

Dear Parents, Students, and Staff:

We would like to take this opportunity to welcome back our returning students and incoming freshman. We are excited to see you filling our classrooms. Although our classrooms and daily routines will look different, we are embracing this exciting, new adventure.

Now that families have completed the re-entry forms, we have reworked our master schedule in order to provide e-learning and face to face courses. Changes had to be made, in order to meet safety protocols set by CDC, West Virginia Department of Education and Mingo County Schools. We have weighed all options and made the decision to keep an eight period day in order to balance safety concerns, while still providing a multitude of academic opportunities.

Please understand the bulleted items below are subject to change and student and staff safety is our number one priority.

- MASKS are REQUIRED. We (MCHS) are asking that students and staff wear masks/shields/face coverings when social distancing cannot be achieved. Students will be required to wear a mask at all times. This includes when entering the building, during classes, in hallways, during breakfast/lunch, and during class transitions.
- Masks will be provided by Mingo County Schools for those students who are not wearing one or don't have access to one. Masks must follow MCS/MCHS dress code and not be a disruption to the learning environment.
- Our students will exit the buses as they enter our bus loop; single file and social distanced. Building doors will open at 6:55 AM. Students will enter the building through the main entrance and the double doors by the PROSTART/Gym side. As they enter, their temperatures will be taken, if a student has a temperature, they will go to the Nurse's clinic and we will call parents immediately to come pick them up. They will pick up breakfast (socially distanced and marked on floors) and take to their AA CLASS (LINKS) tomorrow only and then beginning on Monday, they will pick up breakfast and report to their first period class of the day where teachers will be waiting.
- Hallway patterns have been adjusted for the 2020-21 school year. Students will be asked to follow identified patterns throughout the school day. Stairwells will be identified as UP stairwells and others identified as DOWN stairwells to accommodate social distancing protocols. There will be a few stairwells that will be identified as UP & DOWN because of location. Students will be released from classes in small groups and will move in hallways in one direction while social distancing. Always turn right when exiting a class.
- During an emergency stairwells can be used as both UP & DOWN.

- Each day students may choose a grab and go breakfast before reporting to 1<sup>st</sup> period. Social Distancing and masks are required while picking up breakfast.
- Class transition times have been extended to 5 minutes, and students will be dismissed by odd/even rooms at 3-minute intervals.
- Classrooms will be sanitized throughout the day.
- Lunches will continue to be three times throughout 5<sup>th</sup> period. Students will utilize the designated lunch areas of the commons. Social distancing protocols will be observed. Lunch supervision will be provided. Students must remain at the table selected. Parents are not permitted to bring their child's lunch to school at any time. As always, students may bring their own lunch.
- Mingo County Schools has ordered water filling stations, however, due to high demand, they are on backorder. Until they come in, we will provide water for students through an alternate plan to be announced. After we install water filling stations, water bottles will be provided. Students are encouraged to bring their own water bottles and MCHS will allow students access to filling stations on the main floor throughout the day.
- Students will have access to their lockers while attending school. Students may also carry a backpack.
- Dismissal will begin at 2:40. Students will be dismissed from their 8th period class. An administrator will dismiss bus students as buses arrive. Students will be asked to exit the building and get on their bus immediately.
- Communication for Remote Learning will be through LIVEGRADES and the LMS (Blackboard)
- Custodians will be sanitizing the school daily with deep cleanings occurring weekly.
- All students will keep their hands sanitized. Each classroom will have a sanitizing station and desks will be cleaned daily.
- Due to class size restraints, schedule changes by student request will be approved on a MUST NEED basis.

- Please see schedule below for FACE to FACE instruction:

September 17<sup>th</sup> -

9<sup>th</sup> grade will be directed to the Auditorium where they will be greeted by their teachers who will be monitoring social distance and seating. Students will be able to pick up their schedules as well as get any questions answered.

Grades 10-12 will report to their AA/LINKS group where they will be given out their updated schedules and will be given updates on changes and needed information.

New students will remain in the commons area, where staff and counselors will get the student's information and get them an identified pathway so they can get on schedule as soon as possible. If you wish to make a change from virtual to "in-person" instruction and have not already notified the school of your decision to return, we ask that you wait until Monday to return to "in person" so that we can take care of the first day tasks tomorrow.

Finally, during this uncertain time, Mingo Central High School is asking that students and parents be extremely patient with this process. Things change on a daily basis, and what we post today may change tomorrow. Our ultimate goal is to keep our students safe while providing a rigorous curriculum that ultimately leads to graduation. Hopefully within the next few weeks, we will have better guidelines for face to face instruction and be able to answer all of the "what if" scenario questions. We are relying on the Health Department and Mingo County Schools for guidance on ALL Covid-19 cases. Again, thank you for your patience as this is a challenging time for us all. If you have any questions, please feel free to email me at [mcharles@k12.wv.us](mailto:mcharles@k12.wv.us) Mrs. Marcella Charles-Casto, Principal, Mingo Central High School.