



Office

- Masks are **required** when social distancing cannot be maintained.
- Floor stickers identify safe physical distancing.
- Hand sanitizer will be available.
- Family groups will be considered cohorts and may remain together.
- One student at a time will visit with the registrar, congregating at the desk will not be permitted.
- Students will make an appointment for counselling sessions.
- Counselling appointments will be 15 minutes or less. Further

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- Masks are **required**
- Students, parents and community members are strongly advised to limit in-person visits.
- Visits to school will be scheduled.
- Students may make appointments with the teacher for in-person instruction.
- Hand sanitizer will be available.

## School Name: Emerson Alternative High School

	<p>appointments can be made if needed,</p> <ul style="list-style-type: none"> <li>• Students will utilize the glass partition at the attendance office.</li> <li>• Teachers will track tardies independent from the attendance office.</li> <li>• One student or cohort at a time will be permitted in the principal's office.</li> </ul>	<p>be 15 minutes or less. Further appointments can be made if needed,</p> <ul style="list-style-type: none"> <li>• Students will utilize the glass partition at the attendance office.</li> <li>• One student or cohort at a time will be permitted in the principal's office.</li> </ul>	<p>less. Further appointments can be made if needed,</p> <ul style="list-style-type: none"> <li>• Students will utilize the glass partition at the attendance office.</li> <li>• One student or cohort at a time will be permitted in the principal's office.</li> </ul>	
<b>Common Areas</b>	<p>Masks are <b>required</b> when social distancing cannot be maintained.</p> <p><b>Passing Time</b> Students will travel the halls on the right side when changing classes. Congregating during the passing time will be discouraged.</p>	<ul style="list-style-type: none"> <li>• Masks are <b>Required</b> when social distancing cannot be maintained..</li> <li>• <b>Passing Time</b></li> <li>• Students will travel the halls on the right side when changing classes.</li> </ul>	<ul style="list-style-type: none"> <li>• Masks are <b>Required</b> when social distancing cannot be maintained..</li> <li>• <b>Passing Time</b></li> <li>• Students will travel the halls on the right side when changing classes.</li> </ul>	<ul style="list-style-type: none"> <li>• Common areas will not be in use.</li> </ul>

## School Name: Emerson Alternative High School

Teachers will remind students to continue moving through the hall to get to where they are going.

### **Library**

The number of students in the library will be limited to 12 at any given time.

A plastic barrier will be placed between students and librarian.

Books returned to the library will be stored for 3 days prior to being placed back on shelves.

Classrooms using the library will schedule times with the librarian.

### **Lockers**

Students will be encouraged to minimize time spent at lockers.

Students will be encouraged to leave supplies in backpacks or vehicles until needed.

- Congregating during the passing time will be discouraged.
- Teachers will remind students to continue moving through the hall to get to where they are going.
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- The number of students in the library will be limited to 12 at any given time.
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<b>Classroom Spaces</b>	<p>Masks are <b>required</b> when social distancing cannot be maintained.</p> <p>Refusal to wear a mask when required will be considered insubordination and will be subject to disciplinary action.</p> <p>Frequent hand washing will be encouraged.</p> <p>Hand sanitizer will be available</p> <p>Class sizes will be limited to 12 students.</p> <p>Students will be seated 3-6 ft apart or in cohort groups.</p> <p>Sharing of classroom supplies will be discouraged.</p> <p>Common use supplies such as microscopes, pencil sharpener, and various lab supplies, will be disinfected between uses.</p> <p>Digital platforms (document sharing) will be encouraged for group work.</p>	<ul style="list-style-type: none"> <li>● Masks are <b>required</b> when social distancing cannot be maintained.</li> <li>● Refusal to wear a mask when required will be considered insubordination and will be subject to disciplinary action.</li> <li>● Class sizes will be limited to 12 students.</li> <li>● Hand sanitizer will be available</li> <li>● Students will be seated 3-6 ft apart or in cohort groups.</li> <li>● Sharing of classroom supplies will be discouraged.</li> <li>● Common use supplies such as microscopes, pencil sharpener, and various lab supplies, will be disinfected between uses.</li> <li>● Digital platforms (document sharing) will be</li> </ul>	<ul style="list-style-type: none"> <li>● Masks are <b>required</b> when social distancing cannot be maintained.</li> <li>● Refusal to wear a mask when required will be considered insubordination and will be subject to disciplinary action.</li> <li>● Class sizes will be limited to 12 students.</li> <li>● Hand sanitizer will be available</li> <li>● Students will be seated 3-6 ft apart or in cohort groups.</li> <li>● Sharing of classroom supplies will be discouraged.</li> <li>● Common use supplies such as microscopes, pencil sharpener, and various lab supplies, will be disinfected between uses.</li> <li>● Digital platforms (document sharing) will be</li> </ul>	<ul style="list-style-type: none"> <li>● Masks are <b>required</b></li> <li>● Students will schedule appointments with individual teachers during normal school hours for in-person instruction.</li> <li>● Students will be encouraged to limit time in building</li> <li>● Hand sanitizer will be available</li> </ul>

