocols FAQ**

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**Section 1 Student Responsibilities and Academics**

**Student Responsibilities**

<b>What are the daily school hours and when does school start and end?</b>	School hours will be 7:20am-2:10pm. The first day of school for students is 9/8. You will be expected to arrive on time for your first block class that will begin at 7:20am. When school is out for the day, students need to go directly home unless participating in an organized school sponsored activity. Late busses are not being offered..
<b>What if I arrive at school prior to 7:20?</b>	Most students will arrive prior to 7:20AM. Students should enter the school using the entrance closest to the bus/car and report directly to their first block classroom. Wandering the halls and congregating will not be permitted.
<b>What about attendance?</b>	Attendance will still be taken via Powerschool every day for each class. If you are absent from a class period on a remote day, normal procedures for making up classwork will apply.
<b>Will our work be graded differently?</b>	No. Your work will still be assessed as it always has been. Grades are still going to be on a A,B,C,D,F scale.

<b>Will I be assigned a locker?</b>	There will be no lockers assigned so be sure to plan accordingly with what you will need at school for the day.
<b>How will I have access to the Google Classroom pages that I need?</b>	Teachers will be inviting students to join their Google Classrooms on or before <b>Thursday, September 3rd</b> . Be on the lookout for the invitation and if you do not receive one, reach out to your teacher via email: <a href="mailto:firstname.lastname@timberlane.net">firstname.lastname@timberlane.net</a>

### Wednesday Remote Days

<b>What are my responsibilities on remote day? Are we meeting as a class?</b>	The high school building will be closed on Wednesdays. These are fully remote days for teachers and for students. We will have an 8 block schedule on Wednesday. You will meet with all your classes for 40 minutes. The whole school will have a 30 minute lunch at the same time. Please review this document for more information: <a href="#">TRHS Hybrid Model Protocols and Procedures</a>
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### Student Absence

<b>What if I am going to be absent when I am going to be remote?</b>	Attendance will still be taken each class. If you are going to be absent from school, even if remote, your parents/guardians will need to verify your absence.
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### Study Hall & Late Arrival/Early Dismissal

<b>Can I leave if I have a 1st/4th block study hall?</b>	Arriving after your first block study hall or leaving early is a junior and senior privilege. Junior and senior guardians should email JoAnn Brien one time giving their consent for their student to arrive late or leave early. Freshman and sophomores are encouraged to attend study halls.
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### Advisory

<b>What is advisory going to look like this year?</b>	Advisory will meet Monday, Tuesday, Thursday and Friday for 15 minutes at the conclusion of block 2.
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### CTE Students

**Are we still running CTE? How will this impact the schedule?**

Yes, students will still have full access to their CTE program. Because of the unique daily time schedules this year at Timberlane, Salem and Pinkerton, students and teachers will need to be flexible with all participating school districts.

**If I am remote, do I still have access to my CTE program?**

Yes. If your cohort is working remotely, you will need to get transportation for yourself to Timberlane to ride the CTE bus to Salem. If you are going to Pinkerton, you should drive directly there.

### After School Activities

**If I am fully remote, can I still participate in afterschool activities?**

Yes. Make sure you are in contact with the coach/advisor so that you know when and where practice/meetings are being held.

**Will there be a late bus?**

No. At this time there will not be an after school late bus.

## Section 2 Daily Operations, Procedures and Protocols

### Cohort Schedules

**What is the schedule if I am in Cohort 1?**

**If you are in Cohort 1 and are planning to physically attend your classes on campus, follow this schedule:**

Monday: physically attend your A day classes (don't forget your mask)  
Tuesday: physically attend your B day classes (don't forget your mask)  
Wednesday: participate remotely in all of your A day and B day classes  
Thursday: participate remotely in your A day classes  
Friday: participate remotely in your B day classes

**What is the schedule if I am in Cohort 2?**

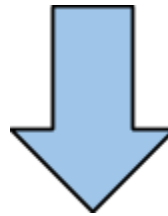
**If you are in Cohort 2 and are planning to physically attend your classes on campus, follow this schedule:**

Monday: participate remotely in your A day classes  
Tuesday: participate remotely in your B day classes

	<p>Wednesday: participate remotely in all of your A day and B day classes</p> <p>Thursday: physically attend your A day classes (don't forget your mask)</p> <p>Friday: physically attend your B day classes (don't forget your mask)</p>
<b>How will Cohorts be split?</b>	Cohorts are divided based on a couple of categories such as families, bus routes, and other factors that were necessary to consider.

