

Roswell High School

Back-To-School Guidelines

Second Semester

2020-2021 School Year



The information contained in this handout is subject to change. Please refer to the Roswell High School website (www.roswellhornets.org) for the most up-to-date and accurate information.

Greetings to the Roswell High School Community,

With the announcements that Fulton County High School students may opt to return to face-to-face instruction on January 13, 2021, the RHS Administration revisited the original face-to-face instructional plan put in place in October of 2020. Please review the document below for the latest information.

All school stakeholders should continue to follow official social media and websites for the most up-to-date and accurate information.

It is important to note that the circumstances surrounding the Coronavirus and its impact on our community are shifting constantly. This means that the information contained in this document is likely to change. As it does, we will communicate new information by posting updates on our school website (www.roswellhornets.org) and on our official social media channels.

Finally, please note that this document is solely designed to answer specific questions about the face-to-face environment at Roswell High School. For more general information about the District's plan for reopening school, please consult the District's COVID-19 webpage at <https://www.fultonschools.org/coronavirus>.

Thank you for your continued patience, understanding, feedback, ideas, and support.

Go Hornets!

Robert

Robert Shaw, Ed. D.
Principal
Roswell High School

Expectations for all Roswell High School Faculty, Staff, Students, and Visitors

- All people in the building are encouraged to practice healthy personal hygiene habits.
- Students, Faculty, Staff, Visitors, and all adults in the building are required to wear masks.
- The District has installed hand sanitizer stations throughout the building and paper towels dispensers in all bathrooms. For safety purposes, the air dryers have been disabled.
- Reminders will be read on the daily announcements for staff and students to wear a mask, wash hands regularly, and use hand sanitizer.
- Hand sanitizer will be provided in classroom and office space (as available).
- Signage throughout the building will remind people to practice good hygiene.
- School custodial staff will work on a schedule to clean and sanitize common spaces during the day.
- An additional three “water bottle filling stations” have been installed throughout the building. Faculty, staff, and students are reminded not to drink directly from any water fountains.
- Evening custodial crews will clean classrooms and common areas. Teachers are responsible for sanitizing classrooms areas.

Please note the following:

The safety of our faculty, staff, and students is our priority. The plans outlined in this handout are designed to provide the safest environment possible. Due to the number of students and staff at Roswell High School, the layout of our building, and other factors, the six-foot social distancing recommended by the [Centers for Disease Control](#) may not be possible during the school day. While the administration will work to balance class sizes as much as possible, pre-COVID class size caps remain in place.

Parents should use this information in making the best instructional decisions for their students.

Bell Schedules

Roswell High School will use our URL Bell Schedule (copied below) from January 6, 2021 through January 12, 2021, returning to our normal Face-To-Face Bell Schedule when students return to school on January 13, 2021.

RHS URL Bell Schedule

8:20 – 9:00	1 st Period (40 Min)
9:05 – 9:45	2 nd Period (40 Min)
9:45 – 10:00	Break (15 min)
10:00 – 10:40	3 rd Period (40 min)
10:45 – 11:25	4 th Period (40 min)
11:25 – 12:25 11:25 – 11:50 A Lunch Block 12:00 – 12:25 B Lunch Block	Lunch/Study Hall (SSS, TAG Seminars, Remediation) (60 min)
12:30 – 1:10	5 th Period (40 min)
1:15 – 1:55	6 th Period (40 min)
2:00 – 3:30	Teacher Office Hours/Independent Student Study Period (90 min)

Roswell High School

F2F Bell Schedule

Second Semester 2021

8:20 – 9:20	1 st Period (60 min)
9:27 – 10:22	2 nd Period (55 min)
10:29 – 11:24	3 rd Period (55 min)
11:31 – 1:26	4 th Period (55 min)
A lunch 11:31 – 11:56 B lunch 12:01 – 12:26 C lunch 12:31 – 12:56 D lunch 1:01 – 1:26	Lunch/Study Hall (1hr 55 min)
1:33 – 2:28	5 th Period (55 min)
2:35 – 3:30	6 th Period (55 min)

A lunch: Science, World Language

B lunch: Math, Career Tech

C lunch: Social Studies, PE, CBI

D lunch: English, Fine Arts

Daily Bells:

Before School 8:10 / 8:15

1st - 8:20 / 9:20 / 9:22

2nd - 9:27 / 10:22 / 10:24

3rd - 10:29 / 11:24 / 11:26

4th - 11:31 / 11:56 / 12:01 / 12:26 / 12:31 / 12:56 / 1:01 / 1:26 / 1:28

5th - 1:33 / 2:28 / 2:30

6th - 2:35 / 3:30

Extra Help Wednesdays

To further support our Face-To-Face and Remote students, Roswell High will adjust our bell schedule to add additional time to sixth period every Wednesday *starting January 27, 2021*.

