



AMADOR HIGH SCHOOL

A California Distinguished High School

330 Spanish Street ~ Sutter Creek, CA 95685 ~ Phone (209) 257-7300 ~ Fax (209) 267-5942

Principal: Mrs. Jessica Dorris ~ Vice Principal: Mrs. Nicole Gravette

Dear Amador High Students and Families,

I'd like to begin by expressing my gratitude for your ongoing patience and fortitude this school year. Teaching and learning during a global pandemic has not been easy, and I am grateful for the support of our wonderful families during this difficult time. As we prepare to welcome most students back to campus in a hybrid model, we know we will be faced with even more challenges as we navigate so many new health and safety procedures. Nevertheless, it is very exciting to know our quiet halls and classrooms will soon be reenergized with student voices!

The purpose of this letter is not only to welcome back our students, but also to provide information regarding important new changes. I believe we are all very aware that necessary health guidelines will make the on-site experience different for students, teachers and parents on all school campuses. To make this transition as smooth as possible for our students, I have included detailed information as it pertains to operating procedures at Amador. I would like to thank you in advance for your full participation in reviewing the information with your child and supporting the community effort to maintain a safe and orderly learning experience.

For families who have elected to continue with Distance Learning, this mailer will also provide information specific to that as well. Thanks again, and I look forward to a wonderful "new" school year on November 16th!

Jessica Dorris, Principal

Mission

Amador High School's community inspires students to achieve academic and professional goals while empowering them to become compassionate citizens of tomorrow.

Schoolwide Learning Outcomes:

We want our students to be:

Honorable

Effective

Respectful

Dedicated

Mark Your Calendar – Important Upcoming Dates

- **Wednesday, November 11th:**
No School—Veterans Day
- **Thursday, November 12th and Friday, November 13th:**
Curbside Chromebook Checkout

All Hybrid students will need an ACUSD Chromebook to access Google Classroom and the internet at school. Personal devices will not be able to access our network for security reasons. Although students will participate in hands-on learning experiences while at school, Google Classroom will continue to be a necessary tool for accessing materials during instruction.

To check out a Chromebook, students must turn in the attached Acceptable Use/Loan Program form, which also requires a parent signature. If possible, please print and complete the form prior to arriving at school. Please see the table below for Chromebook distribution times. The same schedule will be used on both Thursday and Friday. Families may elect the date that works best. To assist staff, please arrive during the time designated for your last name if possible.

Last Name	Chromebook Checkout Time
A—F	1:00 pm—1:30 pm
G—L	1:30 pm—2:00 pm
M—R	2:00 pm—2:30 pm
S—Z	2:30 pm—3:00 pm

- **Monday, November 16th:**
First Day of in-person instruction for Hybrid Students in Cohort 1.

Freshmen Students	Report to the middle field (behind the gym) at 8:30 and find your <u>1st Period Class</u> . Teachers and student leaders will be there to take you on a campus tour and answer your questions.
New 10th- 12th Grade Students	Report to the middle field (behind the gym) at 8:30 and find the New Student area. Teachers and student leaders will be there to take you on a campus tour and answer your questions.
Returning 10th - 12th Grade Students	Report to your <u>1st Period Class</u> . You know what you're doing. 😊

- **Tuesday, November 17th:**
First Day of in-person instruction for Hybrid Students in Cohort 2.

Freshmen Students	Report to the middle field (behind the gym) at 8:30 and find your <u>2nd Period Class</u> . Teachers and student leaders will be there to take you on a campus tour and answer your questions.
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New 10th- 12th Grade Students	Report to the middle field (behind the gym) at 8:30 and find the New Student area. Teachers and student leaders will be there to take you on a campus tour and answer your questions.
Returning 10th - 12th Grade Students	Report to your 2nd Period Class . You know what you're doing!

