

Henrietta Junior High

COVID-19 Procedures and Protocols

2020-2021

Masks

Henrietta Junior High School staff and students will be highly encouraged to appropriately wear masks, especially in hallways, common areas, on buses, and during arrival and dismissal. At any point that Clay County should have 20 or more active COVID-19 cases, masks will be required. HJH has a limited supply of masks available for students to wear.

Face masks must be school appropriate, not displaying inappropriate pictures, emblems or writing that is offensive, vulgar, or obscene. Masks may not advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under school policy. Masks must not contain innuendos, gang references, or double meanings. Mr. McCutchen will make the final decision on what is school appropriate.

Hallways

Students will be asked to stay to the right when walking down the hallway. Students will proceed immediately to their destinations when in the hallways. We recognize the social aspects of junior high school but will discourage groups of students stopping and visiting during passing periods.

Lockers

Students will not be issued lockers this year. Students will be asked to carry their items with them during the day. Many teachers will have students leave their binders in class daily to limit the amount of items students must carry.

Students in athletics will be allowed to take their workout items to the locker room when they arrive at school. They will not have access to these lockers except before school, during the athletic period and at the end of the day.

Entry

Bus students will enter the building from Ikard Street, on the north side of the school building. Students will proceed directly to their designed holding area based on grade level.

6th grade students will be held in the science hallway before the 7:45 bell. 6th grade students who do not ride a bus may enter the west, front entrance of the building (from Henrietta Street). Doors will open at 7:30.

7th and 8th grade students may enter through the main entrance to the building (front doors) beginning at 7:30. 7th graders will be held in the library hallway and 8th grade students will go to the 8th grade hall.

Boys football players will go directly to the dressing room for practice.

All students wanting to eat breakfast may go straight to the cafeteria to eat once they arrive at school. Once they have finished breakfast, they will go to their appropriate grade level holding area.

Exit

When school is released at 3:35, students will be encouraged to exit from the nearest door in the direction they need to leave. Bus riders will exit from back doors and car riders and students who walk will exit from front or end doors.

Lunch

Each grade will have a separate lunch schedule this year. Students will be spaced with an empty seat between them while in the cafeteria. All students will still have a recess time before or after their designated time in the cafeteria. Refer to the bell schedule for specific lunch times. In an abundance of caution, visitors will not be allowed to eat with students. Students will wear their masks until they have gotten their food and sat at the table. Specific cafeteria procedures will be discussed the first day of school.

Tardies/Attendance

Henrietta Junior High takes attendance every class, not just once per day. All Texas Education Agency policies regarding attendance are in effect for all 8 periods. Also, tardies are kept for every class period.

Item Drop-off

If an item needs to be brought to school during the school day, there will be a drop off location inside the front door. Items will need to be labeled with the student's name. We ask that you call or email the office letting us know the item has been left. We will make sure your child knows to stop by and get their materials.

Student pick up and return during the school day

Parents wanting to sign out their child early will do so in the foyer inside the front door. There will be a sign in sheet

Students Displaying COVID-19 Symptoms

Students who are displaying symptoms of COVID-19 will be isolated in the sick room. Their parent will call in the office and we will send the student out the west side exit door.

Outside Guest – Parent Meetings

Outside visitors will be limited at this time. All necessary visitors to campus will have their temperature scanned and complete a health screening. Parent meetings will be conducted virtually whenever possible.

General Cleaning Protocols

All students and staff will be trained the first day of class on proper hand washing expectations. Commonly touched surfaces, such as door handles and restroom sinks, will be cleaned after each passing period. Classroom desks and computers will be cleaned continuously as well. Hand sanitizer and soap will be readily available throughout the campus.

6th Grade Band/Fine Arts

All 6th grade students will start the year in band. After approximately 3 weeks, students wishing to move into fine arts will be allowed to change classes. Students remaining in band will be placed in the proper band period based on the instrument they will play.

Cell Phone Policy

For safety purposes, students are allowed to have personal communication devices on campus, but they may not be used without permission. There may also be times that personal electronic devices are used for instructional purposes in the classroom. The following are highlights of the Henrietta Junior High electronic device policy:

- If a student uses a telecommunications device without authorization during the school day, the device will be confiscated.
- Cell phones **will not** be allowed in restrooms, or during *passing periods or lunchtime*.
- The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.
- No pictures should be taken and/or shared while at school or on field trips without permission from the teacher or sponsor.
- Confiscated device return policy:
 - 1st offense – Student may retrieve from office – No charge/verbal reprimand
 - 2nd offense – Parent may retrieve from office – Form signed by parent
 - 3rd (and subsequent) offense – Parent may retrieve from office - \$15 fee