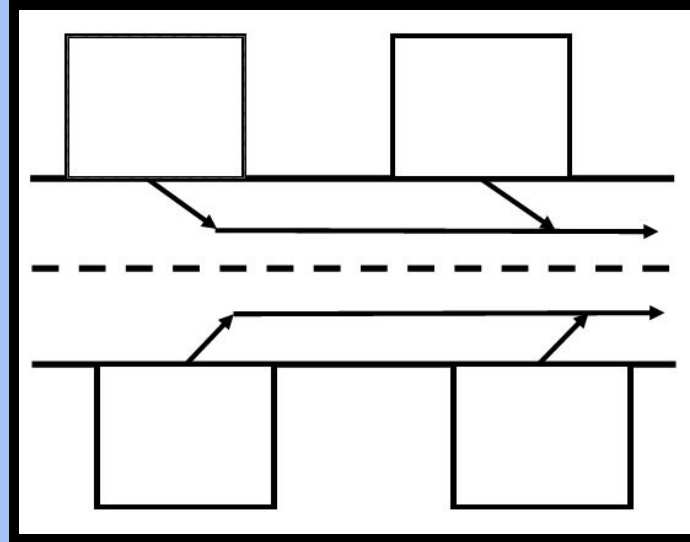
<b>Classroom Procedures</b>	
<b>Will there be exchanging of papers and materials?</b>	We would like to be as paperless as possible. Some disciplines, like Math, may need to exchange paper occasionally.
<b>Will I be using a textbook?</b>	Teachers have been advised to use digital copies of books when possible. Textbooks may be assigned, but will follow the National Guidelines that libraries are using for the sanitization of books.
<b>Will we be working in groups?</b>	If social distancing is maintained, then cooperative and group activities are okay. Technology will be incorporated to help facilitate group work.
<b>Will I be allowed to eat/drink in a classroom?</b>	You are encouraged to bring your own water bottle as the water fountains will be used for refilling only, not drinking. We understand the need to drink or eat occasionally and pulling your mask down for a sip of water or bite of food is acceptable. Please put your mask back on as soon as you are done.
<b>Will my class go outside?</b>	Absolutely! Teachers are encouraged to take students outdoors for activities when the weather is conducive.

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## Hallway Protocols

**IMPORTANT NOTE: All hallways will have a one way traffic pattern at ALL times. Please follow the arrows.**



## Discipline Protocols

**Are there after school detentions this year?**

Right now, no. Due to the late busses not running and the need to not congregate, after school detentions will not be assigned. Alternative discipline may be enforced in place of a detention if necessary.

**Will students still be suspended?**

Suspensions will still occur and be reviewed on a case by case basis.

<b>What happens if I don't wear my mask?</b>	A teacher will ask you to put your mask back on, if you continue to refuse, an administrator will be called and if you do not comply you will be sent home for the day. By opting for the hybrid option, you agree to wear a mask during all classes while in the building.
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**Pass System Protocols**

<b>What are we doing about hallway passes and late passes?</b>	There will be no yellow, blue, or late hall passes this year. Students and teachers will be operating on the honor system. There will be checks and balances in place to follow up on a student's whereabouts. There will not be late passes issued from the front office. Students will check in at the front office and be sent to class without a pass. The front office will make any necessary changes to attendance.
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**Media Center Protocols**

<b>How do I access the Media Center?</b>	As with all other spaces, capacity in the media center is limited. Our Librarian Mrs. Green, will be informing us of the protocols for booking the media center or sending students to the media center to use the space.
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**Lunch**

<b>How will my lunch work?</b>	There is a limited capacity in the cafeteria. We will balance lunches to reduce that capacity. Students will also be able to eat in courtyards when the weather is nice and in designated classrooms when there will be supervision.
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**Transportation and Parking**

<b>How will parking be handled in the Hybrid Model?</b>	Seniors will be assigned first and we will attempt to offer parking to as many juniors as possible. Assigning parking is a large undertaking and we are in the process of finalizing those plans.
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**Making Appointments**

<b>How will I make an appointment with my school counselor ?</b>	Students should email their counselor to make appointments. Counselors will set up an appointment with the student via email notification.
<b>How will I make an appointment with an administrator?</b>	In order to make an appointment with an administrator, you will need to fill out a request in the assistant principal's office with Mrs. Laycock.

**Section 3 Safety, Emergency Drills, Health, and School Counseling**

**Sanitizing**

**IMPORTANT NOTE: Please do not have any furniture blocking the ventilation system inside your classroom.**

<b>Will my classroom have a hand sanitizer?</b>	Yes, every classroom will have a safety first hand sanitizer bottle.
<b>What are we sanitizing books with?</b>	Here are the <a href="#">specific guidelines</a> around sanitizing textbooks. Classroom teachers will help facilitate this.
<b>Will my classroom windows be open or closed?</b>	CDC guidelines recommend windows remain closed. Also, all windows need to be closed in order for the HVAC system to work properly.
<b>Will my classroom have fans?</b>	CDC guidelines recommend no fans inside of classrooms.
<b>What are we using to sanitize shared computers?</b>	There will be wipes provided in rooms with shared computers. Students need to wipe down the keyboards and mouse at the end of class before the next use.

