

# MILLBROOK HIGH SCHOOL

## HEALTH & SAFETY HANDBOOK

### 2020 – 2021 STUDENT & PARENT EDITION

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Millbrook High School families are required to complete and return this [Student Accountability and Required Health Protocols](#) to student's first period by the end of the first week's cohort rotation.

Millbrook High School families who plan to use school transportation vehicles to transport students to campus and back home are required to complete this [one-time health attestation form](#) to our Guest Service receptionist prior to utilizing school transportation vehicles.

## ARRIVAL

### BUSES & CAMPUS WALKERS

#### STUDENTS:

- ❖ Students will be allowed in the building beginning 7:00am. All students who walk to school will enter campus through bus lot entrance and follow sidewalk next to the Media Center to the entrance by the 1400 Hallway and 200 Building. All bus riders will be directed to depart bus and wait 6ft apart along the sidewalk next to the 200 Building.
- ❖ Students will report immediately to the health screening station by the 1400 Hallway and 200 Building entrance and social distance while waiting to be screened by faculty & staff.
- ❖ If students pass health screening, they will report directly to 1st period using the directional hallway system marked in the hallway. Students will be provided a wrist band to confirm passage of daily health screening. As students enter each building, students should use hand sanitizer stations located at each building entrance and within each classroom.
- ❖ If students fail health screening as a bus rider or walker, students will be escorted to Child Care Center (Room 126 or Room 218) and wait for parents to be retrieved from school immediately. Students who fail health screening will not be allowed to return to school or ride the school bus until cleared according to WCPSS Health & Safety policies.
- ❖ Students may also retrieve a grab & go breakfast from the 1400 Hallway/200 Building Courtyard and then report directly to 1st period class.

#### PARENTS: *SEE STUDENTS SECTION AND...*

- ❖ All bus riders are required to submit the [one-time health attestation](#) form before being allowed to ride the bus. Parents have the option of submitting the form online or by hard copy to Guest Services Office. This attestation will be valid for the entire year.
- ❖ The health attestation form is not applicable for vendor transportation. See Buses and Riding the Bus Safely section of this document for more information.
- ❖ All K-12 students are required to wear face coverings at all times while in a school vehicle, unless they qualify for an exemption.
- ❖ Hand sanitizer will be available on all school transportation vehicles for safe use by employees and students.
- ❖ See Buses and Riding the Bus Safely section of this document for more information.

### CARPOOL

#### STUDENTS:

- ❖ Students will be allowed in the building beginning 7:00am. All students who are driven to school by parents will enter campus in the Front Carpool Loop. Students arriving to campus through carpool may not utilize any other entrance and must remain in car until health screening is completed.
- ❖ Students must wear face covering while participating in the health screening process by faculty & staff members.
- ❖ If students pass health screening, they will report directly to 1st period using the directional hallway system. Students will be provided a wrist band to confirm passage of daily health screening. As students enter each building, students should use hand sanitizer stations located at each building entrance and within each classroom.
- ❖ If students fail the health screening process from carpool, students will be asked immediately to return home. Students who fail health screening will not be allowed to return to school or ride the school bus until cleared according to WCPSS Health & Safety policies.
- ❖ Students may also retrieve a grab & go breakfast from the Lower Cafeteria Courtyard and then report directly to 1st period class.

#### PARENTS: *SEE STUDENT SECTION AND ...*

- ❖ Cars are able to use Spring Forest Road, Dixie Forest Drive and Johnsdale Avenue in order to arrive to two lanes of carpool at the front of the school.
- ❖ Students must remain in their vehicle until a staff member has screened them and given them permission to exit the vehicle and enter the building.

- ❖ If a student fails the temperature check but passes the other health screening questions, the student will be asked to stay in car and the driver will be asked to pull up to one of the parking spaces in the circle where staff members will do the second and if necessary, third temperature based on the health screening requirements (see the Health Screening section of this document for more information).
- ❖ If students fail the health screening process from carpool, students will be asked immediately to return home. Students who fail health screening will not be allowed to return to school or ride the school bus until cleared according to WCPSS Health & Safety policies.

#### **STUDENT DRIVERS**

##### **STUDENTS:**

- ❖ Students will be allowed in the building beginning 7:00am. All students who drive must use assigned parking space in Junior or Senior parking lots. All students who park in the Junior Lot or Front Senior Lot will enter campus by the Front Carpool Loop. All students who park in Rear Senior Lot will enter campus through the Wildcat Den entrance. At each station, students remain 6ft. apart while waiting for health screening prior to entering the building.
- ❖ Students must wear face covering while participating in the health screening process by faculty & staff members.
- ❖ If students pass health screening, they will report directly to 1st period using the directional hallway system. Students will be provided a wrist band to confirm passage of daily health screening. As students enter each building, students should use hand sanitizer stations located at each building entrance and within each classroom.
- ❖ If students fail the health screening process as a student driver, students will be asked immediately to return home. Students who fail health screening will not be allowed to return to school or ride the school bus until cleared according to WCPSS Health & Safety policies.
- ❖ Students may also retrieve a grab & go breakfast from the Lower Cafeteria Courtyard (Junior and Seniors in Front Lot) or 1400 Hallway/200 Building Courtyard (Senior Rear Lot) and then report directly to 1st period class.

