

Castle View High School

Student Handbook 2020-2021



**ADDENDUM TO STUDENT
HANDBOOK
2020-2021 SCHOOL YEAR ONLY**

Assigned Cohort Schedule

Day	Cohort A (1 and 2)	Cohort B (1 and 2)
Monday	In-person	Virtual
Tuesday	Virtual	In-person
Wednesday	In-person	Virtual
Thursday	Virtual	In-person
Friday	Virtual (synchronous)	Virtual (synchronous)

Regular Bell Schedule

Period 0	6:45 - 7:35
Period 1	7:38 - 9:15
Staggered Entry Times	
9 th /Bus	7:35
10 th	7:40
11 th	7:45
12 th	7:50
Advisement	9:20 - 9:40
Period 2	9:45 - 11:10
2A/2B Everyday M-Th	
2A	9:45-10:25
2B	10:30-11:10
Period 3	11:15 - 1:25
Period 4	1:30 - 2:55
FIRST LUNCH	
	11:15 – 11:55
SECOND LUNCH	
	12:45 - 1:25

Friday Bell Schedule

Collaboration(PLC)	7:35 – 9:00
Period 0	8:45 – 9:30
Period 1	9:35 – 10:20
Period 2	10:30 -11:15
2A	10:30 – 11:00
2B	11:05 – 11:35
Lunch	11:20 – 12:10
Period 3	12:20 – 1:05
Period 4	1:15 – 2:00
Office Hours	2:00 – 2:55

THE FOLLOWING ASPECTS OF STUDENT EXPECTATIONS HAVE BEEN ADDED TO OR AMENDED. ALL CVHS POLICIES ABOVE AND BEYOND THESE EXPECTATIONS OR WITH REGARD TO POLICIES NOT SPECIFICALLY ADDRESSED IN THIS ADDENDUM REMAIN THE SAME AND ARE ACCESSIBLE IN THE “CVHS STUDENT HANDBOOK 2020-2021.” THESE AMENDMENTS ARE SUBJECT TO CHANGE BASED ON DCSD AND COLORADO STATE GUIDANCE FOR PROCEDURES AND PROTOCOLS AS IT PERTAINS TO COVID-19.

HALLWAYS AND BATHROOMS PHYSICAL DISTANCING PROTOCOLS

In addition to the ongoing policies and procedures, staff and students will adhere to the following protocols for the 2020-2021 school year in hallways and bathrooms:

1. During passing periods, all main hallway spaces will have a single-direction traffic pattern. All staff and students must follow outlined traffic patterns.
2. All bathrooms will have a limit of SIX occupants at a time.
3. No congregating in hallways or bathrooms.
4. MASKS ARE REQUIRED FOR ALL STUDENTS AND STAFF AT ALL TIMES WHILE IN THE BUILDING. Students and staff may remove masks to eat in designated areas only.
5. All water fountains are unavailable. Instead, students and staff should bring a personal water bottle to fill at filling stations.
6. Students with an off-hour will leave the building or will enter the Commons (1st and 2nd hour only) or library until the library is at capacity.
7. Students will remain seated in the Commons while eating during lunch.

FACE COVERING PROTOCOLS

Face coverings are required at all times while in the school building. Face coverings must:

- Fit snugly over the nose and mouth without slipping
- Allow for breathability
- Remain in place without fidgeting

If a face covering does not fit in the manner outlined above, a student may stop by the main office or security window to obtain a different mask.

Students who continually do not comply with face covering expectations or who have habitual fit issues will face the following behavior interventions:

- 1st Offense- Warning by teacher
- 2nd Offense- Referral to main office for parent conversation and warning
- 3rd Offense- Referral to main office, final warning, and sent home for the remainder of the school day
- 4th Offense- Student will be enrolled in full-time online learning

Students or families who refuse to comply with the face covering mandate will automatically be enrolled in the online learning environment to protect the individual student, as well as those students and teachers in the school building.

CLASSROOM PHYSICAL DISTANCING PROTOCOLS

In addition to the ongoing policies and procedure, staff and students will adhere to the following protocols for the 2020-2021 school year in classrooms:

1. No food or drink besides a personal water bottle are allowed in classrooms.
2. All desks and classroom activities must remain physically distanced at all times.

OUTDOOR USE

Students may access outdoor areas during off-hours, lunches, and as designated by classroom teachers. Students may remove masks while outside unless they are unable to maintain six feet between other students, in which case a mask must remain on.

Students accessing outdoor areas must adhere to school policies and avoid areas where teachers are holding classes outside.

ONLINE LEARNING ETIQUETTE (NETIQUETTE)

The online learning environment is an extension of the physical classroom. As such, all policies and procedures with regard to dress, conduct, and interaction between teachers, students, and parents/guardians apply to the online platform. Violations of these expectations will result in classroom-level and school-level behavior interventions and consequences as appropriate.

Students and staff are expected to enter all virtual classroom time in appropriate dress and with an appropriate background. Staff should work to ensure that all students and parents/guardians are aware of specific class expectations as it pertains to netiquette.

Students who do not adhere to appropriate netiquette or fail to engage in online learning will meet with the appropriate student-assigned administrator.

ATTENDANCE EXPECTATIONS

In addition to regular attendance protocols for students who attend school each day in person, staff will record attendance for students engaging in virtual learning by monitoring their daily participation in class activities. STUDENTS WILL ATTEND SCHOOL IN SOME CAPACITY FIVE DAYS A WEEK, MONDAY-FRIDAY.

Teachers may use Canvas login records, timestamped discussion posts, presence in synchronous virtual learning sessions, the submission of assignments, or other digital means to ascertain student virtual attendance.

