



Dear Parents and Students,

We are so excited to begin the 2020-2021 school year! We know many challenges lie ahead, and we look forward to working through those with you and providing a safe and instructional sound plan for reopening Columbia High School. There will be many details to share in the next few weeks. Remember, this document is a “living document,” meaning it is subject to change by the minute. Any changes to our procedures will be reflected in this document.

Here are some important things to know:

Our school year will start on **Thursday, August 6**, with 2 options.

- a. **In-person** Classes physically meet in-person on campus, with distancing between students and safety measures enforced. (See Appendix A for Daily Schedule).  
OR
- b. **Virtually** (students work online from home and teachers provide virtual instruction)  
Classes are hosted remotely through Canvas; these classes may have synchronous meetings that require all students to log in at the same time to meet as a group, or they may be fully asynchronous, in which students are not required to come together at the same time for full class meetings. Parents who elect to keep their students at home and participate in virtual learning must agree to the following terms. **NO EXCEPTIONS WILL BE MADE:**
  - i. By selecting a virtual learning option, parents agree to provide access to the internet at home.
  - ii. Learning option selection will occur before the start of a nine-week grading period. You are committed to your option selection for the entire nine weeks. You cannot change your choice during the nine-week grading period.
  - iii. Students who select online classes for the nine weeks will not be eligible to participate in extracurricular activities.
  - iv. Content standards and grading requirements will remain the same for both virtual and in-person learning.
  - v. All assignments and due dates apply to both learning options.
  - vi. The MDE requires all students to meet 240 minutes of instructional time daily. This will apply to both options.
  - vii. For the 2020-2021 school year only, students who opt for virtual learning will be marked present if the student is authenticated and engaged in the district-wide learning management system, Canvas, for 63% of the school day. The virtual model will be an Asynchronous model that requires students to complete a minimum of 240 minutes of daily assignments and scheduled weekly interactions with the teacher to verify school attendance.
- c. Currently, there is no plan to alter the school calendar. School start and ending times are as follows to accommodate safety requirements.



*As a reminder, online registration for the 2020-21 academic school year opened Monday, July 20. Please monitor your email for additional instructions and information regarding online registration. When registering, you will also select your learning option for the first nine weeks.*

A few reminders:

1. Teachers will monitor students throughout the day and refer to the nurse if symptoms are present.
2. Teachers and staff will have access to disinfectant wipes to sanitize high-touch and working surfaces and shared objects regularly.
3. Classrooms will be completely paperless; however, students will be allowed to use their own paper for instructional purposes.
4. Internal classroom doors that open to hallways may be propped open.
5. Classroom space will be used to maximize social distancing as much as possible.
6. Hand sanitation will be encouraged utilizing sanitation stations upon each entry/transition.
7. Schedules and teachers may need to be adjusted throughout the year to accommodate needs.

We will continue to work with families to determine individual needs. We all must work together to help ensure safety by following guidance from the MSDH and CDC.

Below you will find information for both in person and virtual learning options as well as a list of FAQs related to our school's procedures. Please review them carefully. This is a very lengthy document, so feel free to read a little bit at a time.

Safety comes first! As information from public health leadership changes, our procedures may need to change. We know you have many questions, and our goal is to provide answers as accurately and timely as possible so you can confidently make the best decision for your family.

Together, we will provide a safe and excellent educational learning environment for our Wildcats. Please do not hesitate to contact me at 601-736-5334 or email me at [bstowe@columbiaschools.org](mailto:bstowe@columbiaschools.org)

Go Wildcats!

A handwritten signature in black ink that reads "Braxton Stowe". The signature is written in a cursive, flowing style.

Braxton Stowe, Principal



# #CATS4LIFE

## Teaching and Learning Information for In-Person Instruction

### Logistics:

#### Columbia High School Daily Schedule

<b>Student Arrival</b>	7:50am - 8:15am
<b>Class Session I</b>	8:15am - 10:15am
<b>Enrichment/Remediation/Intervention</b>	10:15am - 11:00am
<b>Lunch</b>	11:00am - 11:45am
<b>Class Session II</b>	11:45am - 12:45pm
<b>Class Session III</b>	12:45pm - 1:45pm
<b>Athletics (Zero Block)</b>	1:45pm - 3:30pm

- According to the CDC, AAP, MSDH guidelines, students will not transition classes.
- Students enrolled in Vo-Tech will still travel to the Marion Co. Career and Technical Center if their schedule allows.
- Athletics will begin at 1:45 each day. There will be no athletics during the school day.

### Content:

- Teachers will have their own customized content, grade level/subject textbooks, and a repository of online curriculum to use as they build their lessons.
- A teacher's customized content, textbook, and resources, including Edgenuity and CANVAS, will all be available for teachers, as they build their daily/weekly plans. All lessons will be uploaded in CANVAS, as all classrooms will be paperless.



### **Instructional Framework**

- Teachers will use various methods of electronic communication to share information with students and parents/caregivers.
- Learning will take place through teacher directed lessons (whole group and small group), individual online practice, assignments, assessments, and projects.
- Some assignments/projects may be completed at home.
- Each week, whole group and small group instruction are expected as part of the plan to provide differentiation for all students; individualized instruction will be provided as needed.
- Teachers will document all accommodations for students' individual plans in the documentation form provided.
- Supplemental English Learner (EL) lessons will be provided to qualifying EL and immigrant students via small group pull out lessons (elementary) or EL Elective and co-teaching model (secondary).
- Teachers will build time and activities in their classrooms for students' social/emotional learning.
- All IEPs will be met by the child's inclusion teacher and general education teachers.