- **November 23rd – November 24th:**
Picture Day

Student Group	Picture Date/Time
Hybrid Students— Cohort 1	Monday, November 23rd P.E. Classes (Non-P.E. students will be scheduled throughout the day)
Hybrid Students— Cohort 2	Tuesday, November 24th P.E. Classes (Non-P.E. students will be scheduled throughout the day)
Distance Learning Students— Last Name A - K <i>(Optional, but is required for school photo to be included in the Yearbook).</i>	Monday, November 23rd 1:00 – 2:30 pm
Distance Learning Students— Last Name L - Z <i>(Optional, but is required for school photo to be included in the Yearbook).</i>	Tuesday, November 24th 1:00 – 2:30 pm

- **Wednesday, November 25th – Friday, November 27th**
Thanksgiving Break
- **Friday, December 18th**
Last day of the Fall Semester
- **Monday, December 21st – Friday, January 1st**
Winter Break

GENERAL INFORMATION

2020-2021 Bell Schedule for Hybrid and Distance Learning Students

Monday		Tuesday		Wednesday	Thursday		Friday	
A Day Periods 1, 3, 5, 7		B Day Periods 2, 4, 6, 8		<ul style="list-style-type: none"> • Campus closed for deep cleaning • All students complete asynchronous work at home • Office Hours available by appointment for all students 	B Day Periods 2, 4, 6, 8		A Day Periods 1, 3, 5, 7	
Cohort 1	Synchronous learning in-person	Cohort 2	Synchronous learning in-person		Cohort 1	Synchronous learning in-person	Cohort 2	Synchronous learning in-person
Cohort 2	Synchronous learning at home	Cohort 1	Synchronous learning at home		Cohort 2	Synchronous learning at home	Cohort 1	Synchronous learning at home
Distance Learning	Synchronous learning at home	Distance Learning	Synchronous learning at home		Distance Learning	Synchronous learning at home	Distance Learning	Synchronous learning at home

Period	Start	End	Minutes
1st/2nd Period	8:30	9:40	70
Break/Passing	9:40	9:55	15
3rd/4th Period	9:55	11:02	67
Lunch	11:02	11:37	35
5th/6th Period	11:37	12:44	67
Break/Passing	12:44	12:59	15
7th/8th Period	12:59	2:06	67
Dismissal (In-person students)	2:06	2:15	9
Office Hours (In-person and virtual, by appointment)	2:15	3:10	55
Bus Arrival (In-person students)	3:10		

Most documents referred to in this packet are available on our website at: <https://amadorhs.amadorcoe.org/>
Documents are also available in the school office. Please contact us at (209) 257-7300 if you have questions or need assistance.

Athletics: For information about sports offered at Amador, go to our website at <https://amadorhs.amadorcoe.org/> and select the Amador High School Athletics tab. Many teams are currently conditioning, following strict health and safety guidelines. The California Interscholastic Federation (CIF) has determined that athletics for the 2020-2021 school year will have a modified schedule. Families will be notified as more information is released about the ability for sports to begin practice and/or have contests.

Automated Notification System: We have an automated notification system which will inform you of important information. In the case of an emergency, we also have the capability to notify you immediately at all primary contact phone numbers and emails we have on record here at the school. **It is very important that the school has the current information to reach you, or a designee, in the case of an emergency.** Have your student pick up a new emergency card whenever there are any changes to your contact information. Please remember to include your email address.

Bus Transportation: For information about routes and the bus transportation service, please contact the ACUSD Transportation Office at (209) 257-5180. Due to social distancing requirements, students will not be permitted to ride an alternate route for a special circumstance without prior authorization from Transportation. Please call the Transportation Office for assistance. Space permitting, Transportation will communicate with the school office to allow your child to ride an alternate route.

Calendars of school activities and district events are available on the Amador High website.

Child Custody: Amador High School follows child custody decisions made by the courts. Principals cannot modify a judge's ruling regarding the custody of a child. If a child custody arrangement has changed, a parent or guardian must provide legal documents to the school stating this.

