



LEE High School

225 Ann Street | Montgomery, AL | 334-269-3742

Re-Opening Procedures for Students

This document has been compiled as a summary of procedures that are being implemented to ensure the safety of our students, teachers, and administrators as we move back towards face-to-face instruction(F2F). Please consider this a working document that will likely see updates and changes as we move forward.

We ask for your patience and cooperation as we work together to make our learning environment as safe and productive as possible.

Please review this document with your family and become familiar with every item.

We ask for your patience and grace as our teachers work through how they will provide F2F and Virtual instruction simultaneously that is high quality and rigorous. Every LEE H.S. teacher is committed to our students and their success.

Any questions may be addressed to Dr. McCorvey (12th Grade), Mrs. Tiffany Parham (11th Grade), and Mr. Ponder (10th Grade), Mr. Thomas (9th Grade). Email is the most efficient means. Include the "Opening Procedures Question" in the subject line and be sure to include the parent's phone number should any of the aforementioned administrators need to contact you directly.

POINTS OF CONTACT:

- **Guidance Department:**

Mrs. Alicia Davis - 12th Grade & 9th A-Ham -Head Counselor: alicia.davis@mps.k12.al.us

Mrs. Crystal Taylor 11th Grade & 9th HAN-N: crystal.taylor@mps.k12.al.us

Ms. Priscilla Dobson 10th Grade & 9th O-Z: priscilla.dobson@mps.k12.al.us

Ms. Sparkle Hargrave: Guidance Aide sparkle.hargrave@mps.k12.al.us

Social Worker: Ms. Shanique Lewis: shanique.lewis@mps.k12.al.us

Registrar: Mrs. Orris Johnson: Orris.Johnson@mps.k12.al.us

- **School Nurse:** Nurse Jessica Flowers

- **Athletics:** Athletic Director Tyrone Rogers

- **Technology Coordinator:** Kevon Chesson: kevon.chesson@mps.k12.al.us

- **Administration:**

Principal Dr. Antjuan Marsh: antjuan.marsh@mps.k12.al.us

Assistant Principal Dr. Ennis McCorvey: ennis.mccorvey@mps.k12.al.us

Assistant Principal Tiffany Parham: tiffany.parham@mps.k12.al.us

Assistant Principal JaQuincey Ponder: jaquincey.ponder@mps.k12.al.us

Assistant Principal Terrance Thomas: terrance.thomas@mps.k12.al.us

- **Secretary Staff:**

Principal's Secretary: Queferi Taylor: queferi.taylor@mps.k12.al.us

Front Office Desk/Secretary: Tiffani Cain: tiffany.cain@mps.k12.al.us

Front Office Desk/Secretary: Sheila McCray: shelia.mccray@mps.k12.al.us

Bookkeeper: Lynette McEndarfer: lynette.mcendarfer@mps.k12.al.us

Absence and Tardy Excuses: RLHS_excusesubmissions@mps.k12.al.us

QUICK FACTS:

- School day returns to 7:30 AM – 2:45 PM both for Face to Face (F2F) students and Virtual students.
- A/B Schedule-Modified Block RED & WHITE Day
- Virtual students will join the classroom virtually at each class start-time and remain “in class” for instruction as directed by the teacher.
- Work assignments will continue to be submitted through Schoology for both F2F and Virtual students for the immediate future unless otherwise indicated by the teachers.
- School Uniforms will be required for those attending F2F.
- Students are required to wear masks while on campus and must be appropriate for school-*According to the LHS Student-Parent Handbook, all students must wear a face covering (no bandanas). Face coverings must be black, white, red, or gray in color. ***NO BANDANAS OR Neck Gaiters are not permitted during the school day*

STUDENT ARRIVAL

- **ARRIVAL TIME:** Students are not permitted to arrive on campus any earlier than 7:20AM. Parents/Guardians will be contacted by the administration if a student arrives on campus prior to 7:15 AM.
- **SCHOOL ENTRY:** Students may enter the building at 7:20AM from only two areas of the school (a) Front Door and (b) Rear of School (**Late bell is at 7:30 AM**)

Carpool Riders: Enter through the Back Door of School

Bus Riders: Enter through the bus lane back door of school

Student Drivers: Enter through the back door of school from the parking lot.

