

Hamilton Community,

We are looking forward to having students return to in-person instruction starting on October 13th. We appreciate the hard work from students, families, and staff in navigating the virtual learning experience. As we return to in person instruction students can expect to see a few changes. Please help us make the campus safe and efficient by reviewing the items below.

Return to School Plan

Acknowledgment Form - PLEASE READ AND ACKNOWLEDGE: Please complete the acknowledgment form included at the link below confirming your understanding of the COVID - 19 pandemic. Please complete this acknowledgement form for each of your students attending school in-person and have them bring their signed form to their first class on October 13th. If needed, forms will be available in their classroom.

[Acknowledgment Form English](#)

[Acknowledgment Form Spanish](#)

Student Health Assessment

You are responsible for ensuring that your child is not exhibiting any of the following symptoms of COVID-19 **PRIOR** to coming to school and keeping them home if they do.

- Fever of 100.4 degrees Fahrenheit or higher
- Chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Any other symptom of illness, whether or not you believe it's related to COVID-19
- Has your child recently been in close contact with anyone who has exhibited any of the above symptoms?
- Has your child recently been in close contact with anyone who has tested positive for COVID-19?

For more information including health resources and information, please visit

<https://www.cusd80.com/Page/454>

School Supplies:

- Face Coverings - Students, teachers, and staff will be required to wear masks on campus. This includes classrooms, common areas, and parking lots.

- Water bottle – drinking fountains on campus are closed until further notice
- Students are allowed to bring in Clorox wipes and hand sanitizer for personal use, but it is not required as rooms are equipped with the sanitizing product.
- Bring your own technology devices to school is an option as some teachers might continue to provide supporting resources and assignment submission. Check with your individual teachers.

Morning Drop-Off and Afternoon Pick-up Locations:

- When students arrive to campus, they are expected to go directly to class.
- Unless students are participating in an approved extracurricular practice/meeting, or attending tutoring, then students must leave campus immediately.
- Attached is a map to use for dropping off and picking up students on campus. Please note there will not be any student drop off at the front office loop so we can accommodate the arrival of visitors, parent meetings, and allow access for first responders.
- In the past, many students would use the library as a waiting area until parents could pick them up. Moving forward under their new capacity model, the library is not going to be holding area for pick-up.

Student Arrival and Dismissal:

- Arrival: Teachers will be in their classrooms starting at 7:00 am. Students should report directly to their first class of the day. Students will have the opportunity to grab breakfast and then go straight to their classrooms.
- For late start students, please just report to your class. You do not need to check in at attendance unless you are late for your class.
- Dismissal: Dismissal is at 2:15 pm. and students must leave campus immediately.

Movement around campus:

- Attached is a copy of our school map so your child can start thinking about where their classrooms are located.
- Signs are posted in all applicable areas to guide staff and students indicating where to enter/exit. Directional arrows and signage are utilized in all of the hallways. All hallways that have two-way traffic will follow the rules of the road in staying to the right.
- Teachers will dismiss by rows/small groups, so students are not gathered trying to leave the room.
- Students should be in their designated classrooms unless they have a hall pass signed by the teacher.
- Teachers will issue a disposable hall pass for student movement around campus, including the bathroom.

Sanitation:

- Classroom doors will be propped open in between each class period to prevent students from touching the door handles.

- Each classroom has hand sanitizer dispensers that are mounted by the door.
- Multiple hand sanitizer stations will be available in hallways, primarily by the exits.
- Staff will be equipped with disinfectant and will be spraying door handles and other high-touch surfaces throughout the day.
- Students will also be allowed to bring in Clorox wipes for personal use if they would like to wipe down their desk prior to sitting, but it is not required as rooms are equipped with the sanitizer product.
- Locker rooms will be disinfected multiple times throughout the day.
- Each room has been equipped with disinfectant spray so that teachers can clean desks between classes.