### **In-Person (TRADITIONAL OPTION) FAQs**

#### **Will students attend school every day under the traditional option?**

- Yes. We are planning for students who choose traditional learning to be able to attend every day.

#### **How will the day be structured?**

- Each day will be represented by C.A.T.S.
  - C- is 1st Block Day
  - A is 2nd Block Day
  - T-is 3rd Block Day and
  - S- 4th Block Day
- Students will remain with that teacher for the entire day. Students will have the opportunity to work on other classwork during the day as well.

**Will the length of the school day be the same/normal times from last year?**

- No. School will begin at 8:15 and end at 1:45 pm. All CHS students can start arriving on campus at 7:50 am. Students cannot arrive before 7:50am.

**What is Advisory, Enrichment, and Intervention that is scheduled daily?**

- This is a replacement for our Blue and Gold period. Each day, students will be given a structured-activity as it relates to the advisory, enrichment, and remediation.
  - **Advisory**- will be focused on developing student character as mentioned in our school's motto #CATS4LIFE and further explained in our "Wildcat Essentials," as listed below.

**Wildcat Essentials**

1. Steps to Being the *BEST* Wildcat You Can Be!
2. Attend school daily and actively participate in the learning process.
  3. Follow all school and class rules.
  4. Respect yourself and all others.
  5. Demonstrate pride in yourself and your school.
6. Speak in a conversational tone, respond appropriately by avoiding profane and vulgar speech and gestures.
  7. Plan and expect to succeed; failure is not an option.
  8. Be kind to others, encourage and celebrate your peers.
  9. Accept and embrace the diversity of your peers.
10. Be part of the solution, not the problem, by striving to make our school better.
11. Have a positive attitude, be honest, no matter the consequences, and accept responsibility for your actions.



We recognize that all our students have been exposed to the events dominating our news cycles over the past several months. We would be remiss not to prepare our teachers and staff for the varying needs and questions our students may have upon their return to school. Likewise, we would be remiss not to prepare our students to be kind, to be honest, and to be respectful of others, regardless of differences in race, gender, religion, or opinion.

- **Enrichment-** will consist of students working on Prepworks to increase their ACT and/or PSAT scores.
- **Intervention-** will consist of work for the student's current class. For example, if it is a T-day (3rd Block), the 3rd block teacher may require remediation for the class that day.

**Can a student start the school year in person and later choose virtual learning?**

- Yes, you can change from in-person to virtual learning at the end of a nine-week period.

**Will teachers be expected to teach both in-class students and remote?**

- Yes

**In the traditional classroom setting, will substitute teachers be trained to handle situations and follow protocols?**

- Substitute teachers will be trained in best practices.

**Will the student dress code be enforced?**

- Yes.



**What happens if my child is diagnosed with COVID-19 or has direct contact with someone who has COVID-19 and must isolate or quarantine?**

- A student who is absent due to COVID-19 will be required to attend class virtually and follow the same guidelines as related to virtual instruction until the student returns to school. If virtual is not feasible, then that student will receive a USB drive with all instructional material and assignments.



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## Teaching and Learning Information for Virtual Instruction

### Logistics:

#### Columbia High School Daily Schedule

<b>Student Arrival</b>	7:50am - 8:15am
<b>Class Session I</b>	8:15am - 10:15am
<b>Enrichment/Remediation/Intervention</b>	10:15am - 11:00am
<b>Lunch</b>	11:00am - 11:45am
<b>Class Session II</b>	11:45am - 12:45pm
<b>Class Session III</b>	12:45pm - 1:45pm
<b>Athletics (Zero Block)</b>	1:45pm - 3:30pm

- For the 2020-2021 school year only, students who opt for virtual learning will be marked present if the student is authenticated and engaged in the district-wide learning management system, Canvas, for 63% of the school day. The virtual model will be an Asynchronous model that requires students to complete a minimum of 240 minutes of daily assignments and scheduled weekly interactions with the teacher to verify school attendance.
- Students are expected to join the teacher live for each portion of the daily schedule above.
- Students are expected to follow the school dress code.
- Students' videos must be on the entire time. Teachers must be able to view students on the screen. Screens should not be blank/black.
- Attendance will be checked as students login to the teacher's live session.
- Any synchronous and asynchronous learning expectations, to include learning targets and due dates, and links to Zoom or Webex meetings will be included in the weekly schedule that will be found in CANVAS.
- Live virtual lessons will be scheduled on a regular basis as much as possible.





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## Content:

- Teachers will have a repository of online curriculum in addition to their own customized content and textbook, to use as they build their lessons. Teachers may layer the online repository with virtual lessons using additional resources that will be provided to students.
- Edgenuity, Prepworks, and other online instructional platforms will all be available in teachers' CANVAS classrooms for ease of use and easy access. All lessons in the repository are aligned to the MSCCR standards.