⇒ Student drivers should remain in their own cars until allowed into the building.

⇒ Students are prohibited from getting into the car of another student, congregating in the parking lot, or standing in groups about the campus.

⇒ School building doors will be propped open for student entry and dismissal at the beginning and end of the school day to reduce touch points on the door handles. Otherwise, doors will be secured during the day. ⇒ Students will report directly to their homeroom classroom. If a student wants breakfast, they may pick it up in the cafeteria and take it with them to their homeroom classroom.

TEMPERATURE CHECKS & MASK REQUIREMENTS:

- **TEMPERATURES** will be taken with touchless thermometers at each of the 2 entrance points to the school every day as students enter the building.
 - ⇒ Students with a temperature of **100 or higher** will **NOT** be permitted to enter the school building and will be escorted to the Nurse's Office and/or Room 102. A parent/guardian will be called and instructed to pick up their student from the Nurse.
- **MASKS** are required for entry and must be worn all day except while the student is eating breakfast or lunch- *According to the LHS Student-Parent Handbook, all students must wear a face covering (no bandanas). Face coverings must be black, white, red, or gray in color..*
****NO BANDANAS are permitted during the school day.*
- A student without a mask will NOT be permitted into the building and will be required to wait outside while a parent is called to either bring a mask or to pick the student up.

CLASS MEETING SCHEDULE:

Four class periods will be held each day, Monday through Friday. We will follow a modified block schedule. The classes will meet on an odd and even rotating basis. The scheduled is outlined below:

LEE	High School	Bell	Schedule	2020-2021
RED – A Day	WHITE – B Day		START	END
	HOMEROOM		7:30 AM	8:00 AM
1 ST PERIOD	2 ND PERIOD		8:10 AM	9:40 AM
3 RD PERIOD	4 TH PERIOD		9:50 AM	11:20 AM
5 TH PERIOD	LUNCH		11:30 AM	1:05 PM
7 TH PERIOD	6 TH PERIOD		1:15PM	2:45PM

- 5th PERIOD WILL MEET EVERY DAY – as normal. This is our lunch wave class period.
- HOMEROOM WILL MEET EVERY DAY – Daily attendance and announcements will be made. In addition, homeroom will serve as an Intervention Period where students will work on enrichment activities such as ACT test prep, homework assignments, re-teaching of skills, and any other activities that support student achievement.

- ⇒ No in-person tutoring, test make-ups, or meetings unless they are held virtually.
- ⇒ Virtual Students will receive information regarding Intervention Time from their classroom teacher in Schoology.

CHANGING CLASSES / HALLWAY PROTOCOLS / RESTROOMS / LIBRARY

- **HALLWAYS** – Students will walk single-file in the hallways while keeping to the right to allow for social distancing at all times.
- **RESTROOMS** – To prevent crowding in the restrooms, students will NOT be permitted to visit the restrooms in between classes. Teachers will issue restroom passes to students during class time. Teachers will allow for emergency use on a case-by-case basis.
 - ⇒ For safety reasons, there will be a two-person at a time limit for all restrooms.
 - ⇒ It will be the responsibility of the student to remain outside if two people are already in the restroom.
 - ⇒ Select restroom stalls and sinks will be restricted from being used with signs and tape in order to allow for social distancing for students.
- **GUIDANCE OFFICE & FRONT OFFICE:** Students will NOT be allowed to visit the front office or guidance during class changes. Teachers will issue passes on a need basis.
- **LIBRARY** – Library resources will continue to be available to both F2F and Virtual students.