**Masks**

**IMPORTANT NOTE: If you are seen not wearing your mask while in the building, it will be addressed. When you enter the building, your mask should be worn in accordance with CDC guidelines.**

<b>Are masks mandatory?</b>	Yes. Masks must be worn at all times when in the building unless eating or drinking.
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<b>What do I do if my mask breaks and I need another one?</b>	There will be extra masks available for emergency situations. Please make every effort to have your own mask every day.
<b>What if I want to wear a plastic face shield?</b>	You can wear a plastic face shield, however you will still need to wear a mask underneath the plastic face shield.
<b>What if I feel uncomfortable around another student or teacher who is coughing?</b>	Coughing and sneezing is inevitable. Students and faculty are expected to practice good hygiene by covering their mouth, and frequently washing their hands. Remember, if you do not feel well please do not come to school.

**Emergency Drills Protocols**

<b>What do we do during a fire drill?</b>	Please ensure the evacuation route is posted inside your classroom door. Follow your route to the designated exit and enforce that your class maintain social distancing from other classes and students throughout the remainder of the drill while outside. Classes will be allowed back into the building on a staggered basis to allow for social distancing
<b>What do we do during a lockdown?</b>	Ensuring social distancing during a lockdown will be extremely difficult. Please move away from the nearest doors and windows and make sure masks are being worn during the lockdown.
<b>Does the Cohort Model mean we will need to do more drills?</b>	Yes, we will need to run drills for both Cohorts to make sure everyone practices the safety drills.

**Health Office Protocols**

<b>What happens when I suspect a student is ill and needs to go to the health office?</b>	<p><b>GUIDELINES FOR WHEN TO VISIT THE HEALTH OFFICE</b></p> <ol style="list-style-type: none"> <li>1. Contact the Health Office prior to sending the student, unless it is an emergency. Please use this email address: <a href="mailto:TRHS.HealthOffice@timberlane.net">TRHS.HealthOffice@timberlane.net</a></li> <li>2. In order to prevent potential exposure to infectious diseases, promote isolation, and decrease health office congestion please note that students do NOT need to present to Health Office with the following common situations: <ol style="list-style-type: none"> <li>a. Paper cuts, small abrasions, old, healed scabs (often sore itches)</li> <li>b. Have them wash hands and apply band aid if needed. The Health Office can provide</li> </ol> </li> </ol>
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- you with band aids for your classroom
  - c. Soreness from an old injury
    - i. If there is no bump, bruise, swelling, or redness, no ice should be given if the injury occurred more than 24 hours ago.
  - d. Minor headaches and/or fatigue
    - i. Allow the student to get a snack and/or drink water first. Check in after 30 minutes.
  - e. Mild stomach upset
    - i. Allow the student to use the restroom, drink water, and have a snack first. Check in after 30 minutes
  - f. When someone else thinks he/she “looks” sick or feverish, but the student feels fine.
  - g. Localized bug bite (not a bee sting)
    - i. If no allergy history and no rash observed, apply a cool paper towel to the area to help soothe and prevent scratching.
  - h. Anxiety/Stress/Psychological Issues
    - i. If not affecting breathing or medical health, try snack, redirection, or please refer to School Counseling or other applicable services for collaboration.
3. A student may independently ambulate to the Health Office for a variety of individualized needs with proper PPE, UNLESS the following symptoms are present:
- a. Confusion/”doesn’t seem to be themselves”/disorientation
  - b. Decreased level of consciousness
  - c. Shortness of breath /respiratory distress
  - d. Dizziness/Lightheadedness
  - e. Spinal cord Injury/Head injury complaining of neck pain – DO NOT MOVE POSITION
  - f. Vision Impaired
  - g. Diabetic “lows”
  - h. Excessive, uncontrolled bleeding
  - i. Your personal best judgement based off reported condition as directed by school nurse
- Students need to stay in place for Nurse/in person evaluation and/or requires support to the health office if any of the #3 a-i criteria are met, or per staff best judgement. If it is an emergency, 911 should never be delayed. Activate EMS, call for help.
4. PPE Availability
- a. Each Classroom will be supplied with a Safety First hand sanitizer.

- b. Each Classroom will have a plastic bag containing 5 masks for use if a student may need one for any reason.
- c. Room 102 has been designated as the Health Office Annex.

### School Counseling Protocols

**Can I change my schedule after the school year begins?**

It will be difficult to change schedules due to Cohorts but we will try our best.

**Can I switch my cohort?**

No. It was extremely challenging to balance the cohorts and we are limited in class size. All extreme cases that require a request must be directed to the building principal.

**Can I change my teacher from a remote teacher to an in-person teacher?**

Scheduling changes of any kind will be a challenge this year and nothing is guaranteed.

**How will the counselors assist the seniors in the College Application process?**

The School Counselors will be holding Senior Seminars to review the college application process and discuss post-secondary planning. We understand this is a unique year for students to be applying to colleges and we will be working with the students and families to help guide them through this process. Please do not hesitate to reach out to your school counselor with any concerns.

**Will the SATs be held at the school this year?**

At this time we are planning on holding the SAT with Essay for seniors this October 14<sup>th</sup>, and for the juniors in the spring. More information will be sent out as time nears.