

# Roswell High School

## Back-To-School Guidelines

### Face-to-Face Instruction



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

Greetings to the Roswell High School Community,

The COVID-19 Pandemic has impacted every aspect of our lives, including teaching and learning at Roswell High School. Dr. Mike Looney, Superintendent of the Fulton County School District, will decide, based on the best available data, if the District will open in a Face-To-Face environment on October 14, 2020. If the decision is made not to open Face-To-Face on the 14<sup>th</sup>, RHS will continue to operate as we have done during “Phase IV.”

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

I want to thank the members of the *Roswell High School Back-To School Committee* listed below:

First Name	Last Name	Role at RHS	First Name	Last Name	Role at RHS
Sara	Allegood	Media Specialist	Lauren	Mobley	CBI Department Chair
Andrea	Bailey	Head Custodian	Celeste	Moore	Assistant Principal
Barbara	Bell	World Language Department Chair	Vrinda	Mundkur	Bookkeeper
Amanda	Brickhouse	PE Department Chair	Susan	Murphy	Clerical
Lindsey	Davis-Bryan	ESL Department Chair	Jureen	Oddo	Roswell Cluster Nurse
Elizabeth	Egan	Clinic Assistant	Addie	Omen	Social Studies Department Chair
Jessica	Gaswint	Special Education/Device Coordinator	Segena	Ponder	Assistant Principal
Rebecca	Glover	Teacher of the Year	Valerie	Rogers	Social Worker
Ann	Goud	Clinic Assistant	Will	Roney	Special Education Department Chair
Dale	Hales	CTAE Department Chair	Robert	Shaw	Principal
Sharon	Jackson	Cafeteria Manager	Ben	Sutter	Athletic Director
Ed	Klaas	PTSA Co-President	Andy	Underwood	School Psychologist
Laura	Kouns	Gifted Department Chair	Lashanda	Whitworth	Science Department Chair
Elaine	Lee	PTSA Co-President	Beth	Williams	Fine Arts Department Chair

Josh	Martin	Assistant Principal	Yolandria	Wyche	Head Counselor
Lauren	Mayhew	Math Department Chair	Sal	Zarzana	Assistant Principal
Joel	McElvaney	English Department Chair	Erika	Zeidler	RTI/504
Betsy	Minor	Communications Manager			

The work of the Committee was based on the [Academics Division Planning Handbook](#). Using the objectives in the document, the Committee worked to develop a plan to implement those objectives into a plan for our school.

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](http://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.
- Evening custodial crews will clean classrooms and common 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.

# Roswell High School

## F2F Bell Schedule

### *Fall 2020*

8:20 – 9:20	1 <sup>st</sup> Period (60 min)
9:27 – 10:22	2 <sup>nd</sup> Period (55 min)
10:29 – 11:24	3 <sup>rd</sup> Period (55 min)
11:31 – 1:26	4 <sup>th</sup> 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 <sup>th</sup> Period (55 min)
2:35 – 3:30	6 <sup>th</sup> 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

1<sup>st</sup> - 8:20 / 9:20 / 9:22

2<sup>nd</sup> - 9:27 / 10:22 / 10:24

3<sup>rd</sup> - 10:29 / 11:24 / 11:26

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

5<sup>th</sup> - 1:33 / 2:28 / 2:30

6<sup>th</sup> - 2:35 / 3:30

### **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 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.
- 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 not 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.

### **Transition Times**

- The administration will develop a plan for student traffic during transition times. This may include establishing traffic patterns between academic hallways and identifying one-way hallways.
- 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 will be 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.
- Once the daily lunches patterns are determined, we will resume Hour Lunch/PLC time.
- Teachers on planning during 4<sup>th</sup> period will be assigned a duty station.
- Students can go to the media center during 4<sup>th</sup> period but must remain in the media center during 4<sup>th</sup> period and follow the media center’s rules for social distancing. Media center access during 4<sup>th</sup> 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 be dismissed at the end of the day via the school's public address system in a staggered fashion. This will begin at approximately 3:25 p.m.
- 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.

### **Classroom Setup**

- Teachers will be asked, as much as the space allows, to separate student and teacher desks to maintain social distancing.
- 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**

- Parents and students are reminded that students should always bring their devices to school fully charged.

### **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 first 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.
- 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 first 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 October 14, 2020, student clubs may meet after school. The Sweep Bus will depart campus promptly at 5:00 p.m.
- 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

- 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.
- Quizzes may be considered summative assessments and can be given and counted.
- Students will have one (1) attempt to redo/retake.
- Students will be eligible for a redo/retake who achieve a score of 79 or less.
- Students will be eligible to earn a replacement grade on a redo/retake with a score no more than 89.
- Student redo/retakes must be completed ten (10) school days prior to the end of the semester. Incomplete practices remain in place.
- School leadership and teacher PLCs will define the expectation for the number of graded assignments or assessments that will be assigned weight toward the final grade. The range of summative assignments will be twelve (12) per semester.
- FCS will adopt a NO ZERO policy during Remote Learning. An “I” will be entered in Infinite Campus for missing assignments/assessments.
- At the end of a grading period, an “I” for incomplete will be entered on a student’s report card if a student does not complete 80% of the summative assignments/assessments.
- Parents are reminded that an “Incomplete” in a gradebook may be misleading as it does not factor into the student’s numeric grade.
- Teachers are asked to record classes in TEAMS.
- 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

**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 Mask Wearing**

Thank you to the members of the Back-To-School Committee who developed the following resources to help clarify expectations for the wearing of masks by all stakeholders at Roswell High School.

### **School Resources**

- [Mask Compliance](#)
- [CDC Mask Wearing Guidelines](#)
- [CDC Mask Wearing Guidelines: Spanish](#)