##### **PARENTS:** *SEE STUDENT SECTION AND ...*

- ❖ Parents of student drivers who fail health screening will be contacted Administrator On-Call or receptionist in Guest Services to report failure and directive to return home.
- ❖ Parents will receive notification based on WCPSS Health Safety policies on how student drivers may return to school.

## **AUDITORIUM**

##### **STUDENTS:**

- ❖ Students are not allowed to enter into the auditorium or collaborative spaces during the instructional day. If either area has to be used during the instructional day, seats will be marked for social distancing both by seat and by row.

##### **PARENTS:** *SEE STUDENTS SECTION*

## **BATHROOM**

##### **STUDENTS:**

- ❖ Students must have a pass from a teacher in order to use the restroom, even during transitions.
- ❖ No more than three students are permitted in the restroom at any given moment.
- ❖ There will be three hooks outside each student restroom. Students are expected to hang MHS Restroom Pass they received from a teacher on an empty hook prior to entering the restroom. When students have completed utilizing the restroom and washing hands, they should take MHS Restroom Pass from hook and return it to classroom teacher.

- ❖ If there are no empty hooks available outside of student restroom, students should wait outside of the restroom until a hook becomes available.
- ❖ Any students located in a restroom without a MHS Restroom Pass on a hook, will be subject to disciplinary consequences.

**PARENTS:** *SEE STUDENTS SECTION*

## BELL SCHEDULE

### STUDENTS:

- ❖ The second semester bell schedule for Millbrook High School can be found on our school website at [this link](#). Bell Schedule will begin on Wednesday, January 20, 2021 for all students (PLAN B – Cohort Rotation & Virtual Academy).
- ❖ Students will follow class schedule as outlined in PowerSchool.
- ❖ PLAN B students, whether in-person or remote rotation, will follow the same bell schedule for daily instruction.
- ❖ All students will have both live instruction and independent work time all four class periods.
- ❖ Lunch will be 35 minutes for all students simultaneously (10:30am until 11:05am).

### PARENTS: *SEE STUDENTS SECTION AND ...*

- ❖ Students participating on PLAN B, regardless of in-person or remote rotation, will receive rigorous instruction simultaneously during live instruction section by assigned teacher to ensure that all students experience the sequencing of content consistently throughout second semester. PLAN B student who are participating during the in-person rotation will receive direct instruction during independent work time.

## BREAKFAST

### STUDENTS:

- ❖ Breakfast will not be served in the cafeteria this semester. Any student who wishes to eat breakfast must retrieve breakfast in one of two outside locations prior to entering the building.
  - 1400 Hallway/200 Building Courtyard (Bus Riders, Walkers and Seniors Drivers in Rear Lot)
  - Cafeteria Courtyard (Carpool and Junior Drivers and Senior Drivers in Front Lot)
- ❖ Once students receive breakfast from a grab & go station, students will report to first period to consume breakfast. Students will follow direction of teacher to adhere to safety protocols while eating breakfast.
- ❖ Once face mask is removed to eat, students may not talk to anyone while eating breakfast. When breakfast is complete, student will return mask to face, dispose of trash and sanitize hands in classroom.
- ❖ Students arriving on a late bus and request breakfast will coordinate breakfast with Campus Hallway Monitor, Guest Service receptionist and Administrator On-Call.

### PARENTS: *SEE STUDENTS SECTION AND ...*

- ❖ Millbrook High School will utilize Child Nutrition Services to supply breakfast to students.
- ❖ All meals (breakfast and lunch) will be provided to students at no cost for the remainder of the 2020-2021 school year. Please refer to [www.wcpss.net/food](http://www.wcpss.net/food) for additional information on school meals.
- ❖ Food delivery after the start of each instructional day will not be accepted at Guest Services from parents or other food delivery services. Students must either participate in food delivery provided by Child Nutrition Services or bring meals to school each day.

## BUSES & RIDING THE BUS SAFELY

### STUDENTS:

- ❖ Review Arrival and Dismissal sections for specific directives at Millbrook High School during the second semester.

- ❖ At the bus stop, students must stand at least 6ft. apart from one another. Siblings can stand closer to each other.
- ❖ When the bus arrives, students will board the bus one at a time from bus stop.
- ❖ Students must seat themselves as directed by the bus driver. Unless provided additional information, students should be seated one person to a seat. Siblings may share seats in the same row.
- ❖ Students must wear face coverings over the nose, mouth and chin at all times while riding the bus unless they have an approved exemption. Bus drivers will have face coverings available for students who do not have one.
- ❖ Once the bus arrives at school, students will exit the bus one side at a time, starting with those closest to the front of the bus and moving back until the entire side has left the bus. The second side of the bus will repeat the same process.
- ❖ When students leave the bus as directed by bus driver and staff, students will report to health screening stations as stated in arrival and dismissal sections.