## Instructional Framework

- Weekly plans will be posted in each virtual teacher's CANVAS class by 8:00 a.m. on Monday morning.
- Any synchronous and asynchronous learning expectations, to include learning targets and due dates, and links to Zoom and Webex meetings will be included in the weekly plan.
- Live virtual lessons will be scheduled on a regular basis as much as possible.
- Each week, whole-group and small group instruction are expected as part of the plan to provide differentiation for all students; individualized instruction will be provided as needed.
- Weekly assignments will be posted on Monday, with the understanding that teachers may need to re-evaluate assignments based on their students' needs.
- Both synchronous and asynchronous learning will be a part of each teacher's class on a weekly basis.
- Weekly synchronous learning opportunities example: live virtual sessions will be scheduled by the teacher to coincide with the student's scheduled class time for the school day.
- If a student cannot meet during the planned synchronous learning time, the parent must inform their child's teacher, and the teacher will post a recording of the session, and the student may watch the recorded session. Students will still be expected to meet the deadline and due dates for all assigned work missed.
- Video will only be available to the students who are members of the class.
- Students will be held to the expectations of the CSD Acceptable Use Policy.
- Teachers will use the remote learning screen time recommendations provided by the MSCCRS when developing their lessons.
- Learning will take place through teacher directed virtual lessons (whole group and small group) (live and recorded), individual online practice, assignments, assessments, and projects both online and offline.
- Virtual students will participate in Columbia High School and state required assessments.
- Time spent for each class, when including both online and offline requirements, will be comparable to the time spent on each class in the school-based learning option.

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- Teachers will be present in their virtual classrooms daily.
- Teachers will continue to meet their students' needs based on plans that are in place for each student (through IEP, 504, EL/I-ELP, GEP, and RTI plans), collaborate with the team, and revise plans as needed.
- Special education teachers and paraprofessionals will work collaboratively with general education teachers to provide resources and accommodations for daily classroom assignments.
- Students will receive virtual group and one-to-one instruction from general and special education teachers.
- Guidelines will be provided in regards to the amount of time allotted for subjects, grade and developmental appropriateness.
- Extra help will be provided for students and parents who are struggling with assignments or learning platforms.
- Instruction will focus on critical standards and IEP goals.
- Instruction may be a combination of virtual as well as task boxes, packets and other hands on materials as deemed appropriate by the IEP team.
- Teachers will schedule regular virtual office hours for students and post these office hours in their CANVAS classroom and on their syllabus.
- Teachers will document all accommodations for students' individual plans in the documentation form provided.
- Teachers will build time and activities into their virtual classrooms for students' social and emotional learning.

### **Communication/Grading**

- Communication is critical to the success of our students in a virtual classroom.
  - Students will participate in a virtual orientation.
  - If students/parents have questions about their classroom content, they should contact their classroom teacher.
  - If students/parents have questions about hardware, usernames, passwords, or anything else of a technical nature, they should email [tt@columbiaschools.org](mailto:tt@columbiaschools.org).
    - All efforts will be made to respond within 24 hours.
  - If students/parents have questions about specific online programs, they should begin by contacting their teacher. If needed, their teacher will work with school and district personnel to find a solution.
- The same daily procedures and policies that are in place for school-based students will apply to virtual students in regards to weighted grades, make-up work, teacher classroom rules, grade reporting, etc.
- If a student's schedule must be altered because some of the classes he/she signed up for originally are not offered virtually, counselors will contact the student and parent/guardian to identify a suitable alternate class for the student.
- Teachers will meet with students regularly to provide instruction, answer questions, provide feedback, etc.



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- All IEP meetings will happen virtually.
- Assignments and assessments will be graded following the grade level grading scale.

### **Extracurricular Activities**

- Students who select the virtual option of school will not be allowed to participate in extracurricular activities.

### **Family Commitment**

- Families who choose the virtual-based option will commit to the option for at least a nine-week period.
- Time spent for each class, when including both online and offline requirements, will be comparable to the time spent on each class in the school-based learning option.
- Students can expect to complete work offline in addition to their time spent online.
- Students should expect to be present in their virtual classrooms daily.
- If students are not present in their virtual classes as noted by the infrequency of logins to the class and/or lack of work completed, parents/guardians will be contacted. Points could be deducted from grade as well.
- Teachers will document their communication with parents/guardians.
- Students who choose the virtual option will continue with their virtual teacher/schedule, regardless of how the district plan may change.
- This plan ensures the teacher and the learning cohort can remain consistent throughout the school year.

## **VIRTUAL OPTION FAQs**

### **Will the student dress code be enforced for virtual students?**

- Yes. Students at home must follow the school dress code.

### **Will students be required to have a live video feed the entire class period?**

- Yes. Students must have the video on the entire class time so teachers can see them. Students' screens may not be blank or black anytime except for restroom break or lunch break.



**Will the virtual option be an option for the entire school year? When would students be allowed/required to join back in the traditional setting?**

- Remote learning is an option for the entire school year or unless the CDC/MSDH states that it is completely safe to return to school, but you will have the option to change if needed at the end of each nine weeks.

**How many hours a day will be required for virtual learning?**

- 8:15am - 1:45 pm

**Will classes begin at a specific time each day, or will students be able to complete work at their own pace?**

- Yes, students will be required to login to their teacher's live classroom during the scheduled class time. For example, if it is an A day, which means students have a 2nd block that day. Their 2nd block teacher will start class and 8:15 and the student will be required to login to the live classroom. Students will remain in the live classroom the entire day.

**What about restroom break and lunch?**

- The student will log off for restroom breaks and lunch break.

**What about Class Session II time?**

- Students will be required to remain online throughout the time, or students will be told to record their screen as they are working on other assignments.

**What is the attendance policy for remote students?**

- Students are to log in at the scheduled time and are to engage for the entire class block to be counted present.



