



# G.W. Carver High School

Dear GWC Families,

## Overview

As we all know, the current pandemic significantly impacts all aspects of our lives, including how our school operates. This handbook addendum outlines the specific safety considerations (for example, our policies for families visiting campus) that need to be taken during this time, as well as other policies (uniform, attendance, etc.) that are somewhat different with distance learning.

We believe that our scholars, families, and staff deserve a school year that is both safe and excellent. Over the course of several months, a number of members of our community - including parents, teachers, and scholars - have come together to develop our plan for distance learning and the other meaningful experiences that will lead to a well-rounded high school experience. During this time, our goals are:

- Our scholars feel cared for by GWC
- Core courses hold ground
- Scholars' basic college & career readiness skills gain ground

As always, the success of our scholars is a collaborative effort that will only be possible with strong communication and trust. We will share updates with families through regular emails, robocalls, and social media posts. Please reach out to our office if you are not receiving these messages or if you have any questions. We will also provide regular opportunities for feedback to see how we are doing and get your feedback on future plans as this situation evolves.

In order to streamline communication regarding expectations and agreements for distance learning at GWC, please review. If you have any questions about the following, please reach out directly to the respective deans below:

### 9th Grade Dean

Ranell Guillory  
[rguillory@collegiateacademies.org](mailto:rguillory@collegiateacademies.org)  
(504)376-4514

### 10th Grade Dean

Cherish Carter  
[ccarter@collegiateacademies.org](mailto:ccarter@collegiateacademies.org)  
(504)505- 2226

### 11th Grade Dean

Kinyota Watson  
[kwatson1@collegiateacademies.org](mailto:kwatson1@collegiateacademies.org)  
(504)563-6185

### 12th Grade Dean/Dean of Discipline

Brian Gilmore  
[bgilmore@collegiateacademies.org](mailto:bgilmore@collegiateacademies.org)  
(504)416-1849

### Dean of Discipline

Nell Lewis  
[nlewis@collegiateacademies.org](mailto:nlewis@collegiateacademies.org)  
(504) 247-4405

### Program Dean/*Habla Español*

Preach Cepeda  
[pcepeda@collegiateacademies.org](mailto:pcepeda@collegiateacademies.org)  
(617) 447-9529



# G.W. Carver High School

Ultimately, we expect the best from our Rams. Our virtual world *will* demand excellence. We thank you for your support in advance.

If you would like greater clarity on policies, please [click here](#) to review our 20-21 Handbook.

### Attendance:

- Compulsory attendance is *showing up* to virtual classes.
  - 'Showing up' to classes means that scholars are logging into virtual lessons and are present and active for these lessons for the majority of the lesson.
  - Attendance will be tracked by class period. A scholar is in perfect attendance for the day when they show up to *all* classes.

### Distance Learning Schedule during Orientation:

August 2020							LEGEND		
S	M	T	W	Th	F	S			
						1			
2	3	4	5	6	7	8			Professional Day (Student Holiday)
9	10	11	12	13	14	15			Class of 2021 First Day of Orientation
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			Class of 2022 First Day of Orientation
30	31								
									Class of 2023 First Day of Orientation
									Class of 2024 First Day of Orientation

### Distance Learning Orientation Schedule from August 17, 2020 - August 28, 2020.

There will be no lessons on Friday. Scholars will still be required to complete and turn in assignments on Friday with support from adults. GWC teachers and staff will provide office hours and additional services (for example: one to one instruction).

Time	Block
8:30a-10:30a	Orientation Lessons
10:30a-12:00p	Office Hours and Additional Services
12:00p-12:30p	Lunch



# G.W. Carver High School

## Distance Learning Schedule beginning on 8/31:

Scholars will take four classes per day, and have an advisory period to end their day. Scholars with diverse needs, including scholars on a LAA1 diploma pathway and English Language Learners, will have a schedule that serves their needs.