**PARENTS:** *SEE STUDENTS SECTION AND ...*

- ❖ Review Arrival and Dismissal sections for specific directives at Millbrook High School during the second semester.
- ❖ Please watch [the video](#) on riding the bus safely with your students.
- ❖ Students must remain home if they do not pass the daily temperature check and health screening check that parents are required to give.
- ❖ All bus riders are required to submit the [one-time health attestation](#) form before being allowed to ride on the school bus. All health attestation forms should be submitted to receptionist at Guest Services.
- ❖ The health attestation form is not applicable for vendor transportation. A parent/guardian should wear a face covering to accompany the student to the vendor vehicle while maintaining a 6ft. distance from other passengers. The student will need to pass the symptom screening checklist and a temperature check before boarding the vehicle. The parent/guardian will need to answer the symptom screening questions for the student. If the parent/guardian does not accompany the student to the vehicle, the driver should ask the student the symptom screening checklist questions. The driver should use their best judgment if the child can respond on their own. If the student cannot respond on their own, the driver will perform a temperature check only and notify school staff upon arrival at school.
- ❖ All K-12 students are required to wear face coverings at all times while riding in a school vehicle, unless they qualify for an exemption. If an employee or student does not have a face covering, one will be provided.
- ❖ Hand sanitizer will be available on all school transportation vehicles for safe use by employees and older children.
- ❖ All touch points (doors, windows, grab handles, arm rests, hand seats, door handles, seat belt buckles) will be disinfected between each bus run with approved disinfectant. Every bus will be cleaned between morning and afternoon runs and at the end of each instructional day.
- ❖ Training on student boarding procedures, along with bus safety training, is required for all students during the first week of school. This is a North Carolina Public School requirement. This training will be conducted by the bus drivers.
- ❖ Seating capacity on all buses will follow and adhere to state and county guidelines.

## CARPOOL

**STUDENTS:**

- ❖ Review Arrival and Dismissal Sections for specific directives at Millbrook High School during the second semester.

**PARENTS:**

- ❖ Review Arrival and Dismissal Sections for specific directives at Millbrook High School during the second semester.

## CHILD NUTRITION

BREAKFAST
<b>STUDENTS:</b> <ul style="list-style-type: none"><li>❖ Review Breakfast Section for specific directives at Millbrook High School during the second semester.</li></ul>
<b>PARENTS:</b> <ul style="list-style-type: none"><li>❖ Review Breakfast Section for specific directives at Millbrook High School during the second semester.</li><li>❖ Please refer to <a href="http://www.wcpss.net/food">www.wcpss.net/food</a> for additional information on school meals.</li></ul>
LUNCH
<b>STUDENTS:</b> <ul style="list-style-type: none"><li>❖ Review Lunch Section for specific directives at Millbrook High School during the second semester.</li></ul>
<b>PARENTS:</b> <ul style="list-style-type: none"><li>❖ Review Lunch Section for specific directives at Millbrook High School during the second semester.</li><li>❖ Please refer to <a href="http://www.wcpss.net/food">www.wcpss.net/food</a> for additional information on school meals.</li></ul>

## CLASS MATERIALS & SUPPLIES

<b>STUDENTS:</b> <ul style="list-style-type: none"><li>❖ Students should not share class materials and other instructional supplies with classmates.</li><li>❖ Specific computer-based classes will require students to utilize school desktop in the classroom. All desktops will be clean at end of each class period and at the end of the day.</li><li>❖ Students are encouraged to utilize personal laptop/device or WCPSS-issues Chromebooks during class each day. For students that do not bring personal laptop/device to school, review Technology/Device and BYOD section for specific directives at Millbrook High School.</li><li>❖ Students are encouraged to utilize either personal hand-held graphing calculators or online calculator programs like DESMOS for math classes. For students that do not bring personal graphing calculator to class, teachers have access for students to a clean, sanitized, hand-held graphing calculator during the instructional period. At the end of each class period, students should leave school-issued calculator on desk for teacher to clean and sanitize.</li></ul>
<b>PARENTS:</b> <i>SEE STUDENTS SECTION AND ...</i> <ul style="list-style-type: none"><li>❖ Teachers will follow all WCPSS guidelines when using class materials or supplies during instructional periods.</li></ul>

