

Park Hill South High School Opening Plan - Fall 2020
Last Updated: 8.12.20

TABLE OF CONTENTS:

Section 1:	School & Family Events	p. 2
Section 2:	Entering and Exiting the Building	p. 3
Section 3:	Movement During the School Day	p. 5
Section 4:	Operations During the School Day	p. 6
Section 5:	Food Operations	p. 8

A Message to Our Park Hill South Community:

Not only are we educators, we too are parents, sons, daughters, grandparents, caregivers to family and more. We understand the importance of keeping each student and staff member safe while at Park Hill South. We take this responsibility very seriously. Outlined below are the procedures and operations that will guide our daily practices to meet the district and health department guidelines to keep safe while in our building.

While this year will be unique and different, the opportunities presented during this time will keep us focused to win each day and to ensure this school year remains a success for each student. I find great comfort knowing that we have the best students, families and staff in the educational business.

It will take our community working together to keep one another safe. We believe the foundation to student success is a strong parent-school partnership. Please call us any time you have questions at 816-359-4120.

Kerrie Herren
Interim Principal

Section I: School/Family Events

<p>Registration</p> <p>Monday August 31st 3:00 PM to 8:00 PM</p> <p>OR</p> <p>Wednesday September 2nd 8:30 AM to 3:30 PM</p>	<ul style="list-style-type: none"> - Items Families Pay for in Infinite Campus: <ul style="list-style-type: none"> - Activity Pass - \$25.00 - Yearbook for 2020-2021 - \$65.00 (until 9/1/20) - Participation Fee - \$55.00 - Parking Permit <ul style="list-style-type: none"> - \$15.00 for semester/\$30.00 for the year - Online Resources: <ul style="list-style-type: none"> - Adding money to student lunch accounts: https://www.schoolcafe.com/ - Questions about the A+ program: owensj@parkhill.k12.mo.us - Questions about Dual Credit: chambersgl@parkhill.k12.mo.us - Contact the School Social Worker: https://docs.google.com/forms/d/e/1FAIpQLSfOinOhgI_W72_5Av2aLBjHs8A5BipEGWB5KbP-d1VaC7opRw/viewform - On-Site Offerings: <ul style="list-style-type: none"> - Online Residency Verification Support - Parking Permits <ul style="list-style-type: none"> - Submit payment in Infinite Campus prior to arriving at school - Health Room Consult <ul style="list-style-type: none"> - Drop off medications - Submit immunizations - Get health questions answered - 2019-2020 Yearbooks <ul style="list-style-type: none"> - Pre-Orders - Pick-Up - Available for Purchase - Cash or Check <ul style="list-style-type: none"> - \$70.00 - Checks payable to "PHS" - Lost and Found
<p>Freshmen and New Student Orientation</p> <ul style="list-style-type: none"> ● 9/1: Students last name L-Z ● 9/2: Students last name A-K ● 7:50 to 9:20 AM each day 	<ul style="list-style-type: none"> - Freshmen and New Student Orientation Day will take place in person. - Only students are allowed to attend. - Students must provide their own transportation to/from school. - All social distancing and mask protocols for school will apply to this event as well.

[BACK TO "TABLE OF CONTENTS"](#)



Section II: Entering and Exiting the Building

Bus Information	<ul style="list-style-type: none"> - Buses will drop off in the front circle. - After school, buses will load in the front circle and front visitor lot. - Students are required to go directly to their assigned buses at dismissal. There should be no congregating. - Students should try to maintain social distancing when entering and exiting buses. - Students will be assigned seats, and siblings of the same household will sit together. - The seat directly behind the bus driver will remain open.
Arrival	<ul style="list-style-type: none"> - Students are expected to go directly to their first block classes. - Students can grab breakfast en route to first block. - It is our recommendation that students arrive no more than 15-minutes prior to the start of first block (7:35 AM). - Students who arrive early will be directed to either the cafeteria or the library; social distancing and mask wearing will be maintained during this time.
Dismissal	<ul style="list-style-type: none"> - Dismissal will be staggered by classrooms. - Students waiting for parent/guardian pick-up will be expected to maintain social distancing.
Item Drop-Off	<ul style="list-style-type: none"> - Parents/guardians will come to the door and answer questions from the receptionist to verify they are able to drop-off items. - Parents/guardians may only enter the office with a mask. - If parents/guardians do not have a mask or the office is at capacity, items can be left on the ledge in the vestibule, and those items will be brought into the office for students to pick-up.
Late Arrivals	<ul style="list-style-type: none"> - Students arriving to school late must still check-in with the front office or a tardy table. - The front office will be limited to 3-4 guests at one time to maintain social distancing. - Students can pick up breakfast items when they check in at a tardy table. - Students should remain socially distanced in the office and may have to wait outside for a few minutes if the office is already at capacity.