<b>Time</b>	<b>Block</b>
7:50a-8:05a	Breakfast/Morning Advisory
8:10a-9:10a	1st Period
9:20a-10:20a	2nd Period
10:30a-11:30a	3rd Period
11:30a-12:00p	Lunch
12:00p-1:00p	4th Period
1:10p-1:25p	Advisory Closeout
1:30p-3:15p	Office Hours and Additional Services



# G.W. Carver High School

## Grading Policy:

Per the Louisiana Department of Education, George Washington Carver High School shall use the following uniform grading system:

Grade	Percentage
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

## Grading Breakdown:

A scholar's quarterly average is a weighted average of **Mastery** and **Process**. Assessments (**mastery** grades) will count for 60% total course grades, with **process** grades (like homework, classwork, prework, and participation) counting for 40%.

## Make Up Policy:

Assignments that assess mastery (like exit tickets, quizzes, and essays) may be made up; assignments that reinforce the process of learning (homework, classwork, prework) cannot be made up more than one week after the due date. All late submissions receive a 10% penalty, automatically applied.

For excused absences, homework/classwork/prework assignments are excused and do not count for or against a scholar, and mastery assignments can be made up.

## Professional Working Space:

- Scholars must create a workspace that is clear of distractions to others. Technology is prepared. Required supplies are readily available. GWC will provide clarity on the required supplies and will continually support any tech concerns.
- The default is mute *and* camera on with adequate lighting unless directed otherwise. No item or object should block the camera.
- The only sites, windows, or tabs open should be dedicated to learning.
- Scholars must use both their respective first and last names for their nameplates on Zoom or any other virtual forums.
- Scholars need to do their best to limit the number of visitors in the background.



# G.W. Carver High School

- It is best for scholars to arrive 3 minutes before the “bell” to ensure that they are most prepared.

## **Virtual Agreements:**

- General rule: If we expect it at 3059 Higgins, we expect it virtually.
- Be ready to participate. Sit up.
- Complete assignments outside of class time. The GWC team is here to help.

## **School Supplies:**

All scholars will need a computer in order to participate in classes and complete academic work. The school will provide a Chromebook to any scholars who may need one.

In addition, scholars will need the following supplies:

- WiFi / Home Internet (the school may have hotspots available; please call our front office to ask)
- Spiral Notebook (3)
- Graph Paper Notebook (1)
- Pens + Pencils (2 packs of each)
- Personal Whiteboard
- 4 Pack Expo Dry Erase Markers Kit
- Calculator - Texas Instruments TI30XIIS Scientific
- Headphones w/ Microphone

*\*brand of choice, must be AV Jack compatible not wireless Earpods as these are not compatible with Chromebook.*

Scholars may need additional items for specific classes; those supplies will either be provided by the school or families will receive notification in advance.

## **Uniform:**

Scholars are required to be in professional attire (i.e. their uniform) every time they are logged onto a class or office hours. Again, these are specific expectations for distance learning.

## **Scholars wear:**

- Either a college or GWC shirt.
- Appropriate bottoms (pants or jeans).
  - Ex. of Inappropriate bottoms - Shorts/skirts above the knee, pajamas, holes in bottoms.
- GWC certified outerwear, college sweatshirts, outerwear of solid colors, or denim jackets.
- No tops with explicit graphics, wording, or large holes.
- No visible blankets or anything that would cover a scholar's face (ex: hood).



# G.W. Carver High School

## Accessory Limits

- Black, green, or plaid ties are acceptable.
- Ladies may wear a head wrap.
- Hats, bandanas, shower caps, du-rags, stocking caps, Flexi rods, satin caps (bonnets), scarves, beanies, and sunglasses are not allowed during the school day.
- No visible necklaces.
- The school reserves the right to disallow any large or otherwise inappropriate accessories.
- Any offensive expressions in a scholar's attire will not be allowed.
- Any exceptions to school dress code based on religious observances can be presented to the Grade Level Dean.
- Scholars must adhere to the policies outlined for dress-down occasions as mandated by the occasion.

*GWC is ready and willing to support families with any uniform needs. Please reach out to your respective grade-level dean.*

## **Cellphones and unauthorized tech:**

Cell phone usage or other authorized technology during class is prohibited unless otherwise directed by the teacher. Repeated reminders of the expectation, even virtually, will result in further action.

## **Food:**

- There is no eating during class.
- Scholars should use lunchtime and transition between classes to take care of needs.

## **Bathroom or Emergencies:**

- Please ask the teacher for permission before leaving.
- If further assistance is needed in the moment, please reach out to the respective grade-level dean for support.
- Scholars should use lunchtime and transition between classes to take care of needs.