## CLASSROOMS

<b>STUDENTS:</b> <ul style="list-style-type: none"><li>❖ Teachers will have classrooms organized for social distancing for students and teacher.</li><li>❖ Students are expected to adhere to all procedures, policies and expectations teachers set to ensure student health and safety.</li><li>❖ Furniture should not be removed without permission from school staff</li><li>❖ Students remain in assigned student desk unless teacher provided permission to move throughout the room. Students will be seated facing in the same direction during instructional class period.</li><li>❖ Students should not share materials and supplies with other students or peers.</li><li>❖ Students should utilize personal laptop/device or WCPSS-issued Chromebooks throughout the day. Please see teachers regarding charging devices within the classroom.</li><li>❖ Hand sanitizer stations are installed in each classroom for student use as they enter the classroom.</li></ul>
<b>PARENTS:</b> <i>SEE STUDENTS SECTION AND ...</i> <ul style="list-style-type: none"><li>❖ Millbrook High School is ensuring that all classes are remaining within the social distancing class size limits set by district based on room dimensions.</li></ul>

## CLEANING GUIDELINES/PROCEDURES

### STUDENTS:

- ❖ Millbrook High School and WCPSS are dedicated to cleaning regularly to ensure student and staff safety.
- ❖ High touch surfaces (doors, door handles, railing, water fountains, etc.) will be cleaned by daytime custodial team between classes.
- ❖ High traffic areas (bathrooms, collaborative spaces, stairwells, etc.) will be cleaned multiple times during the instructional day to ensure student and staff health and safety.
- ❖ All classrooms and office spaces will be cleaned thoroughly each night by our evening contract custodial team.

**PARENTS:** *SEE STUDENTS SECTION*

## COLLABORATIVE SPACES

### STUDENTS:

- ❖ Students are not allowed to enter into the auditorium or collaborative spaces during the instructional day. If either area has to be used during the instructional day, seats will be marked for social distancing both by seat and by row.

**PARENTS:** *SEE STUDENTS SECTION*

## COMMUNICATION REGARDING STUDENT ILLNESS/SICKNESS

### STUDENTS:

- ❖ Students should not come to school if they are not feeling well for any reason.
- ❖ If students are not feeling well, they should remain out of school for 10 days from the onset of symptoms providing symptoms have improved and they have been fever-free for 24 hours without fever-reducing medicine.
- ❖ Students may return back to school within the 10-day window if they have an alternate diagnosis from a medical professional (doctor's note should be provided to receptionist at Guest Services window) OR if students received a negative COVID PCR Test (rapid test are not accepted).

**PARENTS:** *SEE STUDENTS SECTION AND ...*

- ❖ Any siblings attending WCPSS schools should stay home for 14 days if someone in household is not feeling well. They may return once the sick student has been cleared to return or after the 14-day period has lapsed.

## COVID-19 CARE CENTER

### STUDENTS:

- ❖ Students who do not pass the health screening as bus riders, walkers or show symptoms of COVID-19 during the school day will be escorted to the Care Center. Students should bring all belongings with them when reporting to the Care Center
- ❖ Anyone in the Care Center is required to social distance and adults should wear PPE as required when dealing with students with symptoms.
- ❖ Upon arrival to the Care Center, supervisor will contact parents/guardians along with Administrator On-Call to inform them that the student is there and needs to be picked up from school.
- ❖ Students will remain in Care Center until retrieved by parents/guardians on service road by 200 Building.

**PARENTS:** *SEE STUDENTS SECTION AND ...*

- ❖ A staff member will be located in the Care Center with students at all times.
- ❖ Staff members supervising Care Center have been trained by WCPSS Health Services staff in monitoring Care Center and dispensing medications as needed to students in assigned to Care Center.



- ❖ Students relocated to Care Center will not be permitted to ride on WCPSS transportation vehicles. Students must be retrieved by parents/guardians as soon as possible to ensure health and safety for all staff and students.
- ❖ Students are permitted to participate in live instruction and complete class work in Care Center while awaiting parents/guardians.
- ❖ Any sibling of students relocated to COVID Care Center from class must also return home immediately. Sibling's return to school will also be guided by WCPSS Health and Safety protocols.
- ❖ Review Health Screening Section for information regarding students' return to school after exhibiting symptoms

## DISMISSAL

### BUSES & CAMPUS WALKERS

#### STUDENTS:

- ❖ At 2:18pm, student dismissal will begin on a tier bell system.
- ❖ On the first bell, students who ride afternoon buses and students who walk to campus will be dismissed from fourth period.
- ❖ Students should immediately report to the bus lot and load afternoon bus routes one at a time. Unless otherwise directed by bus driver, students will fill bus from the rear seat to the front.
- ❖ Students must remain one person per seat. Siblings may be seated on a row together.
- ❖ If multiple students are getting off at a bus stop, students should exit the bus one person at a time.

#### PARENTS: *SEE STUDENTS SECTION AND ...*

- ❖ Every effort will be made by Millbrook High School staff and Transportation Staff for buses to leave campus by 2:25pm.