RHS Remediation Bell Schedule

Wednesdays 2021

(Starting January 27, 2021)

8:20 – 9:00	1 st Period (40 min)
9:07 – 9:47	2 nd Period (40 min)
9:54 – 10:34	3 rd Period (40 min)
10:41 – 12:36 A lunch 10:41 – 11:06 B lunch 11:11 – 11:36 C lunch 11:41 – 12:06 D lunch 12:11 – 12:36	4 th Period (1hr 55min) <u>Lunch Assignments</u> A lunch: Science, World Lang B lunch: Math, CTAE C lunch: Social Studs, PE, CBI D lunch: English, Fine Arts
12:43 – 1:23	5 th Period (40 min)
1:30 – 2:10	6 th Period (40 min)
2:10 – 2:15	1 st Dismissal
2:15 – 3:30	Wednesday "Wins day" (1hr 15min)
3:30	2 nd Dismissal

Students will remain in their sixth period class to clear any remaining Incompletes for any class, make up missed assignments, or they may use this time to work ahead to prepare for upcoming assessments, projects, or final Summative Assessments.

Students in grades 9-12 who have no Incompletes for any Summative Assignments – for all classes, not just 6th period-will be allowed to leave campus at the end of sixth period. These students must have a ride and will not be allowed to linger on campus. Students who leave school and have Incompletes for Summative Assessments will face disciplinary consequences. Buses will run their normal routes at the normal times.

Teachers may hold work sessions or study sessions and are required to provide students a pass to attend these sessions during this time.

Teachers may also elect to combine classes so they may be able to work with remote students confidentially or hold parent meetings online.

A few other rules for this extra help period are as follows:

- If a student does not have a sixth period but wishes to stay and clear Incompletes or make up missed assignments, they may go to the media center and work with Ms. Kirk.
- We will continue to use the Hour Lunch schedule starting January 27, 2021.
- Students will stay in their sixth period class to complete work. However, teachers may combine classes with their neighbors, it is just very important that they keep track of kids in case we need to conduct contact tracing.
- Another teacher may request a student come to his or her room to finish an Incomplete an assignment, but the student must have a pass.
- Students who have no Incompletes on any summative assignments for any class may leave at the beginning of the extended sixth period.
- Students who do not have a ride or need to remain on campus will stay in their sixth period class.
- Students may not leave campus at the beginning of the extended help period and return to ride the school bus.

Breakfast/Morning Arrival

- Students should not arrive at school before 7:30 a.m.
- Meetings and extra help sessions may be held starting at 7:30 a.m. At the end of the help session, students must then report to their first period class.
- Students who wish to attend an extra help sessions or club meeting in the morning before 7:50 am must have a pass from a staff member.
- Students who wish to eat breakfast will pick up their “Grab and Go” Breakfast and eat in the cafeteria in a socially distant setting. After 7:50 a.m., students will be asked to leave the cafeteria as soon as they have completed their breakfast.

- Due to a Federal Grant, breakfast and lunch are free for all students until the funds are exhausted.
- Teachers will be assigned to a duty station to assist with supervision and moving students to class.
- Students who have a teacher that has an assigned morning duty will remain in the cafeteria if they come into the building before 8:15 a.m.
- In the morning, during class changes, and during dismissal, students will not be allowed to congregate or stop moving in the hallway, on sidewalks, in common areas, or in the parking lots.
- The media center will be available to students in the morning.
- The school coffee shop will not be in operation.
- Teachers are asked to be in their rooms, ready to welcome students, by 7:50 a.m.
- Once in their classrooms, students should not be allowed to leave unless it is an emergency.

Certified Staff work hours are as follows:

Monday-Friday
7:40 AM – 3:40 PM

- For non-exempt personnel, the supervisor will discuss work hours with the appropriate employees.

Transition Times

- Classes will be dismissed based on the room number of the classrooms.
- Teachers are asked to not let students gather at their door before being dismissed.