Picking Up a Student Early	<ul style="list-style-type: none">- Parents/guardians need to call ahead to pick-up their student. We ask families to give at least 30 minutes notice prior to their scheduled pick-up time.- Parents/guardians should call when they arrive at the school, and the attendance office will take the appropriate information to identify the parent/guardian prior to releasing the student.- If parents/guardians come to the door, they will be asked to wait in the vestibule for their student while their identifying information is verified.
-----------------------------------	--

[BACK TO "TABLE OF CONTENTS"](#)



Section III: Movement During the School Day

Hallways/Passing Time	<ul style="list-style-type: none"> - Most hallways will have one-way traffic; this includes stairwells. - Hallways and stairwells will be marked accordingly. - In hallways where one-way traffic is not possible, floor markers will indicate how to travel.
Restrooms	<ul style="list-style-type: none"> - Teachers will need to be flexible with restroom passes. - Teachers will limit the number of students released from class at one time for restroom breaks. - Signage in the bathrooms will indicate how many students can be in that particular restroom at the same time. - Select sinks and urinals will be blocked off for social distancing purposes.
Tutorial	<ul style="list-style-type: none"> - There will be no travel during the month of September. - Academic, social, and emotional support will be provided within the homebase Tutorial setting.
NCC/NCAPS/ Professional Studies	<ul style="list-style-type: none"> - Students arriving from morning programming will by-pass the attendance office and report directly to their third block classes. Their attendance will be accounted for by their third block teachers. - Students leaving for afternoon programming will leave the building utilizing the same procedures from last year.

[BACK TO "TABLE OF CONTENTS"](#)



Section IV: Operations During the School Day

Handwashing	<ul style="list-style-type: none"> - Supplies will be provided in each classroom for hand and desk sanitizing. - Opportunities for students and staff to wash hands or use hand sanitizer will be made available in every classroom.
Classroom Routines, Cleaning, and Setup	<ul style="list-style-type: none"> - Desks and tables will be spaced as much as possible; furniture may be removed to provide more space for seating and social distancing. - Student desks will all face the same direction in the classroom. - Students will use individual supplies or pre-cleaned and sanitized classroom supplies as well as limit the sharing of materials as much as possible. - Students will sanitize their work space at the end of each class and will have the option to do so at the start of their next class.
Seating Charts	<ul style="list-style-type: none"> - Every teacher will be expected to maintain a seating chart to aid in contact tracing if needed. - Cohort seating will be utilized and maintained as appropriate.
Drills	<ul style="list-style-type: none"> - Drills will be verbal for fall.
Visitor Policy	<ul style="list-style-type: none"> - Visitors will not be able to enter the building without an appointment. - Visitors need to wear a mask when entering the building for an appointment or for item drop-off.
Health Room Practices	<ul style="list-style-type: none"> - There will be no walk-in's to the health room except for medication and/or treatments. Students must be sent with a pass. - Students will be greeted at the health room entrance so nurses can learn why they are there; students will wash hands or use hand sanitizer upon entering. - Food and drink items will be kept in the health room only for those medically needing those items. - Teachers will be asked to limit students sent to the health room in order to reduce exposure. - Teachers will call the health room ahead of sending any students who are exhibiting COVID-19 symptoms.
Face Masks	<ul style="list-style-type: none"> - Face masks will be worn at all times except when consuming food and beverage.



Locker Rooms	<ul style="list-style-type: none"> - Changing will be staggered to promote social distancing. - Lockers will be socially distanced per student group.
Counselor/Social Worker/504/MTSS - Student/Staff Meetings	<ul style="list-style-type: none"> - An online form will be used by students to request an appointment with the counselor, social worker, 504 Coordinator, or MTSS Coordinator. These staff members will call down students when they can while still maintaining social distancing. - If a student is in crisis, their teacher will call the counseling office before sending.
Field Trips and Travel	<ul style="list-style-type: none"> - There will be no field trips or student travel until further notice.
5th Hour	<ul style="list-style-type: none"> - The targeted start date is after the second full week of school to ensure safety protocols are in place. - Students will be required to report to the media center by 3:12PM to limit the time allowed in the hallways and to maximize the time for academic support. - Per district recommendations, parents/guardians are encouraged to pick up their students at 4:20 rather than riding the bus. - Students will be assigned a seat by academic need to maintain social distancing while in the media center.
Media Center	<ul style="list-style-type: none"> - Students can check out books through the online Destiny system, and PHS Librarians will deliver books to the students in their classes. - Textbook checkout will be scheduled and occur in a socially distanced manner. - The media center will be available to teachers to schedule time for their classes to work socially distanced during their block.

[BACK TO "TABLE OF CONTENTS"](#)



Section V: Food Operations

Food Days	<ul style="list-style-type: none">- No food days will take place this year.
Breakfast	<ul style="list-style-type: none">- Breakfast will be offered daily with hot and cold grab-n-go options served out of the Cafe, Media Center Coffee Shop, and Breakfast Cart.- All purchases will be contactless. Students will need to scan their ID's; no keypads will be used.- All breakfast items will be eaten in the classroom as students report to 1st block or as directed by their teachers to maintain social distancing.- The Breakfast Cart option will be revisited after the 2nd full week of school so we can ensure students and staff safety.
Lunch	<ul style="list-style-type: none">- Lunch will be served daily with hot and cold options served out of the Cafe and Media Center Coffee Shop.- All purchases will be contactless. Students will need to scan their ID's; no keypads will be used.- All lunch items will be eaten in the Cafe or in the Media Center.- Seats will be social distanced and will not be located directly across from each other to maintain student safety while eating.- There will be no overlap in lunch times to assist with transitions in the hallways.

[BACK TO "TABLE OF CONTENTS"](#)