**If my child joins their class virtually does that meet the synchronous online method requirements if the minimum daily instructional minutes are met, even if part of the day includes asynchronous activities?**

- Yes. For example, a high school program that schedules synchronous instruction for 120 minutes in the morning, then releases students to work independently for several hours before a second scheduled synchronous session totaling 120 minutes in the afternoon would meet the daily instructional minute requirement.

**Will at-home parent instruction count towards the instructional minute requirements as part of the synchronous online instruction method?**

- No, at-home, parent-led instructional time will not count towards overall minute requirements under the synchronous online instruction method. Under the synchronous online instruction method, two-way, real-time, face-to-face, or virtual remote interaction between teachers and students is required to meet the instructional minute requirements. This may also include student-to-student sessions if supervised by a teacher who is facilitating the session live.

**Under the asynchronous online instructional method (virtual learning option), if a student fails to complete Monday's measure of engagement on Monday but completes the assignment later in the week, can the student's attendance coding be changed to present for Monday?**

- No. In the asynchronous online instructional method, student engagement is measured daily, and attendance is assigned based on the student's completion of that day's engagement measure. Students who do not complete the daily measure of engagement are to be counted absent for that day, and that absence cannot be changed to present if the student completes the engagement measure on a later date. In the example above, the student would be counted absent on Monday.



**Under the asynchronous online instructional method (virtual learning option), if a student decides to complete the entire week's worth of work on Monday, can the student's attendance be coded to show perfect attendance for the week?**

- No. In the asynchronous online instructional method, student engagement is measured daily, and attendance is assigned based on the student's completion of that day's engagement measure. Students who do not complete the daily measure of engagement are to be counted absent for that day, and that absence cannot be changed to present if the student completes the engagement measure on a later date. In the example above, the student would be counted absent Tuesday through Friday.

**What will be an acceptable form of a daily measure of engagement when students are under the asynchronous online instructional method?**

- In the asynchronous online instructional method, students must complete a daily measure of engagement and submit it to the teacher to be counted present for each day. **Students who do not complete the daily measure of engagement are to be counted absent for that day, and that absence cannot be changed to present if the student completes the engagement measure on a later date.** Examples of a daily measure of engagement include: checking login status in Prepworks, Edgenuity, and Canvas, a summary written by the student explaining their activities for the class when no assignment is actually due for that day, scanned images of a project/paper/assignment they are currently working on.

**If we choose the virtual option, how would sports/band/etc. participation work? For example, if baseball/band is one of our classes, would my child only attend in-person for that period?**

- Students enrolled in school through our virtual option will not be allowed to participate in extracurricular activities, including sports.

**How do we enroll/sign-up for virtual learning?**

- Signup when you complete online registration.

**How will parents of virtual students be supported?**



- Parents and students will be called weekly to discuss how virtual learning is going for their child.

**How will students be graded under remote learning?**

- Students will be graded using the same guidelines and requirements for students who are on campus.

**What will remote learning look like for students who receive special education services?**

- Students working remotely will be able to receive special education and related services as determined appropriate by the child's IEP team.



## BACK TO SCHOOL FAQs

### STUDENT SAFETY & COVID

#### **What safety measures will be taken to ensure the school campuses are safe for my child to return to school?**

- All campuses, facilities, and buses have been thoroughly cleaned and disinfected by ABM through traditional cleaning methods and electrostatic sanitization technology. Hand sanitizer has been provided to all teachers for use as well as placed throughout buildings for easy access and use.

#### **What happens when staff or students test positive or showing COVID-19 symptoms?**

- Students/staff will be sent home and should stay home if they have tested positive for or are showing COVID-19 symptoms. Symptoms may appear 2-14 days after exposure to the virus. Known symptoms include, but are not limited to:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea





Students/staff who test positive for COVID-19 will report to the County Health Department, who will conduct an investigation including contact tracing. Students/staff will be sent home if they have objective data such as a temperature of 100.4, cough, shortness of breath, etc. Students/staff may return to school when they have met the CDC criteria to discontinue home isolation and provide negative test results to COVID-19. Upon notice that a student/staff has tested positive for COVID-19, the District will:

- Close off areas used by the sick person and not reopen until appropriate cleaning and disinfection have occurred.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

The District has designated the following employee to be responsible for responding to COVID-19 concerns. Any student/ staff or families who have a question about COVID-19 or wish to self-report symptoms should contact:

**[Dr. Dee Dee Randall-drandall@columbischools.org](mailto:Dr. Dee Dee Randall-drandall@columbischools.org) (601) 736-2366**

**What happens when staff or students have been in close contact with someone who tested positive for COVID-19 and able to isolate from that person?**

- Students/staff will be advised to stay home if they have been around someone who has tested positive for COVID-19, and return to school when they have met the CDC criteria to discontinue quarantine. Students/staff who test positive for COVID-19 will report to the County Health Department, who will conduct an investigation including contact tracing. Students/staff will be sent home if they have objective data such as a temperature of 100.4, cough, shortness of breath, etc. Students/staff may return to school when they have met the CDC criteria to discontinue home isolation.



**What happens when staff or students have been in close contact with someone who tested positive for COVID-19 and unable to isolate from that person??**

- Students/staff will be advised to stay home if they have been around someone who has tested positive for COVID-19, and return to school when they have met the CDC criteria to discontinue quarantine. Students/staff who test positive for COVID-19 will report to the County Health Department, who will conduct an investigation including contact tracing. Students/staff will be sent home if they have objective data such as a temperature of 100.4, cough, shortness of breath, etc. Students/staff may return to school when they have met the CDC criteria to discontinue home isolation.

