



# RHS Quick Reference Guide

## Arrival to School

When students arrive at school between 7:00-7:45 A.M., they are asked to go directly to their Period 1 or Period 5 classroom, depending on the rotation, and stay there until class begins.

## Attendance

If a student is absent due to an illness, please follow the normal procedures by notifying the Attendance Office. These procedures are in place for in-person, virtual, and remote learning.

## Classroom Dismissal

Hallways will be divided in half, marked by tape on the floor. Students are asked to stay on the right side of the hallway. There will also be 6 foot social distancing markers on the floors and walls. Students are asked to abide by these markings the best they can.

Students will not be allowed to exit the school building to get to their next class period. The science and art wing doors will not be accessible to students during the school day.

## Co-Curricular/After-School Activities

Co-curricular activities will be scheduled at a time that is deemed appropriate given the nature of the activity and the possibility that the activity could meet remotely.

## Education Learning Experiences

**Live** - students will be learning at RHS with a teacher

**Virtual** - students will be learning remotely with a teacher

**Asynchronous** - students will be learning remotely asynchronously. Teachers will either:

**A)** Provide a virtual lesson on a daily basis for all their classes. These lessons will be modified for the live AM classes. **B)** Students will work on a standards-based question or activity in preparation for the next class meeting. Teachers will front-load Essential Instructional Checkpoints via Google Classroom. This formative feedback/assessment will inform teachers as to the level and comfort of the student's understanding in preparation for the next lesson.

**Remote** - students who have chosen the 100% remote option, will learn asynchronously in the AM session (see above) and will participate in the virtual class in the PM session. Depending on the lesson, students may also be invited to participate in the AM lesson via their remote camera.

## Food and Drink

The cafeteria will not be serving food this year and students are asked not to bring in food or drink into the school.

## Health Screening for Entry into School Building

Protocols will be in place for daily health screenings. The first of these screenings will be through the use of an electronic symptom checking survey. **This check-in system must be completed by all students/ parents/ guardians prior to departing for live school.**

A second, temperature check screening will occur on school grounds prior to entry into the school building. As students begin to enter the school property and their entry location, they must maintain appropriate physical distancing and wear a mask.

### Late/Absent/Early Policy

Students who arrive late to school will need to comply with screening procedures prior to entry.

**Students who arrive late will enter the building via the Main Entrance.**

Students may not be picked up early unless it is an emergency. Please schedule doctor's appointments, dental and orthodontic appointments, or other related types of services after instructional time whenever possible. If appointments must be scheduled during the school day, please do so at a time when students are home for virtual instruction.

### Lockers

Students will not be allowed to use lockers, but will transport their chromebooks and personal supplies in backpacks/personal bags.

### Open Campus Policy

Students who have a free period during the first time slot may stay home and come to school for their second time-slotted class. They will have to enter the school through the Main Entrance and go through the proper check-in procedures.

Students who have a free period during the last time slot may leave school.

Students who have free periods during the middle time slots, **may not** leave school grounds and must go to one of the open common areas in RHS. Common areas will be assigned by grade level and students will adhere to social distancing protocols.

### Printing

Students will not be able to print at school to ensure that devices are not shared, and learning activities should be designed to be paperless to the extent that it is possible.

### Student Drop-off Procedures

As the school enrollment grows each year, more cars are converging upon RHS. Please help by dropping your child off on a local side street **and not coming into the parking lot**. We also ask for you to encourage your child to walk or bike to school.

**Grade 9 enter the Main Entrance**

**Grade 10 enter the Science Entrance**

**Grade 11 enter the Fitness Center Entrance**

**Grade 12 enter the Fitness Center and Main Entrance**

### Traffic Flow Through the Building

The floor plan has been analyzed to determine traffic flow patterns that will reduce student contact and to the degree possible, maintain social distancing guidelines. The building will be marked with arrows, space markers, and other appropriate signage to ensure that students and staff move safely through the buildings when it is necessary to do so.

### Visitors

No visitors will be permitted in our school building at any time. This includes drop-off of student materials, along with any other reasons why parents may have come to school in the past. As safety and hygiene are of the utmost importance, we appreciate your cooperation.

If a meeting is necessary with a faculty member, it will need to be scheduled as a virtual meeting. No in-person meetings will be allowed.

### Virtual/Remote Guidelines and Procedures

The Acceptable Use Policy detailing the appropriate use/behavior while working with technology will be in effect at all times. During online virtual settings, students may be visible/audible to other participants in the educational session. It is expected that the content/videos that will be used in these virtual/remote experiences will not be copied, altered, or redistributed by anyone. In order to ensure a successful and productive learning experience, students may be removed from a session if deemed necessary and appropriate disciplinary action may be taken if misconduct occurs.

All students are required to show up at the scheduled time that class meets. The following are some basic etiquette expectations:

- Find a quiet place with the least distractions (siblings, pets, parents, television)
  - Be respectful when speaking and writing
  - Students are encouraged to create a virtual background that may be personalized or subject specific for that class
  - Dress appropriately - remember your classmates and teachers can see you
  - Stay on mute until you would like to contribute, need to speak or ask a question
  - Refrain from chewing gum, eating or drinking in front of the camera
  - **Video must be on in order to be considered present for attendance**
  - Maintain eye-contact with computer camera
  - Limit movement to avoid causing a distraction to others
  - Do not share screenshots of Zoom meetings where student or teacher images are displayed
- Chat should only be used to discuss or ask questions pertaining to the lesson
  - Do not copy, alter, or redistribute conferencing videos