Cell Phones: Cell phones and other electronic devices may be used before school, at breaks and lunch, and after school. Students are expected to keep phones silenced and put away in class unless their teacher specifically allows them to be used for academic purposes (such as for calculation). Phones are not a *required* educational tool for any class and their use is at the discretion of individual teachers based on their appropriateness for the class and lesson. Student use of electronic devices at unpermitted times or for purposes other than those specified by the teacher will be considered a violation. After receiving a warning, students who continue to use their phone/electronic device will have it confiscated and progressive disciplinary action will result. ***Students who choose to bring a phone or electronic device to school do so at their own risk.*** Amador High does not have the staffing capacity to investigate theft or loss.

Chromebooks: All hybrid students will need to check out an ACUSD Chromebook and charger. (Please refer back to page 2 for information about distribution.) Students will be responsible for bringing their charged ACUSD Chromebook with them to school and keeping it safe in their possession.

Driving and Parking Privileges: Students are required to have a parking permit to park on campus. An application must be completed to obtain a permit. There is parking in the lower lot in front of the school, in the lot behind the gym, adjacent the pool and, when needed, in the area next to the football press box. **We operate assigned parking on a first come, first served basis.** Parking is at the owner's risk; school insurance does **not** cover vehicle damage or theft. Students are not required to obtain a new permit each year – submit any new vehicle information to the office. Drivers must adhere to school rules and policies on student vehicles and parking. **Important: Vehicles parked in fire lanes, in handicapped spaces or in areas not marked as a parking space, will be cited and may be towed. Additionally, parking privileges will be revoked for failure to comply with safety rules and permit requirements.**

Family Athletic Pass: Family Passes are not currently on sale until we have more information regarding athletics for the 2020-2021 school year.

Free & Reduced Lunches: An application for free and reduced lunch is included in this packet. For the remainder of this school year, all students will receive breakfast and lunch for free. However, schools receive increased funding based on the number of students who qualify for free and reduced lunch. This includes money for books, classroom furniture, school supplies, and other educational resources. If you think you may qualify, please take a moment to complete the form to help secure funding for our school. If you need assistance, contact the office at (209) 257-7300.

Insurance: ***Please read the attached letter regarding student accident insurance.*** The school district does not provide accident insurance. It is recommended that you purchase the voluntary Student Accident Insurance. All athletes must show proof of insurance to participate. To purchase student and athletic accident insurance, please find the application at www.studentinsuranceusa.com. For those who do not have internet access, forms are available in the office.

Library, Textbook and Materials Costs: Students are required to pay for lost or damaged textbooks, library books and loaned materials like Chromebooks. Books and materials are identified by a bar code, so the number on the book/item a student returns must match the one he or she checked out. All fees accrued from lost or damaged textbooks and materials must be paid before students will be issued a diploma. Please encourage your child to responsibly care for books and to return them as soon as they are no longer needed to avoid accidental loss.

Medication in School: The District recognizes that students may need to take medication during the school day in order to be able to attend school without jeopardizing their health. In such cases, the district requires that:

1. **A *Medication in School* form must be completed for each medication taken** and a new form completed at the start of each school year. This form can be downloaded from the District website under the Health Services tab.
2. **All prescribed and over the counter medications must be kept in the school office.** The medications must be delivered to the school by the parent/guardian or his/her adult representative. Prescription medication shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's name, name of the physician, and dosage of the medication to be given. Over the counter medication shall be in the manufacturer's original packaging. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician's indicated dosage schedule.
3. The designated employee shall maintain a log recording the student's name and the time and date when medication was given and by whom.
4. All medication shall be kept in a secured area not accessible to students.
5. An employee may NOT provide ANY medication to a student UNLESS a *Medication in School* form is on file at the school office. This includes aspirin or cold medications.
6. **Inhalers, EpiPens, Glucagon, and Insulin** may be carried with the student as long as the doctor checks the box(s) on the *Medication in School* form indicating that the student may carry the medication and is capable to self-administer.
7. **Students may not carry any medications while at school except for the ones noted in #6 above. This includes ALL over the counter medications. Medications must NEVER be shared with another student! This is a serious offense that could result in a recommendation for expulsion.**

Payments: Students can pay school bills, fees or donations before school, at break or during lunch. No personal checks can be cashed. The orange order form included in this packet may be used to purchase ASB cards, PE clothes, etc., if desired.