**How often will campuses be cleaned and sanitized?**

- Buildings and facilities will be cleaned and sanitized regularly throughout the day. ABM will also clean and sanitize each campus every night during their routine cleaning. Protocols have been put in place for facilities impacted by COVID-19.

**What is the daily schedule time?**

- Classes will begin at 8:15 am, and dismissal will be at 1:45 pm.

**What time can students arrive on campus each morning?**

- Students may arrive no earlier than 7:50 am. Please avoid early drop-offs in the morning. This will be critical to aid us in our social distancing efforts. Students will arrive by walk-up, car drop-off, or school bus, but parents/guardians will not be able to leave their cars.

**How will school attendance work?**

- Absences due to positive COVID-19 tests or due to recommended self-quarantine will be counted as excused.



**If a student is asymptomatic or mildly affected, are they expected to log in and to have work in on time? Or are they totally excused and following the make-up policy if they are positive?**

- If students are healthy enough to work, students are expected to log in virtually each day at the time assigned/required by the teacher.

**How will I check-in my child during the school day?**

- Parents will bring students to the front entrance of the school. The front office secretary will verify the parent or guardian, and only the student will be allowed to enter the school.

**What if my child arrives late to school?**

- Parents or guardians must come to school to check them in. Parents will complete this process at the front entrance. Students will remain in ISD until parent or guardian arrives. Students will log their class virtually until parents arrive.

**Will students be required to wear masks at school?**

- The Columbia School District will provide a mask to all students and employees.
- Masks brought from home cannot contain anything perceived as political, offensive, or potentially disruptive. The school administration will make this determination.
- CSD will require that students wear masks when in transition (moving from place to place within the school, and when in close contact with others).
- Staff is required to wear masks when in transition and close contact with others.
- Anytime social distancing guidelines are not able to be met, CSD requires all students and staff to wear masks/facial coverings.

**What will happen if my child refuses to wear a mask?**

- Students will be required to attend our 2nd Chance Center where social distancing is feasible or be required to attend school virtually if guidelines for virtual learning can be met by the parents or guardian.



**Will I be able to enter the school to check-in or out my child? What about parent meetings, IEP meetings, and etc.?**

- No. Parents who are checking a student in or out must call the front office. All meetings will take place virtually or over the phone.

**Will students be screened by staff every day?**

- Yes, prior to entering their first class of each day. See Appendix B for a list of screening questions. Parents/guardians are asked to screen their students for COVID-19 symptoms each day before sending their students to school. We must have parents' cooperation in not sending children to school who are exhibiting COVID-19 symptoms, especially if they are running a fever. Symptoms now include, but are not limited to: fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new: loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and diarrhea. If your student is experiencing 100.4 or higher temperatures, it is critically important that they stay at home and seek medical advice from their doctor. Sanitation Stations will be placed near entrances to buildings. Parents are also strongly urged to screen their child's health daily before school begins.

**How will social distancing be maintained in the classroom?**

- Desks will be spaced as much as possible to accommodate the number of students. Students must remain at their desks the entire class period. Mask/face coverings are required while students are at their desks if social distancing is not met. Students are required to wear a mask when they are speaking with a teacher and with each other.

**Will class/block changes be staggered to reduce hallway congestion?**

- Students will not be transitioning to classes at CHS. See Appendix A for schedule. However, during the transition (arrival, restroom break, and dismissal), students will be required to keep moving and wear masks/facial covering. Social distancing markings (Power Cats) have been placed on the floor; students will be asked to maintain a distance of one marker between them and other students.

**I just viewed the daily schedule. When will my child go to the restroom, eat breakfast or lunch?**

- Restroom breaks will be scheduled for each class. Breakfast and lunch will be served in the classroom.

**What will lunch look like for students?**

- Breakfast and lunch will be served in classrooms until our COVID situation has improved. CHS will provide free breakfast and lunch for all students.

**Will my child be able to bring their own breakfast and lunch?**

- Yes. Parents are asked to send breakfast/lunches that do not need microwaving, and that will not leave a large mess.

**Will students who are showing symptoms (coughing, sneezing, etc.) be separated/quarantined?**

- Students who become ill will be placed in a designated area of quarantine with a facial covering in place, and parents will be called to come and get their child. If a parent or guardian cannot come to pick up the child, arrangements will be made by CHS to take the child to their home.

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**If my child attends school virtually can he/she participate in extracurricular activities?**

- Students will not be allowed to participate in extracurricular activities if they choose the virtual learning option.

**How will buses be affected?**

- It will not be possible to social distance on our school buses. We will sanitize the buses between routes and lower windows to increase airflow. Hand sanitizer will be available as students load the bus. All drivers and students will be required to wear masks/facial coverings while being transported on Columbia School District buses. Students who do not wear masks/facial coverings will not be allowed to ride the bus. After two documented requests, students will be suspended from the bus for the remainder of the semester.

**How will the dismissal run?**

- Dismissal will begin at 1:45 pm. Students will be dismissed by groups of athletes and other extracurricular activities, student car drivers, and walkers. Students who ride busses will be dismissed over the intercom when their bus arrives.

