

MHS Procedures During COVID-19

1. All employees and parents/guardians should use the Humphreys County Schools Wellness Checklist at home to determine whether or not it is safe to come to school.
2. Upon arrival to school, all employees and students will have their temperatures checked in the lobby. Anyone with a temperature of 100.4 or higher will be sent to the nurse to confirm the temperature. If the confirmed temperature is 100.4 or higher, the employee or student will be sent home. Students will be kept in a holding area until a parent or guardian arrives.
3. Students must have temperature checks completed before picking up breakfast in the cafeteria (if applicable). Students who want to eat breakfast will report to the south entrance of the cafeteria (facing the old gym). After breakfast pickup, the student will return to the auditorium to eat breakfast.
4. School attendance is important as always, but students should stay home if it is not safe for the student to come to school (based on the Humphreys County Schools Wellness Checklist). There will not be a limit on the number of parent notes for student absences. However, any time the student is absent the parent/guardian should still provide documentation to the school. Parent notes and doctor notes may be brought to the office or emailed directly to Mr. Monroe (monroew@hcss.org). The district has suspended the extra point for perfect attendance.
5. If students arrive to school before 7:50 AM, the students will sit in the Auditorium (one per table) after the temperature check in the lobby. The front door opens at 7:20 AM.
6. Masks are not required but are encouraged, particularly in hallways.
7. The school building is being cleaned thoroughly on a daily basis. Hand sanitizer, wipes, and cleaning supplies are available for all classrooms.
8. Field trips have been suspended.
9. Students must remain on the right side of the hallways and stairwells as they move to and from class.
10. The center stairwell is only to be used by students going to/from the basement, ag building, cafeteria, or playroom.
11. Students moving between the first and second floors must use the stairwells located on the ends of the building.
12. Students must space out as much as possible when in the hallways. Masks are strongly encouraged in the hallways.
13. No lockers will be assigned. Students must keep up with belongings.
14. Water fountains will be closed. The bottle filling station (across from the main office) will be available. Students may bring their own reusable water bottles to school.
15. Students will not congregate in the hallways between classes. When students leave one class, they will go to the next class or to the restroom, if needed.
16. The lunch period has been extended by 10 minutes to accommodate for new lunch procedures. All students will report to the cafeteria to pick up lunch. All lunch items will be

prepackaged for students .The Freshmen and Sophomores will go through the line at 12:40, and the Juniors and Seniors will go through the line at approximately 12:45. The Freshmen and Sophomores will report to the Auditorium to eat lunch. The Juniors and Seniors will remain in the Cafeteria to eat lunch. Only three students will sit at each table (two on one side, one on the other side) (no student facing another student). On the first day of school, students will be allowed to select their seats for lunch. A seating chart will be made, and students will remain in those seats for the entire semester. Students will remain seated during lunch. Students must ask permission to go to the restroom during lunch. All trash will be disposed of at the end of the lunch period. Students will be dismissed in an orderly fashion to ensure social distancing.

17. Students will be spaced out in classrooms as much as possible.
18. Clear dividers have been or are being installed in all computer labs and various other locations in the building.
19. Visitors on campus will be heavily restricted. Parents/guardians must schedule meetings with administrators, faculty, and staff at least 24 hours in advance.
20. If a parent/guardian needs to check out a student from school before the end of the school day, the parent/guardian should report to the secure vestibule at the main entrance, ring the bell, show photo ID, and wait for instructions. Office personnel will locate the student and send the student to the secure vestibule to meet the parent/guardian.
21. Parents/guardians will not be allowed to bring “forgotten items” to students such as books, assignments, and lunches that were accidentally left at home.
22. No bus passes will be allowed. Students’ pickup and drop-off locations will be the same every day. If an emergency situation arises regarding bus pickup and/or drop-off, a parent/guardian should contact an administrator immediately by calling the main office.
23. There will be a seating chart in every class. Students must remain in their assigned seats every day.
24. All students will have a school email address.
25. All students will have access to Google Classroom.
26. Traditional students will be required to log into Google Classroom at least ONCE each week.
27. Virtual students will be required to log into Google Classroom every day.
28. If the school district moves to virtual learning for all students at some point during the school year, all students will be required to log into Google Classroom every day at that point. So, it is very important that traditional students also become familiar with Google Classroom.
29. The district has ordered ChromeBooks for all students in Grades 9-12. They are backordered and are scheduled to arrive sometime in September.
30. Students and parents are encouraged to use email for communication with administrators, faculty, and staff. All email addresses are listed on the “Faculty” page on the school website. (www.mcewenhighschool.org) Email will be checked daily.

31. There will be no specified time for “Long Break.” Drinks are available for purchase in the machines in the auditorium. Snacks may be available for purchase in the Auditorium before school in the future, but snacks will not be available during the first week of school.
32. The College English and College Psychology classes will be held ONLINE during the first semester. College English students may use the library during 1st Period to work on assignments. College Psychology students may use the library during 9th Period to work on assignments.
33. IPCT class will be a mix of in-person and online learning. Students are responsible for knowing the schedule for in-person classes and online classes. When the class is held in person at MHS, the class will meet in Room B-1. When the class is being held online, IPCT students may use the library during 9th Period to work on assignments.
34. MHS is following an alternate bell schedule to cut the amount of transition time in hallways in half in order to prevent the potential spread of COVID-19. The alternate bell schedule is listed below. August 31, 2020 will be a “red day.” Tuesday, September 1, 2020 will be a “white day.” The next day will be a “red day,” and so on. If the week ends on a “red day,” the next week will begin on a “white day.”
35. This alternate bell schedule may create a few challenges for students who are part of the co-op program (work-based learning). Students who have co-op on their schedules for 9th period only will have to remain at school the entire school day (until 3:00) on the “white days” since 8th period class will be in session until 3:00 PM. Therefore, co-op students’ work schedules must be worked around this schedule. Co-op students who are only enrolled 9th period should begin working with their employers now to make accommodations. Students who are enrolled in co-op 8th AND 9th periods will be allowed to leave school as early as 12:40 each day (except Mondays when co-op students are required to meet with Mrs. Gardner during lunch).

| | Red Day | White Day |
|--------------------|------------------------------|------------------------------|
| 8:00-9:30 | 1st Period | 2nd Period |
| 9:35-11:05 | 3rd Period | 4th Period |
| 11:10-12:40 | 5th Period | 6th Period |
| 12:40-1:20 | Lunch | Lunch |
| 1:25-3:00 | 9th Period | 8th Period |