Yearbooks will be available for purchase from Herff Jones. More information is included in this packet.

ATTENDANCE POLICY

24-Hour Attendance Voicemail 257-7344 ~ School Office 257-7300

Expectations

Attendance at school is compulsory until the 18th birthday or graduation from high school. Poor attendance is the #1 cause of academic struggles. Hybrid students are expected to physically attend classes on their scheduled at-school days in order to be marked present. Hybrid students may not elect to remain at home and log in virtually when they are scheduled to attend in-person for the sake of convenience. *This is only an option for students who are not permitted to physically attend school due to illness, COVID-19 symptoms, or quarantine.* On days when hybrid students are not scheduled to attend in-person, they are expected to log in to classes virtually, following the same bell schedule. Distance Learning students are also expected to attend classes virtually according to the same schedule. **Students who are absent from school for any length of time (one period, one day, or many days) must have the absence verified by a phone call or a note from a parent/guardian within three days.** *Attendance procedures will be followed even after the student's 18th birthday.*

Attendance Voicemail

The school provides a voicemail, which is available 24 hours to report absences; call 257-7344. Communication between the home and school is a major key in correcting poor attendance. Calls to the school attendance office, 257-7300, are welcomed.

Clearing Absences

Verification of absences is to be made by telephone (please use the voicemail line, 257-7344) or note from the parent/guardian with the following information included:

1. Student's full name
2. Date of absence
3. Reason for absence
4. Parent's/guardian's signature/name

Absences must be cleared by a telephone call or a note within three days.

A student who attempts to clear an absence through a forged note or an impersonated phone call will have the absence declared a truancy. Disciplinary action will be taken for the falsification of information to a school employee.

Closed Campus/Checking Student Out

Amador High School is a closed campus. Students are **not** allowed to leave campus without a written note, fax, phone call, or a personal appearance by the parent/guardian prior to the school authorizing the student to leave campus.

Parent's responsibility:

- Write a note containing student's first and last name, date, time and reason for student leaving school.
- Include your signature and phone number where you can be reached.

Student's responsibility:

- Bring the note to the attendance office before school, at break, or at lunch to receive a checkout slip.
- Show the checkout slip to the teacher at the beginning of class and watch the clock to leave on time.
- Agree with parent/guardian on a place to be picked up.

HEALTH AND SAFETY UPDATES

Below are updates specific to safely returning to campus during COVID-19. For more detailed information, please see the full ACUSD Health and Safety Plan at <https://amadorcoe.org/wp-content/uploads/Health-and-Safety-Plan-during-COVID-19-for-a-Safe-Return-to-School-ACUSD-FINAL.pdf>

Preparing For a Day of In-Person Instruction

Students should self-screen for COVID symptoms prior to leaving for school. Symptoms of COVID-19 are listed below.

Fever (100.4 degrees or higher)	Chills	Cough	Shortness of breath	Difficulty breathing	Fatigue
Muscle or body aches	Headache	New loss of taste or smell	Sore throat	Congestion or runny nose	Nausea, vomiting or diarrhea

Students who are feeling ill are to remain at home. Please notify the school at (209) 257-7300.

Active Health Screening

All students will be required to participate in a health screening (review of COVID-19 symptoms and temperature check) promptly each day. A colored wristband will be provided each morning and must be worn in order to enter each class. Screening locations will be on campus near the front office and the gym. Non-bus riders must be health screened immediately upon arriving at school. Bus riders will be screened by their bus driver.

Face coverings

Cloth face coverings are required for all staff and for students in grades 3-12. Face coverings must be worn at all times including:

- While entering or exiting school grounds
- While on school grounds

- While on a school bus

Students refusing to wear face coverings will be excluded from in-person attendance in the hybrid model and will be assigned to distance learning.