**How will I check-out my child during the school day?**

- We strongly encourage all appointments to take place after school is dismissed at 1:45 pm. However, in the event you must check out your child, please call at least 15 minutes before checkout to allow students to be sent or accompanied to parent vehicles upon arrival. Once parents arrive, parents will report to the front door and press the doorbell to bring up the video in the front office. Office staff will verify the identity of parent or guardian before sending the child to check out. Standard checkout procedures will still be in effect.

**How will early dismissal and late arrival work for my child who is a senior?**

- Seniors who have early dismissal or late arrival will not report to school that day but work from home virtually. Seniors will email the attendance clerk to verify attendance and will have a list of senior-related activities to complete, along with their classwork. For example, if a senior has late arrival (only has a 2nd and 3rd Block) the senior will only report to campus on “A” day (2nd Block) and “T” day (3rd Block). However, for “C” day (1st Block) and “S” day (4th Block) the senior must email the attendance clerk by 8:15, or call if no internet access, and complete a list of Senior Home Learning Activities for that day. See Appendix C for Senior Home Learning Activities. A form must be completed and return to the guidance office for this option.

**Can a senior still come to campus to participate in after school extracurricular activities if they have early dismissal and late arrival?**

- Yes, a senior can still report to campus for extracurricular activities.



**What if my child is scheduled to go to the computer lab for dual enrollment for the day, can my child remain at home?**

- Yes, however, a form must be signed by a parent or guardian and returned to the guidance office for approval.

**What if my child has dual enrollment for his entire schedule, can my child remain at home for the entire semester?**

- Yes, if your child has no intention of participating in extracurricular activities.
- No, if your child plans to participate in extracurricular activities. A meeting must be scheduled with Mr. Stowe to discuss your child's campus schedule.

**My child is scheduled for VO-TECH, how will that work with the current daily schedule?**

- See Appendix D for Vo-Tech information (*WILL BE UPDATED AS SOON AS SCHEDULES ARE COMPLETED*)

**Will students be allowed to go on field trips this year?**

- All field trips have been suspended for the 2020-2021 school year.

**How will student grades be calculated?**

- All grade levels will utilize **CANVAS** for both face-to-face and virtual instruction. Class averages and graded assignments will be available through **PowerSchool**.

**Where can I access my child's grades?**

- Parents are encouraged to stay up to date with their child's grades by accessing the **POWERSCHOOL PARENT PORTAL**.

**I'm new to CHS. How does my student get his/her Chromebook?**

- Once registration is completed, individual schools will facilitate distributing devices to new students.

**Are backpacks still allowed?**

- Students are still allowed to bring backpacks to school as long as district policy is followed.

**What activity classes, such as band and choir and P.E. look like for my child?**

- Activity classes such as music, art, and physical education will still be held in their respective facilities. Activity teachers will utilize the same sanitization protocols used by classroom teachers to maintain safe environments for students to learn. Band and Choir will be outside when practicing and performing. Other safety procedures will be put in place by the band and choral directors.

**When will athletics meet?**

- All athletics will meet after school. 4th Block is no longer the athletic block.

**Will my student's IEP or 504 plan accommodations be met?**

- All IEPs and Accommodation Plans will be followed in regular form.

**What do I need to do if my child feels ill?**

- It is imperative for parents to screen their child's health on a daily basis. If your child is feeling ill, do not send him/her to school. Contact your school's front office to inform them of your child's absence.

**What plans are in place if the District is notified of a positive COVID-19 test result?**

- Upon a positive COVID-19 test result, parents are strongly urged to contact their child's principal immediately. Parents with children who have come into contact with a confirmed positive case will be contacted by the school. Contact tracing will be used to identify students who have been in close contact with any confirmed positive case.





### What will happen if schools have to experience additional closures?

- If schools are forced to close again, instruction and assignments will resume through Canvas as if face-to-face instruction were still occurring. Assignments would be graded in traditional manners with academic expectations remaining the focus. We will also close off areas used by the sick person and not reopen until appropriate cleaning and disinfection have occurred. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

### How can I stay up to date with information from CSD and CHS?

- All news and updates will be available on the Columbia School District's website at <https://www.columbiaschools.org/covid-19>. Updates will also be issued through the District's Facebook account as well as traditional media outlets. CSD will utilize **CANVAS** and **SCHOOL STATUS and EMAIL** for mass communication with parents and students. Parents are encouraged to create a **CANVAS OBSERVER ACCOUNT** and answer calls or text from **SCHOOL STATUS**.



## APPENDIX A - CHS DAILY CLASS SCHEDULE

### COLUMBIA HIGH SCHOOL FALL 2020 SCHEDULE

#### Weekly Schedule

"C" Day	"A" Day	"T" Day	"S" Day
Students will only go to 1st Block Classes this day	Students will only go to 2nd Block Classes this day	Students will only go to 3rd Block Classes this day	Students will only go to 4th Block Classes this day

[View the schedule for the months of August and September below!](#)



August 2020							September
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6 "C" Day <i>Report to 1<sup>st</sup> Block Classes only!</i>	7 "A" Day <i>Report to 2<sup>nd</sup> Block Classes only!</i>	8	
9	10 "T" Day <i>Report to 3<sup>rd</sup> Block Classes only!</i>	11 "S" Day <i>Report to 4<sup>th</sup> Block Classes only!</i>	12 "C" Day <i>Report to 1<sup>st</sup> Block Classes only!</i>	13 "A" Day <i>Report to 2<sup>nd</sup> Block Classes only!</i>	14 "T" Day <i>Report to 3<sup>rd</sup> Block Classes only!</i>	15	