Classroom Space:

- Teachers will make use of all available space for classroom seating arrangements to maximize distancing.
- Desks facing in one direction when possible
- Teachers will select classroom activities and lessons that maximize distancing of students.
- Each night the classrooms will be cleaned by custodial crews.
- Desks cleaned between classes

Physical Education:

- All teachers and students will wear masks when unable to maintain continuous physical distancing of 6 feet or more.
- Classes will be on a scheduled rotation for locker room use each period. After the class leaves the locker room, the teacher will quickly disinfect changing benches, before the next class comes in to change. Students will be encouraged to use hand-sanitizer when entering and leaving locker room.
- All classes will enter and exit through the outside back doors to eliminate congestion in the hallway.
- Teachers will meet their classes outside the back doors at the start of class while being socially distanced.
- NO lockers will be issued. Students will bring PE uniform/shoes on their PE days, and take their uniform to be washed each day (to avoid leaving dirty uniforms overnight). They will keep backpacks with them and take them to their assigned activity area.
- As weather permits, classes will be held outdoors to maximize social distancing and allow for students to not wear a mask as long as they are socially distanced.
- When exercising indoors and in confined spaces they will wear masks but lower intensity activities will be taught.
- Equipment will not be shared. All equipment will be disinfected between uses. This includes disinfecting weight room equipment between uses.
- Physical education units/lesson will focus on individual fitness and sports instead of team sports.

Performing Arts:

- Use of personal or rented instruments; limited sharing of any equipment, including stands.
- Personal instrument sanitation will be stressed.
- When sharing of equipment is necessary, they will be cleaned after each use.
- Students remain in sections when possible to reduce the number of daily interactions and grouped instructional rotations will be used.

Lunches:

We are expanding to four lunches. Students will have options to eat inside the cafeteria, outside in the back patio, in the front lobby area, or the downstairs main hallway. Tables will be limited in capacity will be sanitized between lunches. Face coverings are to be worn until seated. The United States Department of Agriculture (USDA) has extended the summer Food Service Program and Seamless Summer Option through December 31,2020 allowing Nutrition Services Departments throughout the nation to continue serving breakfast and lunch to all students at no cost.

Safety Reminders:

Throughout campus, you will see signs posted in areas that inform our students about best practices when it comes to combating Covid-19. These signs help mitigate the risks. Each of us will need to do our part to keep the Hamilton community safe. Practice good hygiene, stay socially distanced (when possible), and stay home when you are not feeling well. Please take time to observe the signage below to familiarize yourself with these best practices.



Notification of exposure to COVID-19:

When a report is received of positive case from parents, staff, or county health we work with MCPH to identify those who may have had contact with the positive case and any details such as social distancing, amount of time together and facial covering status. We then work with

MCPH to identify those who should be notified as a primary contact and quarantine for 14 days and any others that would need to be notified for any reason. MCPH will also determine if any other steps will need to be taken at that time. The County, Site Administrator or designee will notify those families and staff in accordance with the guidance from MCPH. In order to be transparent with the community CUSD will be posting the active positive cases on the CUSD website once they are confirmed and appropriate parties have been notified.

Nurse's Office

If a teacher/staff member has a student that they are concerned is sick, they will call the Health Office. Students will walk to the Health Office to be evaluated. Depending on the evaluation, students may return to class or a parent will be called to pick them up. When a parent is called, the expectation is the student would be picked up as soon as possible; no longer than an hour. While the student is in the Health Office, they will be kept in an isolation area. Parents will be asked to call the Attendance Office (883-5003) or to check in with the attendance office when they arrive to pick up their student.

Per County guidelines, “symptomatic students who present to the health office with ANY ONE of the following: fever of 100.4 or above, new onset or worsening cough, shortness of breath not attributable to underlying cause (e.g., asthma), diarrhea, vomiting, chills, congestion or runny nose, headache, muscle or body aches, nausea, new loss of taste or smell, sore throat, will be excluded and parent called to collect in a timely manner.”