### CARPOOL, STUDENT DRIVERS & STUDENT ATHLETES

#### STUDENTS:

- ❖ At 2:18pm, student dismissal will begin on a tier bell system.
- ❖ On the second bell, students who drive to school or participate in carpool will be dismissed from fourth period.
- ❖ On the third bell at 2:30pm, students who are participating in afterschool activities will be dismissed from fourth period to report immediately to coach or supervising teacher.
- ❖ Students should immediately report to student parking lot or front of school for carpool. Students should leave campus by 2:30pm.
- ❖ Students participating in afterschool activities must immediately report to supervising teacher for activity at the 2:30pm dismissal bell.
- ❖ Students waiting in the front of school for carpool must practice social distancing and wear face coverings at all times.
- ❖ Once students leave the building, they may not return inside the building that afternoon.

#### PARENTS: *SEE STUDENTS SECTION AND ...*

- ❖ Parents can expect some delays in our dismissal procedures compared to previous years due to protocols for social distancing.
- ❖ Parents may enter campus using Spring Forest Drive, Dixie Forest Drive or Johnsdale Avenue to access campus for carpool. Parents will utilize the two lanes in the front of the school for carpool. Wildcat Den will not be used for carpool students to meet parents for school dismissal.
- ❖ Students will not be called from class for early dismissal after 1:45pm. Parents must remain in carpool after 1:45pm to retrieve students from school.



## FACE COVERINGS

### STUDENTS:

- ❖ Students must wear face coverings at all times on WCPSS property or riding in WCPSS vehicles. Face coverings must properly cover and secure nose, mouth and chin.
- ❖ Face coverings must be clean during each use.
- ❖ When removing face coverings for meals or leaving campus, students should make every effort to touch only the ear loops and avoid touching the front and inside of the face coverings.
- ❖ If your current face covering is lost or malfunctions, please request a disposable face mask from your teacher immediately.

### PARENTS: *SEE STUDENTS SECTION AND ...*

- ❖ Families are required to sign and return [this acknowledgement page](#) to Millbrook High School. Forms should be returned to first period teacher.
- ❖ Students will receive a pack of 5 reusable cloth face coverings on the first day of each cohort from first period teacher. Students should use rotate to a clean face covering each day reporting to school.
- ❖ To request accommodation for wearing a face covering, parent/guardians must complete [this form](#) and return to school officials attached with supporting documentation to receptionist in Guest Services.
- ❖ Parents and students are strongly encouraged to wash face masks after each use.

## HALLWAYS & STAIRWELLS

### STUDENTS:

- ❖ During class changes students are expected to travel from each class using the one-directional hallways and stairwells
- ❖ All hallways and stairwells are marked to denote the direction of student traffic. Maps are located in each classroom to denote student traffic for specific instructional building/hallway.
- ❖ All exterior doors to campus buildings will be marked as “Building Entrance” and “Building Exit” to support student traffic during class changes.

### PARENTS: *SEE STUDENTS SECTION AND ...*

- ❖ Signage and other information will be posted around the school to help with social distancing.

## HEALTH SCREENING

### STUDENTS:

- ❖ Students must complete daily health screening prior to entering any building on campus. Health Screening includes a temperature check by faculty and staff.
- ❖ Students riding school transportation must have a completed health attestation form before boarding school transportation.

### PARENTS: *SEE STUDENTS SECTION AND ...*

- ❖ Families are required to sign and return [this acknowledgement page](#) to Millbrook High School. Forms should be returned to first period teacher.
- ❖ Students must stay home or leave school immediately based on the following conditions:
  - Students have tested positive for COVID-19 and not met criteria to return to school;
  - Students have had close contact with a person with COVID-19 and have not met criteria for returning to school;
  - Students have a temperature of 100.4 degrees or higher;
  - Students are experiencing symptoms of COVID-19
    - Fever (100.4 degrees or higher) or chills
    - New cough (unrelated to allergies)
    - New shortness of breath or difficulty breathing
    - New loss of taste or smell

- ❖ Students who have experienced at least one symptom of COVID-19 should stay home until they have a negative PCR Test and it has been 24 hours since they had a fever without fever-reducing medicine OR they can answer yes to all of the following questions:
  - Has it been 10 days since student last had symptoms?
  - Has it been 24 hours since student had a fever (without fever-reducing medicine)?
  - Have symptoms improved (including cough and shortness of breath)?

## HELPFUL LINKS

### STUDENTS:

[MHS BELL SECOND SEMESTER BELL SCHEDULE](#)

[MHS SCHOOL WEBSITE](#)

### PARENTS:

[WCPSS BACK TO SCHOOL INFORMATION FOR WAKE COUNTY FAMILIES](#)

[WCPSS COHORT CALENDAR FOR TRADITIONAL SCHOOLS](#)

[WCPSS PARENT AND STUDENT GUIDES TO TECHNOLOGY AND TECHNOLOGY SUPPORT](#)

## HUMAN RESOURCE GUIDANCE

**STUDENTS: NOT APPLICABLE**

**PARENTS: NOT APPLICABLE**

## LOCKERS/LOCKER ROOM

### STUDENTS:

- ❖ Lockers will not be assigned to any student during the 2020-2021 school year.
- ❖ Lockers rooms will be used by athletic programs during competitions only.
- ❖ Healthful Living/Physical Education students will not dress out while school operates under PLAN B

### PARENTS: *SEE STUDENTS SECTION AND ...*

- ❖ Parents should speak with their students about things they can do to ensure the safekeeping of their materials (in particular personal laptop/device or WCPSS-issued Chromebook)
- ❖ School staff will continue to make every effort to assist with safekeeping of student belongings as much as possible.