<u>16</u>	<u>17</u> <b>“S”Day</b> <i>Report to 4<sup>th</sup> Block Classes only!</i>	<u>18</u> <b>“C” Day</b> <i>Report to 1<sup>st</sup> Block Classes only!</i>	<u>19</u> <b>“A” Day</b> <i>Report to 2<sup>nd</sup> Block Classes only!</i>	<u>20</u> <b>“T”Day</b> <i>Report to 3<sup>rd</sup> Block Classes only!</i>	<u>21</u> <b>“S” Day</b> <i>Report to 4<sup>th</sup> Block Classes only!</i>	<u>22</u>
<u>23</u>	<u>24</u> <b>“C” Day</b> <i>Report to 1<sup>st</sup> Block Classes only!</i>	<u>25</u> <b>“A” Day</b> <i>Report to 2<sup>nd</sup> Block Classes only!</i>	<u>26</u> <b>“T” Day</b> <i>Report to 3<sup>rd</sup> Block Classes only!</i>	<u>27</u> <b>“S” Day</b> <i>Report to 4<sup>th</sup> Block Classes only!</i>	<u>28</u> <b>“C” Day</b> <i>Report to 1<sup>st</sup> Block Classes only!</i>	<u>29</u>
<u>30</u>	<u>31</u> <b>“A” Day</b> <i>Report to 2<sup>nd</sup> Block Classes only!</i>					



September 2020							Oct 2020
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		<u>1</u> <b><u>"T" Day</u></b> <i>Report to 3<sup>rd</sup> Block Classes only!</i>	<u>2</u> <b><u>"S" Day</u></b> <i>Report to 4<sup>th</sup> Block Classes only!</i>	<u>3</u> <b><u>"C" Day</u></b> <i>Report to 1<sup>st</sup> Block Classes only!</i>	<u>4</u> <b><u>"A" Day</u></b> <i>Report to 2<sup>nd</sup> Block Classes only!</i>	<u>5</u>	
<u>6</u>	<u>7</u> Labor Day-NO SCHOOL	<u>8</u> <b><u>"T" Day</u></b> <i>Report to 3<sup>rd</sup> Block Classes only!</i>	<u>9</u> <b><u>"S" Day</u></b> <i>Report to 4<sup>th</sup> Block Classes only!</i>	<u>10</u> <b><u>"C" Day</u></b> <i>Report to 1<sup>st</sup> Block Classes only!</i>	<u>11</u> <b><u>"A" Day</u></b> <i>Report to 2<sup>nd</sup> Block Classes only!</i>	<u>12</u>	
<u>13</u>	<u>14</u> <b><u>"T" Day</u></b> <i>Report to 3<sup>rd</sup> Block Classes only!</i>	<u>15</u> <b><u>"S" Day</u></b> <i>Report to 4<sup>th</sup> Block Classes only!</i>	<u>16</u> <b><u>"C" Day</u></b> <i>Report to 1<sup>st</sup> Block Classes only!</i>	<u>17</u> <b><u>"A" Day</u></b> <i>Report to 2<sup>nd</sup> Block Classes only!</i>	<u>18</u> <b><u>"T" Day</u></b> <i>Report to 3<sup>rd</sup> Block Classes only!</i>	<u>19</u>	



<p><b>20</b></p>	<p><b>21</b>  <b>"S" Day</b>  <i>Report to 4<sup>th</sup> Block Classes only!</i></p>	<p><b>22 "C" Day</b>  <i>Report to 1<sup>st</sup> Block Classes only!</i></p>	<p><b>23</b>  <b>"A" Day</b>  <i>Report to 2<sup>nd</sup> Block Classes only!</i></p>	<p><b>24</b>  <b>"T" Day</b>  <i>Report to 3<sup>rd</sup> Block Classes only!</i></p>	<p><b>25</b>  <b>"S" Day</b>  <i>Report to 4<sup>th</sup> Block Classes only!</i></p>	<p><b>26</b></p>
<p><b>27</b></p>	<p><b>28</b>  <b>"C" Day</b>  <i>Report to 1<sup>st</sup> Block Classes only!</i></p>	<p><b>29</b>  <b>"A" Day</b>  <i>Report to 2<sup>nd</sup> Block Classes only!</i></p>	<p><b>30</b>  <b>"T" Day</b>  <i>Report to 3<sup>rd</sup> Block Classes only!</i></p>			