If a student has the following symptoms: diarrhea, vomiting, chills, congestion or runny nose, headache, muscle or body aches, nausea, sore throat, they may return to school when symptoms have resolved within first 24 hours AND have remained gone for 24 hours without the use of medication.

If any symptoms last more than 24 hours students may return to school when fever free for 24 hours without fever reducing medications AND improvement of symptoms for at least 24 hours AND 10 days have passed since symptoms first appeared. A negative lab test is optional in place of 10 days. Test results must be brought to the Nurse.

If a student has the following symptoms: a fever of 100.4 or above, new onset or worsening cough, sudden loss of taste or smell, shortness of breath not attributable to underlying cause they may return to school when all symptoms have resolved without the use of medication AND 10 days have passed. A negative lab test is optional in place of 10 days. Test results must be brought to the Nurse.

A negative lab test is optional in place of 10 days. *A licensed healthcare provider note is not a substitute for a negative test to return. *If students return to school with the same symptoms, they were originally sent home with, they will be required to follow the 10-day exclusion guidelines.

Attendance Office:

The process for reporting an absence remains the same.

When dropping off a student late:

- Students should report directly to class.
- Walk through nearest available door

When picking up a student early:

- For students who drive themselves, the parent can call ahead (883-5003) and the student will be called out of class to get a pass to leave campus.
- For a student not driving, the parent needs to come to the office and show ID.

Registrar's office:

Registration for new students is now online. Please use Chrome, go to www.cusd80.com/HHS and click on "Registration". If your student is a current CUSD student that is transferring to Hamilton High School, please contact the Registration Clerk for instruction. (883-5242). If you need to meet with the Registrar in person, please call for an appointment. (883-5242)

Counseling Department:

- If a parent needs to speak with a counselor, please call Dyan Randall (883-5046) to schedule an appointment.
- If a student needs to meet with their counselor, they should use the QR codes around the campus to schedule an appointment. If a student does not have smart phone to schedule an appointment, students should visit their office to submit an appointment slip. In addition, students can email their counselor.
- In the case of an emergency, students can visit any administration office on campus. We will find an available counselor.
- Hamilton has two social workers available for students, Rajani Rastogi and Julianne Haddad. They will have posted times for walk in visits during the school year. In addition, students can make individual appointments or register for groups with the social workers in person, via phone or by email: Rajani - rajani.rastogi@cusd80.com or work cell number: 480-883-5182 and Julianne - haddad.julianne@cusd80.com or work number: 480-883-5275. They look forward to assisting you with any counseling support, mental health concerns and resources needed.

Bookstore:

- The bookstore will be open for students before school, during their lunch and after school.

- For parents, purchases/payments will now be made through the parent portal on Infinite Campus. If a parent must pay in person, they can check in and the front office. Staff will then direct you to the Bookstore to complete the transaction.

Visitors & Volunteers:

Limited visitors and volunteers on campus at this time. Any visitors must have admin approval. All visitor must check in and check out at the front office and adhere to all policies of the campus.

Busses / Transportation / Parking

- School bus routes have been loaded into infinite campus.
- When students are dropped off at school from the bus, they are to go straight to their classroom. Students and bus drivers will wear masks.
- Students that drive will be able to buy a parking permit to park on campus.
 - Parking Permits are \$60 and can be bought through the bookstore

Annual Infinite Campus Update Reminder:

In order to ensure that we can communicate with families regarding their student, or in case of an emergency, it is essential that families keep their emergency contact information up to date in their [Infinite Campus](#) account. If you have not filled out the Annual Update, please do so as soon as possible. It is important that every family log into [Infinite Campus](#) and complete the Annual Update to ensure we have accurate information for your student. Even if you believe there are no changes to your student's information, please login and complete the process, so that we may verify your update. [Annual Update Instructions](#) are included here for your reference.