CLASSROOM PROTOCOLS:

- Classrooms will be sprayed, wiped down, and/or fogged at least once a day.
- Computer monitors and surfaces will also be sanitized.
- Students are expected to maintain social distancing while in a classroom and while seated at a computer.
- Masks will be required in every classroom all day. *According to the LHS Student-Parent Handbook, all students must wear a face covering (no bandanas). Face coverings must be black, white, red, or gray. ***NO BANDANAS*

STUDENT MEALS / BEVERAGES:

- **BREAKFAST:** Students who would like breakfast should report to the lunchroom immediately after entering the building. Breakfast will be available as “grab and go” meals that the student will eat in their homeroom classroom.
- **LUNCH:** Lunch will continue to be served during 5th period. 5th period planners will escort their designated classes to the lunchroom. Some classes will pick up their “grab and go” lunch and return to the classroom, while others will remain in the cafeteria.

- **WATER BOTTLES:** Students are welcome to bring in a water bottle. They are subjected to be searched by MPS Security. If a student brings more than one bottle of water, they must bring it in a lunch box. The seal **MUST NOT** be broken on water bottles before entering the school building.



STUDENT DISMISSAL

- **SCHOOL DEPARTURE:** School day dismissal bell rings at 2:45 PM. Students are **NOT permitted to remain on campus after 3:00 PM** unless they are attending a sporting practice or other authorized school activity. All students **MUST** leave or be picked up by 3:00 PM. Parents/Guardians will be contacted by the administration if a student remains on campus after 3:00 PM.
- **SCHOOL EXITS:** Students are to exit the buildings by way of the closest exterior door to arrive at the carpool lane, bus lane, or student parking lot.
 - ⇒ Students are prohibited from gathering in groups while waiting on a bus, a carpool, or while in the student parking lot.
 - ⇒ Students are **STRONGLY ENCOURAGED** to have an umbrella and proper cold-weather coats. Students will not be able to group under the awning for protection. They will **HAVE** to remain socially distanced, even in the event of rain and cold.

PARENT ACCESS / INFORMATION / UNIFORMS

- **PARENT ACCESS** – Parents will be allowed to enter the building upon temperature check and security clearance.
 - ⇒ A QR/Digital code will be provided for parent/guardian(s) to check students in or out of school upon ID verification. After verification, the code provided will redirect you to an internet browser to the necessary form, which must be completed to properly document the attendance request.
 - ⇒ Excuses for absence or tardiness must still be provided through email to RLHS_excusesubmissions@mps.k12.al.us
 - ⇒ The parent/Guardian must show ID when checking a student in or out of school.
- **STUDENT ATTIRE** - Please make sure your students have dressed appropriately for the expected weather. Students will not be allowed to enter the building early due to rain, cold, etc.
 - ⇒ **LHS Uniform Code** will be expected to be followed. Uniforms must be worn

Monday-Friday. Designated dress out days must have the Principal's permission.

- **STUDENT HEALTH:** Please monitor the wellbeing of your student(s). If a student exhibits ANY symptoms of COVID-19, no matter how minor, please keep them at home for the safety of our teachers and other students.
- **TEACHER/PARENT CONFERENCES:** All conferences must be scheduled through the guidance office and will be held in the library or virtually.

ADDITIONAL ITEMS OF NOTE

- ⇒ No outside food deliveries will be allowed.
- ⇒ Water fountains will be disconnected. Students are encouraged to bring their own water bottles.
- ⇒ Students are welcome to bring their own, small container of hand sanitizer.
- ⇒ Students are allowed to bring a trapper keeper, binder, pencils and pens.
- ⇒ PE / Introduction to Kinesiology classes will NOT dress out for activities.
- ⇒ NO book bags are allowed No hall or P.E. lockers will be sold. NO BOOKBAGS or BACKPACKS Allowed. Girls can bring purses, no larger than the size of a sheet of paper 8"x 11".
- ⇒ Athletic bags must be checked into the locker room before entering the school building.
- ⇒ During morning intake, students that are dropped off in the student parking lot must remain in the vehicle until instructed to exit and enter the building.
- ⇒ No students are permitted to check-out after 2:15.

Absence and Tardy Excuses: RLHS_excusesubmissions@mps.k12.al.us