## LUNCH

### STUDENTS:

- ❖ Students will not utilize the cafeteria for lunch this school year. Juniors and Seniors will not be permitted to leave campus for an off-campus lunch period. All student lunches will be in the same room as your second period class.
- ❖ The campus lunch period will begin at 10:30am and end 11:05am.
- ❖ At the beginning of second period, students will order a lunch with second period teacher. Students are permitted to bring lunch to school. However, no appliances will be made available to heat student lunches.
- ❖ Cafeteria staff and other staff members will deliver ordered lunches to every classroom.
- ❖ At 10:30am, all instruction for second period will cease to begin the lunch period.
- ❖ Students will follow directives from teacher monitoring lunch with these items:
  - Hand sanitizing prior to beginning lunch
  - Delivery of lunch to students who order from the cafeteria
  - Removal of face coverings to eat lunch (no talking and less than 15 minutes)
  - Disposal of trash

- Preparation for class change to third period
- ❖ Food deliveries for lunch will not be accepted at Guest Services. This includes lunch delivery from parents or other companies (GrubHub, DoorDash, etc.)
- ❖ Vegetarian options are available for each lunch order.

**PARENTS:** *SEE STUDENTS SECTION AND ...*

- ❖ Millbrook High School will utilize Child Nutrition Services to supply lunches to students. Vegetarian options will be available upon request by student to second period teacher.
- ❖ All meals (breakfast and lunch) will be provided to students at no cost for the remainder of the 2020-2021 school year. Please refer to [www.wcpss.net/food](http://www.wcpss.net/food) for additional information on school meals.
- ❖ Food delivery after the start of each instructional day will not be accepted at Guest Services from parents or other food delivery services. Students must either participate in food delivery provided by Child Nutrition Services or bring meals to school each day.

## MEDIA CENTER & BOOK CHECKOUT

**STUDENTS:**

- ❖ Due to COVID-19 protocols, students will not be allowed to browse shelves in order to select books and other materials from the Media Center.
- ❖ Students will have access to our Media Center digital platform entitled Destiny to search and reserve books and other materials from our Media Center. When students reserve a book through Destiny, Media Center Specialist will retrieve the book and place it at the Circulation Desk for check out.
- ❖ Media Specialist will communicate times when students are able to retrieve text books reserved through Destiny and how to return textbooks.
- ❖ When books and materials are returned, books will be quarantined for three days prior to the next date available for reservation through Destiny.

**PARENTS:** *SEE STUDENTS SECTION*

## PE/FITNESS CLASSES & GYM

**STUDENTS:**

- ❖ Healthful Living and Physical Education (HL/PE) classes will not dress out while following state and district guidelines for PLAN B.
- ❖ Students are expected to bring/wear shoes, which will allow them to be physically active during HL/PE classes.
- ❖ Students will enter and exit the gym areas or HL/PE classrooms using the one-directional hallway system outlined in every hallway.
- ❖ HL/PE teachers will instruct students where to stand and place belongings on days when the gym is being utilized for physical activity.
- ❖ Students should not use any recreational equipment during HL/PE classes until informed to do so by teacher.

**PARENTS:** *SEE STUDENTS SECTION AND ...*

- ❖ HL/PE teachers will create measures to ensure to the best of their ability that all belongings by students are secure and safe during HL/PE classes
- ❖ Classes will be held outside as often as possible. Students should bring a jacket or other gear needed for outside activities during winter weather. HL/PE will utilize indoor facilities during inclement weather.

## PLAN B COHORTS & ROTATIONS

### STUDENTS:

- ❖ Students should only attend school on assigned in-person cohort rotation.
- ❖ Students will alternate between a one week in-person rotation and a two-week remote learning rotation during a three-week period.
- ❖ Students who attend school on the wrong in-person cohort rotation will be assigned to our Alternative Learning Center all day with Mr. Bell. Students will not be permitted to attend class on those days. Students will remain in Alternative Learning Center until dismissal or until parents retrieve students from school.
- ❖ Cohort rotations are located on our website for reference.

### PARENTS: *SEE STUDENTS SECTION AND ...*

- ❖ Parents will receive an email correspondence from Mr. Duane Flowers and Mrs. Dail Midgette with their students' cohort assignment.
- ❖ Cohort assignments were created through a joint effort between district staff, transportation staff and school planning teams. Alignment of cohorts for siblings at Millbrook High School as well as siblings at corresponding elementary and middle schools were developed through this partnership.
- ❖ Cohort change requests should be submitted to Mr. Duane Flowers (dflowers@wcpss.net) if sibling cohort alignment was not achieved for families.
- ❖ All other questions regarding cohort assignments should be sent to Mr. Duane Flowers (dflowers@wcpss.net).