Lunch

- Tables will be added to the upstairs gym track to allow for more socially distant seating during lunch, if needed.
- Some cafeteria seating will not be available for students to promote social distancing.
- Additional seating has been set up outside which all students may use, weather permitting.
- The lunch and daily bell schedules have been adjusted to allow for cleaning time between lunches.
- Teachers on planning during 4th period will be assigned a duty station.
- Students can go to the media center during 4th period but must remain in the media center during 4th period and follow the media center's rules for social distancing. Media center access during 4th period will be limited.

- During lunch, students may only use the restrooms in the gym lobby.
- Students will not be allowed to congregate by the cafeteria exits before the bell.
- Students will be allowed to go to another teacher's classroom during their lunch time if invited by a teacher for academic purposes, such as credit recovery, tutoring, or extra help. Students must have a pass signed by the teacher.

Dismissal

- Students will not be allowed to gather during dismissal in the hallways, bus port, or in the parking lot. Students who are staying after school for a sport or activity must immediately report to that activity's area.

Cleaning of Rooms

- In addition to the regular cleaning by the school's custodial staff, teachers are asked to wipe down student desks and work areas before classes begin.
- Music, Physical Education, and Art teachers will be responsible for the cleaning of their facilities if they are being used by students.
- Teachers are reminded to review information from the District about the proper cleaning of desks.

Classroom Setup

- Teachers will be asked, as much as the space allows, to separate student and teacher desks to maintain social distancing.
- Students and Teachers are encouraged to take home personal items that are not required for instruction but take up space in the classroom (for example, bookshelves, lamps, etc.).
- Due to the daily use, cleaning, and schedule of the cafeteria, it is not available for a use as an instructional space.
- Classroom doors must remain closed and locked while students are in the classroom.

Technology/Instructional Resources

- Parents and students are reminded that students should always bring their devices to school fully charged.
- Students should bring their personal devices, and essential instructional resources home every day. In the event that school must be closed due to COVID-19, there is no guarantee that students will be able to retrieve their belongings.

Lockers

- Hallway lockers will not be issued to students.

Other Items

- Teachers should only allow students to leave their classroom in an emergency.
- Students must only be allowed to leave a classroom one-at-a-time.
- The “Hold Time” requirement that students should not be allowed to leave during the first and last ten minutes of the period should be enforced.
- There will not be any field trips, assemblies, or pep rallies during the second semester of the school year.
- No large group meetings (more than 20) may be held on campus. This includes parent and student meetings. Club sponsors should consider using virtual tools or holding multiple meetings.
- RHS Faculty and staff will utilize Microsoft TEAMS for school meetings. Faculty and staff are asked to make use of TEAMS to hold meetings as much as possible.
- Academic Meetings, including IEP’s and 504 plans, may be held in person if participants can be “socially distant.” However, online meetings are still *strongly* encouraged.
- Water fountains may only be used as “refilling” stations for water bottles. Students are not allowed to drink from a water fountain.
- There will not be exam exemptions, or any other attendance initiatives, for the second semester of the 20-21 school year.

Clubs/Fine Arts Performances/Athletic Contests

- Masks will be required for *all* spectators at *all* events on the Roswell High School campus.
- Athletes/students cannot share water bottles, towels, etc.
- At events there will be limited managers and parent volunteers, scoreboard, chain crews, etc.
- At events there will be limited concessions – water, sodas, and pre-packaged products (candy, chips, etc.) ONLY
- Social distancing will be enforced.
- All competitions must adhere social distancing requirements for participants and audience size. Please refer to the GHSA Return to Play Handbook for each school’s particular limitations.
- Starting January 13, 2021, student clubs may meet after school. The Sweep Bus will depart campus promptly at 5:00 p.m. starting January 14, 2021.
- No meetings may be held that exceed 20 people (including the teacher sponsors).
- All club meetings should be made available to students through TEAMS. This should be done in “real-time” and not only via a recording.

Grading Practices and Instruction

The Fulton County School District has adopted the following rules for the second semester of the 2020-2021 school year.

These provisions override stipulations in Board Policy IHA: Grading and Reporting for the remainder of the 2020-2021 school year (**second semester**).

