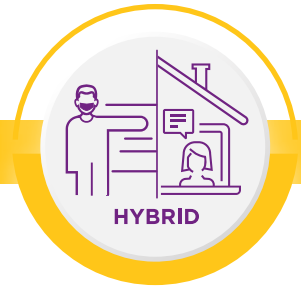


ONE|SMH HYBRID: STUDENT JOURNEY UPPER SCHOOL



SCHOOL ARRIVAL

- Complete the Saint Mary's Hall COVID-19 Screening Questionnaire.
- Whether driving themselves or being dropped off, students may not exit vehicles earlier than 7:45am.
- Students must wear masks at all times and maintain 6 ft. of physical distance from others while they walk.
- Students will have the following options for arrival:
 - Stay in their vehicles until 7:45am. While parked, students are not permitted to be in each other's vehicles.
 - Walk directly to their first classroom of the day after 7:45am
 - Walk directly to a teacher's classroom for Office Hours (8am-8:45am)
 - Arrive later if they do not have first period class.
- Late students - Report to the Upper School Office to check in and get a tardy pass.

CLASS ARRIVAL/DISMISSAL

- Classroom doors are encouraged to be open for student arrival/dismissal.
- Students will be dismissed in a staggered fashion, while maintaining 6 ft. of physical distancing.
- Masks MUST be worn between classes.
- If a classroom has two doors, one will be used for entering and one for exiting.
- If a classroom only has one door, entering students should stay 6 ft. physically distanced outside until the last student exits. Teacher will direct students.
- Students without an afternoon class may leave school early. They must report to the Upper School Office to sign out and get a pass.

SEATING/CONVERSATIONS

- Students will have assigned seats in class and at lunch.
- Students may have brief conversations (less than 15 min.) with anyone who has a mask on with 6 ft. of physical distancing, but then will be asked to face forward.
- Students will continue to hand in work submissions electronically.

AFTER-SCHOOL

SCENARIO 1: STUDENTS WHO HAVE ATHLETICS OR ARTS

- Students will be dismissed in a staggered fashion.
- Students must report directly to their activity area and follow the safety instructions provided by their coaches and activity directors.

SCENARIO 2: STUDENTS WHO ARE PICKED UP BETWEEN 3:45PM AND 4PM

- Students will be dismissed individually to meet their ride in the Upper School Circle.
- Students must show their teachers a communication that their ride has arrived.

SCENARIO 3: STUDENTS WHO ARE PICKED UP AFTER 4PM

- Students should be outside while they wait for their ride, or may go to common areas on campus.
- Students should maintain 6 ft. physical distancing and wear a mask at all times.

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CLASS SCHEDULE

8am	Office Hours (Except Wed.)
8:45am	Class
10:15am	Passing Period
10:30am	Class
12pm	Passing Period
12:15pm	Lunch/Assigned Room*
1:45pm	Passing Period
2pm	Class (ends at 3:30pm)
4pm	Athletics/After-School Arts

* Upper School students will be divided into three cohorts for a 30-min. lunch period.

**Office Hours: 8am -8:45am
(By Appointment Only)
(Except Wednesdays)**

*Office Hours will be hybrid.
Students on-campus will go to the
teacher's classroom.
Students at home will attend via Zoom.*

LUNCH

- Students will be assigned to Lunch Cohort 1, 2, or 3 for a 30-min. lunch period (grouped by Advisories).
- Students will enter the Dining Hall from the Bell Tower side, and will exit from the Spirit Store side.
- Students will sit two to a table, and must remain at their table until dismissed.
- During lunch, masks must be kept in a pencil bag or other container while eating.
- Students may use the outdoor seating areas adjacent to the Dining Hall.
- Students will sanitize their eating space before leaving.

FREE PERIODS

- Students will go to their assigned Free Period Classroom, where attendance will be taken.
- Students may not share equipment that has not been thoroughly sanitized by a teacher.
- Students may be allowed outside with their teachers' supervision.
- When indoors, students may work or chat together (15 min. or less), as long as there is 6 ft. physical distancing, and students are wearing masks.

MASK BREAKS

- Masks must be worn by everyone at all times in the classroom.
- When outside, students should maintain at least 6 ft. physical distancing.
- During class, students may go outside one at a time for short mask breaks with teacher permission and visual supervision.
- When removing masks, students should touch the ear straps only, and not place the mask on any surface.

Lockers will not be available. Students should carry needed daily materials in their backpacks.

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OTHER INFORMATION

BATHROOM

- Students will be able to use the bathroom during class to avoid a large number of students trying to use the bathroom during passing time.
- Students must sanitize their hands when leaving a classroom, wash their hands in the bathroom, and sanitize their hands upon return to a classroom.
- Only one student is allowed in the bathroom at a time. They must use the vacant or occupied sign on bathroom door to indicate it is in use.
- If occupied, students must wait on a designated spot for their turn.

DRESS CODE

- Students may wear any SMH top, their uniform top, or a plain top of SMH colors (purple/black/white) with uniform bottoms and uniform shoes or sneakers.
- Students who have fitness and/or band in their schedule for a particular day may wear shorts and sneakers for school on that day only.
- Students must wear a clean cloth or disposable mask at all times unless given permission by a teacher to take it off for a brief break. Masks may be any color and have patterns, but may not have words or slogans unless related to SMH or favorite sports teams. Handkerchiefs, gaiters, or masks with valves are not acceptable masks.

NURSE

- If a student does not feel well, they should let their teacher know.
- The teacher will contact the Health Team for further instructions.
- Depending on spacing, students will be directed to the Nurse's Office or an alternate location.
- Once evaluated, the Health Team will determine if the student can return to class or if they will be sent home. The Health Team or Division Office will communicate this.

SANITATION

- Anyone entering/exiting a classroom must sanitize their hands.
- Teachers will hand out cleaning wipes to students at the end of class to wipe down desks, tables, and chairs.
- Teachers will sanitize shared-touch places (door handles, push bars, etc.) between classes.
- Students are expected to bring: tissues, sanitizer, an extra mask, and a mask container.
- Students should cough or sneeze into their mask or elbow. If a student needs to blow their nose, the student should go outside, blow their nose, throw away the tissue in the trash can, and immediately wash/sanitize their hands.
- If a student has a water bottle, they may remove their mask only to take a sip. Or, they can ask to go outside. Once done, they will return to the classroom and immediately wash/sanitize their hands.