## SOCIAL DISTANCING

### STUDENTS:

- ❖ Students should remain 6ft. apart from employees, other students and visitors at all times.
- ❖ Students should not congregate during arrival/dismissal times and in collaborative areas.
- ❖ In addition to collaborative spaces, cafeteria, auditorium and Media Center will have limited to no access for students during this school year.
- ❖ Students must abide by all protocols and procedures given to them by staff and teachers.
- ❖ Students who do not comply with social distancing requirements will be subject to disciplinary consequences.

### PARENTS: *SEE STUDENTS SECTION AND ...*

- ❖ If parents/guardians or visitors are on campus for any events, they are expected to adhere to all social distancing guidelines set forth by WCPSS and the state of North Carolina.

## STUDENT ACCOUNTABILITY & REQUIRED HEALTH PROTOCOLS

### STUDENTS:

- ❖ Students must complete daily health screening and temperature check before entering school buildings.
- ❖ Students riding school transportation must have a completed health attestation form before boarding school transportation.
- ❖ Students must wear a face covering properly and must be secured safely over nose, mouth and under the chin.
- ❖ Students must maintain social distancing. Students should stay 6ft. apart from employees, other students and visitors at all times.
- ❖ Students should wash hands frequently. Students will be provided opportunities to wash or sanitize hands throughout the school day.
- ❖ Students are encouraged to report a faculty member, staff member, or an administrator if anyone on school property is not following health and safety requirements.

### PARENTS: *SEE STUDENTS SECTION AND ...*

- ❖ Families are required to sign and return [this acknowledgement page](#) to Millbrook High School. Forms should be returned to first period teacher.
- ❖ The expectation is that students are to provide their own face coverings to wear when attending school, riding school transportation or other school-related events.
- ❖ Students will receive a pack of 5 reusable disposable face coverings provided by the state of North Carolina. First period teachers during the first week of each cohort rotation will distribute to students.
- ❖ To request a face covering accommodation, parents/guardians must complete [this form](#) and return it to Mr. Duane Flowers or Mr. Sebastian Shipp along with supporting documentation.
- ❖ Millbrook High School faculty & staff will continue to work with students to comply with new health and safety protocols through several non-disciplinary measures. When documented supports and non-disciplinary measures are not working to change student behavior and actions, Board Policy Code: 4309 Student Behavior – Code of Student Conduct authorizes the use of disciplinary consequences when the health and safety of others are repeatedly placed in jeopardy by the students' behavior and actions. Willful and repeated violations of not adhering to face covering mandates may result in an involuntary transfer to the Virtual Academy for the remainder of the school year.

## STUDENT EARLY CHECK OUT/LATE ARRIVAL

### STUDENTS:

- ❖ Students should remain in class until they are asked to report to Guest Services for check out. Even if students know the time being checked out, parents/guardians must be processed through Guest Services in order to release students from class.
- ❖ When students arrive to campus after 7:25am, students and parents/guardians will report to Guest Services window. Parents must remain with student until health screening protocol is completed by staff. If student passes health screening and temperature check, student will be admitted into building and provided a note for class. If a student fails health screening and temperature check, student will be requested to return home. Once requested to return home, student may return to school based on procedure outlined in Communication Regarding Student Illness/Sickness section of this document.

### PARENTS: *SEE STUDENTS SECTION AND ...*

- ❖ Parents/guardians should report to Guest Services window in the front of school to check a student out of school early. Parents/guardians should be prepared to present photo ID to receptionist at Guest Services. Once confirmed, students will be called from class to meet parent/guardian in the front of school for early dismissal.
- ❖ Any person who is not listed as a parent/guardian must be listed as an approved person to retrieve student in PowerSchool. Parent/guardian must complete student access form in Guest Services. Please see Ms. Gena Cooper ([gcooper@wcpss.net](mailto:gcooper@wcpss.net)) for additional details.
- ❖ Students will not be called from class for early dismissal after 1:45pm. Parents must remain in carpool after 1:45pm to retrieve students from school.

## TECHNOLOGY/DEVICES & BYOD

### STUDENTS:

- ❖ Students are highly encouraged to bring personal laptop/device or WCPSS-issued Chromebooks to school during in-person rotation to utilize for instructional activities. In addition, students are highly encouraged to bring all personal laptop/device peripherals to support usage for entire instructional day (charger and wired earbuds – no airpods). To support maintaining personal belongings, students' name and school ID should be labeled on both devices and chargers.
- ❖ Students who do not have access to a device or forget device at home during in-person rotation will have access to check out a device from Media Center personnel. Device check-out will begin at 7:00am and end each morning at 7:25am. Students will receive both a WCPSS Chromebook and charger. Wired earbud are not available for checkout. Students will be responsible for tracking and maintaining device

and charger for the entire school day. Students will return WCPSS Chromebooks checked out to the Media Center each day at 2:00pm.