Illness at School

Despite screening at home, students may become ill while at school. In this case, students should report immediately to the office. Ill students will be isolated in a care room while waiting for pick up from a parent or guardian. The care room will also be used if a fever or COVID-19 symptoms are detected during the Active Health Screening. It is very important that returning students have an updated emergency card with contacts who can pick them up when ill.

Social Distancing

Students will be required to maintain social distancing at all times while on campus. Outdoor eating spaces are spread out throughout campus to minimize large groups and all tables and benches will be marked with the number of students who may sit there at a given time. While we recognize students have been away from friends for a long period of time and returning to campus is exciting, socializing must be done safely. Students must pay attention to social distancing when maneuvering around campus during non-instructional time and when sitting in class. Accommodations cannot be made for special circumstances, such as couples or close friends who do not follow such social distancing requirements away from school.

Campus Movement

The campus has been marked to designate directional traffic. During all high-traffic times (before/after school, passing periods, and lunch), students are expected to follow the directional arrows. Any students who are called out of class during a quiet time may use the fastest route to their destination, as there will be limited foot traffic.

During Class

Classrooms will be arranged with desks spaced for social distancing. Students will be expected to sit in an assigned seat and to limit movement around the classroom. Rearranging desks to work more closely with classmates will not be permitted.

Locker Usage

Lockers will not be accessible to students. We encourage students to only bring necessary items to school.

Restroom Availability

Restrooms will be open and accessible to students throughout the day. However, social distancing applies and students will need to wait in line outside until space permits. During class time, non-emergency restroom use will be limited to a time frame during the middle of the period to allow for sanitization.

Preventing the Spread of Illness

Students are to remain home when they are ill. “Toughing it out” to avoid missing class, a practice that has always been fairly common among hard-working high school students, is simply no longer an option. The health of our beloved school community is too important to risk. Please notify the school office promptly so that absences can be verified.

While at school, all students should take care to wash hands frequently and use hand sanitizer throughout the day. Handwashing stations will be placed centrally on campus and hand sanitizer dispensing units are placed outside classroom doors.

Responding to Potential COVID-19 Exposure

Please see below for some basic information about the response protocol for different scenarios related to potential COVID-19 exposure.

Amador County Public Health

Protocols for the Onset of Symptoms, Potential Exposure to and/or Close Contact with an Individual Testing Positive for COVID-19 in a School Classroom/Cohort Setting

	Scenario	Action	Communication
1	A student or staff member either exhibits COVID-19 symptoms , answers yes to a health screening question or has a temp of 100.4 or above.	<ul style="list-style-type: none">• Student or Staff: Sent Home• Testing recommended• Cohort OPEN	<ul style="list-style-type: none">• No action needed
2	A student or staff member is a close contact with someone that tests positive for COVID-19.	<ul style="list-style-type: none">• Student or Staff: Sent home, Quarantine for 14 days from last exposure• Contact Healthcare provider/ Public Health for testing student or staff member• Cohort OPEN	<ul style="list-style-type: none">• To: Student Families and Staff• Template Letter: Scenario 2 Letter COVID-19 Close Contact
3	A student or staff member tests positive for COVID-19.	<ul style="list-style-type: none">• Student or Staff: Report information to administrator, sent home, isolate• Families of Students and Staff: quarantine and contact Healthcare provider/ Public Health for testing• Cohort CLOSED for 14 days from last exposure	<ul style="list-style-type: none">• To: Student Families and Staff - Phone call and• Template Letter: Scenario 3 Letter Confirmed Covid-19 Case
4	A student or staff member tests negative for COVID-19 after any of the reasons in scenarios 1 or 2	<ul style="list-style-type: none">• Student or Staff: May return to school 24 hours after symptoms resolve, (48 for diarrhea) however must continue quarantine if in contact with COVID-19 positive family member• Cohort OPEN	<ul style="list-style-type: none">• To: Student Families and Staff• Template Letter: Scenario 4 Letter (Only send as follow up to scenario 2)