### Sample Daily Classroom Schedule:

Arrival	Student Arrival in the Classroom	Teachers Will:	Students Will:
7:50am - 8:10am	Students will report directly to their first class. For example, if it is Tuesday during Week 1, they will report to their 2nd Block since it is "A" Day class or if it is Friday during Week 3, they will report to their 3rd Block Class since it is "T"-day. (Monthly calendars will be made each month to help everyone stay on track.)	Teachers will welcome students, give out hand sanitizer, take roll, facilitate breakfast/lunch delivery & clean up, plan & facilitate morning activities. Prior to entering buildings, teachers will do a self-health screening.	Students will arrive in their first-period block with their Chromebooks & belongings, eat breakfast, participate in morning activities & prepare for the day.
8:15am-10:15am	<p><b>Class Session I</b> (<i>will be live through a platform</i>)</p> <p><i>Suggested Schedule:</i>  <i>8:15-8:30- Daily Cleaning and Health Reminders</i>  <i>8:30-9:15: Direct instruction/lecture/teacher focused</i>  <i>9:15-9:45: Group Work/ Remediation &amp; Enrichment</i>  <i>9:45-10:15 Independent Work</i></p> <p><i>*Teachers should plan to incorporate formative &amp; summative assessments when students are in their class in order to plan instruction for distance learning.</i></p>	<p>Teachers will plan and execute lessons for the day. Each lesson will have to be the delivery of skills or standards that students will work on for the remainder of the week from a distance. Teachers will also group students for remediation &amp; enrichment and work with students in a small group. Teachers will use formative data to plan lessons &amp; group students accordingly.</p> <p>Students who are not present but have internet access will</p>	<p>Students will participate in these classes in a traditional way. This time should be used for students to work directly with their teachers and receive whatever they need to be successful in their independent work.</p> <p>Students who are at home will be required to log into the live feed for class.</p>



		log into class at the appropriate time to view the live lessons.	
10:15-11:00 am	<b>Advisory/Enrichment/Intervention (in the classroom)</b> <i>(will be live through a platform and can be a continuation of Class Session I)</i>	Teachers should make this time of the day as interactive & cross-curricular as possible.	<p>Students will have character education activities on Advisory days.</p> <p>Students will work on Prepworks to increase their ACT and/or PSAT scores on Enrichment days.</p> <p>Students will have remediation for the current class they are in on Remediation days.</p>
11:00am - 11:45am	<b>Lunch</b>	Teachers will facilitate the delivery & clean up of lunch within the classroom.	
11:45am- 12:45pm	<b>Class Session II</b> <i>(will be live through a platform)</i>  <i>12:30-1:30 pm: Independent Work for 2nd, 3rd, or 4th Period Teachers should use this time to</i>	Teachers should serve as an advisor for students as they work on their other classes assignments. If students need extra help, the teacher in the	Students will complete lessons & practice for their 3 other classes on their Chromebooks via Canvas. Students will watch





	<i>meet one-on-one with students in the classroom for tutoring, mentoring, or to help them with their other classes.</i>	room can act as an advisor to assist.	pre-recorded lessons and practice skills.
12:45pm-1:45pm	<p><b>Class Session III</b> <i>will be live through a platform)</i></p> <p><i>12:45-1:00pm Direct instruction/lecture/teacher focused</i></p> <p><i>1:00pm -1:30pm Group Work/ Remediation &amp; Enrichment</i></p> <p><i>1:30-1:45pm Independent Work</i></p> <p><i>*Teachers should plan to incorporate formative &amp; summative assessments when students are in their class in order to plan instruction for distance learning.</i></p>	<p>Teachers will plan and execute lessons for the day. Each lesson will have to be the delivery of skills or standards that students will work on for the remainder of the week from a distance. Teachers will also group students for remediation &amp; enrichment and work with students in a small group. Teachers will use formative data to plan lessons &amp; group students accordingly.</p> <p>Students who are not present but have internet access will log into class at the appropriate time to view the live lessons.</p>	<p>Students will participate in these classes in a traditional way. This time should be used for students to work directly with their teachers and receive whatever they need to be successful in their independent work.</p> <p>Students who are at home will be required to log into the live feed for class.</p>
1:45pm	<b>Dismissal-Students Report to After School Activities</b>		



## APPENDIX B - COVID-19 SCREENING QUESTIONS

- Have you traveled to a Foreign Country?
- Have you been to any high-risk areas since March 13, 2020?
- Have you been in close contact with a CONFIRMED case of COVID-19 in the past 14 days?
- Are you experiencing cough, shortness of breath, or sore throat?
- Had any fever in the last 48 hrs?
- Had any loss of taste or smell?
- Had any vomiting or diarrhea in the last 24 hrs?



## APPENDIX C - SENIOR HOME LEARNING ACTIVITIES

### COLUMBIA HIGH SCHOOL SENIOR

Early dismissal and late arrival is a privilege at Columbia High School. Based on our current daily schedule, there will be days that seniors will not have to report to campus, but are required to still complete assignments for their classes. See Appendix A for Daily Schedule.

Below is a daily schedule for seniors to complete.

#### Senior At-Home Learning Activities Schedule

##### Early Arrival Seniors:

<b>Email Attendance Clerk to Confirm daily Attendance</b>	7:50am - 8:15am
<b>Classwork for Senior Project</b>	8:15am - 10:15am
<b>Classwork for other assignments</b>	10:15am- 12:15pm
<b>Athletics (Zero Block)</b>	1:45pm - 3:30pm

##### Late Arrival Seniors:



<b>Email Attendance Clerk to Confirm daily Attendance</b>	9:30am- 9:45am
<b>Classwork for Senior Project</b>	9:45am - 11:45am
<b>Classwork for other assignments</b>	11:45am - 1:45pm
<b>Athletics (Zero Block)</b>	1:45pm - 3:30pm

**Senior At-Home Learning Activities Schedule Explanation:**

**1. Emailing Attendance Clerk to Confirm Attendance:**

- a. Email to ensure you are marked present for the day.

**2. Classwork for Senior Project:**

- a. See information from the guidance office or Senior Project Teacher:

**3. Classwork for other senior course work:**

- a. Students will complete classroom assignments that include but not limited to dual enrollment, AP Courses, Edgenuity, and other class work.



## APPENDIX D - VO-TECH INFORMATION

- Will be updated soon