- ❖ Due to laptop battery life, students are encouraged to charge laptops during lunch period for the second half of the day. Second period teachers will support students in charging laptops/devices during this time period.
- ❖ Students enrolled in certain Career-Technical Education (CTE) courses will use WCPSS desktops loaded with specialized software for coursework. These CTE computers will be clean each class period and each day by teacher according to CTE Guidelines.

**PARENTS:** *SEE STUDENTS SECTION AND ...*

- ❖ Students will need to personal laptop/device or WCPSS-issued Chromebook to complete instructional activities throughout the school day during in-person rotation. Students should bring peripherals for personal laptop or WCPSS-issued Chromebook each day (charger and wired earbuds).
- ❖ Parents should charge personal devices prior to coming to school each day.
- ❖ If student arrives late to school and needs a personal laptop for class, student and parent should notify receptionist at Guest Services so the Media Center staff are prepared to distribute to student.

## TEMPERATURE CHECKS

**STUDENTS:**

- ❖ Students should practice social distancing and wait 6ft. apart during all temperature checks. Markers will designate location where students should stand for checks each day.
- ❖ Please see Arrival Section and Health Screening Section for additional details on temperature checks.

**PARENTS:** *SEE STUDENTS SECTION AND ...*

- ❖ If a student's temperature is 100.4 degrees or higher, they will wait five minutes and then have their temperature rechecked.
- ❖ If the second temperature check indicates a temperature lower than 100.4 degrees, then a third temperature check will be performed. If the second temperature check reads 100.4 degrees or higher, then the student will be sent home.
- ❖ If the third temperature check indicates a temperature lower than 100.4 degrees, then the student will be permitted to enter school building provided all other health screening questions are negative. If the third temperature check reads 100.4 degrees or higher, then the student will be sent home.
- ❖ No more than three temperature checks will be performed for any student.
- ❖ Parents utilizing carpool for morning arrival should remember that vehicle's heating and cooling system will impact temperature reading. Parents should adjust heating and cooling system prior to temperature checks being completed in vehicle in carpool.

## TRANSITIONS

**STUDENTS:**

- ❖ During class changes, students will follow one-way directional arrow for traffic patterns in each area of the campus. Directional hallway maps are located in each classroom for specific area of building. Stairwells in the Main Building are also marked with a specific direction (up or down). Hallway direction will be denoted by red arrows on the hallway floor.
- ❖ Exterior doors for each campus building will have signs denoting either as an entrance or exit door to support one-way directional traffic.
- ❖ Students will enter classrooms and follow directions from teacher on specific seat to support social distancing during instruction.
- ❖ During the last five minutes of each class period, teachers will instruct all students to pack personal belongings and stand by utilized student desk. Teacher will clean and sanitize desk tops used by students.



Due to the nature of cleaning product, students will not be allowed to return to seated position at desk once area has been cleaned. Students will remain next to desk until bell rings for dismissal.

- ❖ During class change, students will not be permitted to use the restroom unless you have a MHS restroom pass provided by a teacher. See Bathroom Section for additional information on this procedure.

**PARENTS:** *SEE STUDENTS SECTION AND ...*

- ❖ Signs have been placed throughout the entire campus to communicate health/safety information and expectations for students.

## VISITORS

**STUDENTS:**

- ❖ Visitors are permitted on campus when absolutely necessary and essential.
- ❖ Visitors, when permitted, will complete Millbrook High School health screening protocol and receive a "SCREENED" label that should be worn at all times while in the school building.

**PARENTS:** *SEE STUDENTS SECTION AND ...*

- ❖ Parents are not permitted in campus buildings unless absolutely necessary and essential to student well-being.
- ❖ Parents will not be permitted to eat lunch with students on campus.
- ❖ Most parent/teacher/staff conferences will be held via Google Meet for the remainder of the school year.

## WASHING HANDS FREQUENTLY

**STUDENTS:**

- ❖ Students should wash their hands often with soap and water for 20 seconds and will be permitted the opportunity to do so..
- ❖ Students also have the option to use hand sanitizer when soap and water is not available. Hand sanitizer stations are located at the exterior doors of each building, in every classroom and every collaborative space.

**PARENTS:** *SEE STUDENTS SECTION*

## WATER FOUNTAINS & HYDRATION STATIONS

**STUDENTS:**

- ❖ Students are not permitted to drink directly from any water fountains. Water fountains should be used as water bottle filling stations only.
- ❖ Students are strongly encouraged to bring their own water bottles with their names clearly labeled on them on school each day.
- ❖ Under no circumstance should students share water bottles at any time.
- ❖ If a student does not have a water bottle, they should ask staff for a disposable cup which can be used to get water from a water fountain or filling station. Cups should be disposed of in a trash can after usage.

**PARENTS:** *SEE STUDENTS SECTION*