- Recovery
 - All students will have one (1) attempt to redo/retake summative assignments
 - Eligibility for a redo/retake is for students who receive a 79 or below
 - Students are eligible to earn a replacement grade on a redo/retake no higher than 79
 - Student redo/retakes must be completed before the next summative assessment is given or 5 school days before the end of a marking period if there is not another summative assessment given (exceptions can be made for students who have excused absences during this five-day window)
- Incompletes
 - FCS will adopt a NO ZERO policy for the remainder of the 2020-2021 school year
 - Students with missing assignments will be given an Incomplete (I)
 - Students who have not completed 80% of their summative assessments will be given an Incomplete (I) for the marking period
 - All Incompletes for credit-bearing courses must be resolved by the end of summer school 2021 (**July 2021**) or those grades will revert to a withdrawal failure (WF).
 - The district is working on procedures for students to clear Incompletes for non-credit bearing courses

Second Semester Grading at Roswell High School:

- Each PLC may select whether they will assign 10, 11, or 12 summative assessments during second semester. These are the only options. The number of assessments must be indicated on the course syllabus and/or be communicated, in writing, at the start of the semester.
- In courses with an End of Course (EOC) assessment, the EOC is **not** counted as one of the assessments for the course.
- Quizzes may count as summative assessments.
- It must be stated clearly that students are allowed to miss no more than two summative assessments to earn credit for the course.
- Assessment titles in the IC gradebook must include the number. For instance, the second assessment of the semester, which could be one of ten, will include “2/10” in the title.
- At the beginning of each six-week grading period, teachers must enter the assessments into the IC Gradebook. Teachers should clearly communicate to students that this is subject to change.
- Formative assessment will not be entered into grade calculations.

- Teachers may choose to “bundle” formative assessments into one summative category, but teachers should be aware that those assignments will then be included in the recovery policy outlined by the District.
- Effective at the beginning of the semester instead of “I’s,” RHS teachers will enter “1’s” to comply with the “No Zero” policy while providing parents and students an accurate assessment of a student’s academic success in a course. “1’s” will need to be flagged as Incomplete and replaced by I’s before the end of the semester grades are reported.
- On every Wednesday, starting January 27, 2021, Roswell High will use the “Incomplete” Bell Schedule that was used for the week of December 7-11, 2020. The purpose of this will be to allow students to clear Incompletes, get extra help, or allow teachers time to work with students on Remote Learning.
- Academic Honesty: Students who are found to be in violation of the Roswell High School Academic Honesty Policy will receive a “1” for the assignment and it will be documented in the student’s discipline record. Students will be allowed to complete the assignment and the grade will be averaged with the “1”. The averaged grade (or grade of “1” if the student does not re-take the assessment) cannot be dropped as a lowest grade or replaced under any incentive that may be offered by the teacher.
- Assignment/assessment scores assigned weight toward the final grade (demonstrating student mastery) should be entered in the “summative category” in Infinite Campus.
- The scores on low-stakes formative assessments should facilitate communication with students and families about engagement. These scores should be entered in the Gradebook, but they should not have a grade weight assigned to them.
- Teachers are asked to comply with the Roswell High School testing schedule:

Monday	Career Tech, Fine Arts, Physical Education
Tuesday	English, Science, World Languages
Wednesday	Math, Social Studies
Thursday	Career Tech, English, Fine Arts, Physical Education, Social Studies
Friday	Math, Science, World Languages

End of Course Exams

Students enrolled in American Literature, Algebra I, Biology, or US History are required to take the End of Course Assessment (EOC). Federal law dictates that schools give the EOC’s but, due to the COVID 19 pandemic, the Georgia Board of Education has [approved a request](#) from State Superintendent of Schools Richard Wood’s recommendation that the EOC only count as .01% of a student’s course grade instead of the normal 20%.

The EOC will *not* count for 1 of the 10-12 summative grades. It will be assigned in Infinite Campus as an additional grade in the gradebook.

Immediate Transition to URL

Due to the ever-changing status of the COVID-19 pandemic, Roswell High School stakeholders should be ready to transition to Remote Learning within a school day. Please note the following:

1. Teachers should bring their laptops and other essential instructional resources home daily.
2. Students should bring their devices, instruments, and required textbooks home daily.
3. While at school, staff and students should re-start their devices at least once a day to download any needed updates.
4. Athletic coaches, club sponsors, and Fine Arts teachers should ensure that they have a means of effective communication with students and parents.

COVID-19 Illnesses, Reporting, and Follow-Up

Thank you to the members of the Back-To-School Committee who developed the following resources to help faculty and staff in clarifying what issues with COVID-19 need to be reported, how to make a report, and how the process work.

School Resources

- [What To Do COVID Reports: Slide 1](#)
- [What To Do COVID Reports: Slide 2](#)
- [Mask Compliance](#)
- [CDC Mask Wearing Guidelines](#)
- [CDC Mask Wearing Guidelines: Spanish](#)

District Resources

- [COVID-19 Response](#)