Students are required to engage in virtual learning during the days they are not in class. Teachers may require students to log in during scheduled, designated class time. On Fridays, students will be required to attend class in some digital way based on teacher expectation. The bell schedule for Fridays is available at the beginning of this document.

Advisement

In order to reduce hallway congestion and unnecessary student and staff exposure to COVID-19, all Advisements will be PRIDE, non-travel Advisements during the 2020-2021 school year.

HALLWAY and PASS EXPECTATIONS

While CVHS will still operate on a "by pass only" travel system for the school year, students will not use a physical pass. In order to limit unnecessary shared physical materials, all students should sign in and out when using the restroom.

In addition to this new procedure, student travel outside the classroom environment will be limited to use of the restroom or limited travel as designated by the teacher only. Students should not travel to the library without a pass and staff should work to limit the need for hallway access during class.

LEARNING MANAGEMENT SYSTEM (LMS)- CANVAS

In addition to the general Canvas expectations, teachers will use Canvas as much as possible to house assignments and collect assignments. In the event that CVHS or DCSD move to entirely remote learning, or in the event that a student must quarantine based on possible COVID-19 exposure, Canvas will serve as the primary point of connection to the classroom environment.

STUDENT PARKING

During the HYBRID LEARNING MODEL ONLY, all CVHS students with valid driver's licenses will have access to park in the parking lot on the back side of the CVHS. In order to park here, all licensed students must:

1. Submit the digital vehicle and driver registration form (sent by Dean Jordan Ivey).
2. Pick up a temporary parking pass from security.
3. Adhere to all parking guidelines and requirements outlined in the regular Student Handbook.

Regular parking procedures will return upon the re-entry into a typical school schedule.

VISITORS/ GUESTS

In order to limit exposure to COVID-19, no guests or visitors will be allowed in any DCSD school building until District guidance shifts. Unfortunately, for the time being, this include parents/guardians, outside service providers, and visiting/touring students. CV staff will work to hold all pertinent meetings digitally.

FIELD TRIPS

Until further notice, all field trips, school-sponsored or otherwise, are not permitted. Staff may not ask students, nor require them, to attend off-site

STUDENT ABSENCES

Excused Absences

All expectations regarding student attendance will apply. However, asymptomatic students required to quarantine based on possible COVID-19 exposure must continue to engage in their learning daily, though virtually. Teachers should work with these students to develop opportunities to review class notes and complete in-person assignments virtually until the period of quarantine ends.

In conjunction with clear parent/guardian communication, and in accordance with District guidelines, students who have a confirmed COVID-19 case or students exhibiting significant COVID-19 symptoms will be excused from both in-person and virtual learning until symptoms subside and will be excused from in-person learning until the period of quarantine ends.

In these instances, all school make-up work policies apply.

Student Absence-School Notification

Parents/guardians should continue to follow all procedures with regarding to calling the school to report a student absence. Parents must report any time they wish to excuse a student from that day's learning, even virtual learning. Please call the attendance line to report student absence on in-person, virtual, and virtual synchronous days.

Late Arrival/Early Dismissal

As parents/guardians are currently unable to enter the school building to sign students in and out, they must call the school as early as possible to inform attendance secretaries of student late arrival or early dismissal. Students must stop by the attendance window to obtain a pass.

Parents picking students up on an emergency basis may enter the front doors and remain at security. Security will call the main office staff, who will send for the student to come up to the main office. As always, students will not be allowed to leave class without a pass.

STUDENT ILLNESS

Students exhibiting symptoms of COVID-19 should be sent immediately to the main office. Staff should communicate via email with Stacey Barlow and Ashley Frick. In the email, please indicate the student's first and last name, the time sent to the main office, and the symptoms exhibited.

COMPUTER LABS AND CARTS

Until further notice, students will not have access to computer carts or any community computers for their classes. Students may only access community computers in the library, and will have to check out a keyboard that will be returned and sanitized between each use.

If students are financially unable to obtain their own device, they should work with library staff and their student-assigned administrator to obtain a device for use from the school. Students and parents/guardians must sign a user agreement and return these devices upon completion of hybrid, remote, or online learning.

LIBRARY USE

Students will have limited access to the library during off-hours only. Students who need to access the library during class must approve that access with their teacher and obtain a pass to go to the library. Students should reserve books prior to library entry using the online library database. Information on how to use this process is available from library staff.

PHYSICAL CLASSROOM ENVIRONMENT

Staff may, but are not required to, request cleaning products from custodial in order to clean and disinfect high touchpoint areas of the classroom throughout the day. Students may assist in the cleanliness of the classroom environment in all of the ways they were able to assist prior to this year, but MAY NOT use high concentrate cleaning products such as E23 or other harsh chemicals.

All desks and classroom set-ups must remain physically distanced at all times.

Athletics and Activities

CVHS will adhere to all DCSD and CHSAA guidelines with regard to the implementation of and participation in cocurricular and extracurricular activities, as well as athletics.

Please refer to District or coach/athletic director-issued guidance for specific details on the implementation of a specific club, activity, or sport.

Building Access

The school building opens at 6:30am. Students have limited access to the building before 7:20am and after 3:05pm. Before or after these times, students may only access the building with the permission and under the supervision of a coach, sponsor, or other designated staff member. Students not participating in approved and scheduled classes, practices, or club meetings must exit the building at 3:05pm. To the extent possible, students should not enter the building until at least 7:30am. Students should immediately go to designated classrooms or the Commons (if entering before 7:30am) upon entry.

Lockers

Until further notice, students will not have access to lockers unless enrolled in a designated physical education course or designated, in-season sport. Students should plan to bring a backpack.