# School Name: Emerson Alternative High School

## Lunch

	encouraged for group work.	encouraged for group work.	
<ul style="list-style-type: none"><li>• Masks are <b>required</b> when social distancing cannot be maintained (except when eating).</li><li>• Lunch will be split into 2 groups and 2 times during the school day. Each one occurring during the 2nd period with students returning to the 2nd period after lunch.</li><li>• Students will be encouraged to eat with a cohort group when possible.</li><li>• Students will be encouraged to eat outside when reasonable.</li><li>• Hall passes will be strongly discouraged for students in class during the opposite lunchtime.</li><li>• <b>Breakfast;</b> students will be encouraged to maintain social distance while</li></ul>	<ul style="list-style-type: none"><li>• Masks are <b>required</b> when social distancing cannot be maintained (except when eating).</li><li>• Lunch will be split into 2 groups and 2 times during the school day. Each one occurring during 2nd period with students returning to 2nd period after lunch.</li><li>• Students will be encouraged to eat with a cohort group when possible.</li><li>• Students will be encouraged to eat outside when reasonable.</li><li>• Hall passes will be strongly discouraged for students in class during the opposite lunchtime.</li><li>• <b>Breakfast;</b> students will be encouraged to maintain social distance while</li></ul>	<ul style="list-style-type: none"><li>• Masks are <b>required</b> when social distancing cannot be maintained (except when eating).</li><li>• Lunch will be split into 2 groups and 2 times during the school day. Each one occurring during 2nd period with students returning to 2nd period after lunch.</li><li>• Students will be encouraged to eat with a cohort group when possible.</li><li>• Students will be encouraged to eat outside when reasonable.</li><li>• Hall passes will be strongly discouraged for students in class during the opposite lunchtime.</li><li>• <b>Breakfast;</b> students will be encouraged to maintain social distance while</li></ul>	<ul style="list-style-type: none"><li>• Masks are required.</li><li>• Students may pick up breakfast/lunches from the school (pending district approval).</li></ul>

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	eating or eating with cohort groups’.	eating or eating with cohort groups’.	eating or eating with cohort groups’.	
<b>Pick Up/Drop Off</b>	<ul style="list-style-type: none"> <li>Students will be dropped off in front of the school in the pick-up/drop-off zone located on 5th street.</li> <li>Parents will be encouraged to schedule pick-ups that occur during school hours ahead of time.</li> <li>Masks are required on all District 91 school buses.</li> <li>Bus pick-up and drop-off will occur on the west side of Emerson school on Emerson street.</li> <li>Social distance education will be provided to students boarding the bus in the afternoon.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be dropped off in front of the school in the pick-up/drop-off zone located on 5th street.</li> <li>Parents will be encouraged to schedule pick-ups that occur during school hours ahead of time.</li> <li>Masks are required on all District 91 school buses.</li> <li>Bus pick-up and drop-off will occur on the west side of Emerson school on Emerson street.</li> <li>Social distance education will be provided to students boarding the bus in the afternoon.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be dropped off in front of the school in the pick-up/drop-off zone located on 5th street.</li> <li>Parents will be encouraged to schedule pick-ups that occur during school hours ahead of time.</li> <li>Masks are required on all District 91 school buses.</li> <li>Bus pick-up and drop-off will occur on the west side of Emerson school on Emerson street.</li> <li>Social distance education will be provided to students boarding the bus in the afternoon.</li> </ul>	<ul style="list-style-type: none"> <li>School buildings are closed, no transportation required.</li> </ul>
<b>Para Staffing</b>	<ul style="list-style-type: none"> <li>Masks are <b>required</b> when social distancing cannot be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>Masks are <b>required</b>.</li> <li>Paraprofessional duties may be altered to meet</li> </ul>	<ul style="list-style-type: none"> <li>Masks are <b>required</b>.</li> <li>Paraprofessional duties may be altered to meet</li> </ul>	<ul style="list-style-type: none"> <li>Paraprofessional duties will be determined by student needs and accessibility.</li> </ul>

## School Name: Emerson Alternative High School

- Paraprofessional duties will follow standard job description.
- The SPED Teacher will develop and share the para schedule including the task, location and name of supervising teacher.

the needs of students working online adjustment may include; communication with parents and students, technology support, parent education.

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- Hours may be decreased if needed.

### Identifying the Achievement Gap

- All teachers will develop pre and post-assessments that will be used to guide instruction and identify students in need of additional support.
- Faculty will utilize PLC time to develop strategies to address the needs of struggling students.

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- Students may schedule times on Fridays for additional support.
- Teachers may request students to attend school on Friday to

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- Teachers may request students attend school

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		receive additional support as needed.	additional support as needed.	during normal school hours to receive additional support as needed.
<b>Friday Plan</b>	<ul style="list-style-type: none"> <li>• Late start school day 10 am</li> <li>• PLC 8:00am to 9:00am</li> <li>• Normal late start schedule</li> </ul>	<ul style="list-style-type: none"> <li>• No regular school.</li> <li>• PLC 8:00am to 9:00am</li> <li>• Classroom instruction is limited to students in need of additional support between the hours of 10 am and 2 pm</li> <li>• Staff development for blended learning will occur on Fridays when in yellow.</li> <li>• Teacher planning time</li> </ul>	<ul style="list-style-type: none"> <li>• No regular school.</li> <li>• PLC 8:00am to 9:00am</li> <li>• Classroom instruction is limited to students in need of additional support between the hours of 10 am and 2 pm</li> <li>• Staff development for blended learning will occur on Fridays when in yellow.</li> <li>• Teacher planning time</li> </ul>	<ul style="list-style-type: none"> <li>• No regular school.</li> <li>• PLC 8:00am to 9:00am (WebEx)</li> <li>• Teacher planning time.</li> <li>• Online training/staff development.</li> </ul>