## **Additional disciplinary action:**

- During distance learning, GWC will implement a number of individualized interventions and schoolwide practices to uphold expectations.
- Cyberbullying, inciting violence, or any form of harassment will lead to disciplinary action.

We will continue to rely on support from our families. We appreciate you in advance.



# G.W. Carver High School

## Reopening Phases

	Phase 1	Phase 2	Phase 3
<b>Maximum Group Size</b>	10	25	50
<b>Campus Access</b>	Campus closed except for essential staff	Campuses open	Campuses open
<i>In the event of increased risk of spread of COVID-19 in our communities, schools may be required to return to a 100% distance learning model during any Phase.</i>			
<b>Athletics and Co-Curriculars</b>	<b>No Athletics and Co-Curriculars</b>	<b>Allowed:</b> Non-Contact Sports and Activities within Static Groups <b>NOT Allowed:</b> Contact Sports Higher Risk Activities	<b>Allowed:</b> Non-Contact Sports and Activities Contact Sports within Static Groups Higher Risk Activities within Static Groups
<b>Band, Vocal, and Music</b>	No indoor activity that involves playing wind instruments  No vocal singing indoors  Outdoor activity should have appropriate physical distancing measures taken		Activity that involves playing wind instruments or vocal singing may occur indoors/outdoors with appropriate physical distancing measures taken
<b>Meals</b>	Curbside Pickup and Home Delivery	Curbside Pickup, Meals in Classrooms, and Home Delivery	Curbside Pickup, Meals in Classrooms/Cafeteria, Home Delivery
<b>Field Trips</b>	All off campus field trips are suspended.		
<b>Parents and Visitors</b>	<b>Parents and visitors are not allowed on campus except for extenuating circumstances.</b> Upon entry they will receive a health and temperature screening, wash or sanitize their hands, and wear a face mask at all times.		
<b>Symptom Monitoring</b>	All scholars and adults must be screened for signs/symptoms of COVID-19 including temperature checks upon arrival.		
<b>Hand Hygiene</b>	All scholars and adults must wash or sanitize their hands upon entry to the building, before and after meals, before entering a new space, and at least every two hours throughout the day.		
<b>Face Coverings</b>	All scholars and adults must wear a cloth or disposable face mask at all times in the building.		
<b>Cleaning and Disinfecting</b>	High touch surfaces and bathrooms are cleaned and disinfected every 2 hours. Spaces and high touch surfaces are cleaned and disinfected before and after a different group uses them.		



## **Health and Safety Measures**

### **Required Health Screening Upon Building Entry**

All persons entering our school buildings must use the main entrance and complete a health screening upon entry. Health screenings include completing a questionnaire and having one's temperature taken.

Any person with identified COVID-19 symptoms, a temperature of 100.4 or greater, or contact with an individual who has tested positive for COVID-19 will be required to leave the building immediately.

### **Face Masks**

All adults and scholars are required to wear cloth or disposable masks at all times while on the school's campus, at the bus stop, or on the bus. This includes all staff, visitors, vendors, contractors, and families.

- Staff and scholars must exercise caution when removing face masks, always store it out of reach of other scholars, and wash hands immediately after removing it.
- Masks must be replaced if contaminated (become wet, are torn, or handled with unclean hands). Staff and scholars are encouraged to bring additional clean face coverings each day in the event that their covering is soiled or lost. If a spare is unavailable, a disposable mask will be provided.
- Nursing staff and adults working with vulnerable scholars must also wear masks and gloves at all times. Additional PPE including goggles, face shields, and plexiglass may also be utilized when appropriate.

The school will have a supply of disposable masks in the front office for any office visitors who arrive without one. If an individual has breathing problems or another medical condition preventing the use of a mask, they must formally request accommodations and provide medical documentation.

### **Physical Distancing**

Staff and scholars will practice physical distancing in the building, remaining 6 feet apart throughout the day. Classroom furniture will be arranged to reinforce distancing.

### **Hand Hygiene**

All scholars and adults must wash or sanitize their hands upon entry to the building, before and after meals, before entering a new space, and at least every two hours throughout the day.

Sanitization stations are posted throughout the building to reinforce hand hygiene.

### **Cleaning and Disinfecting**

High touch surfaces and bathrooms are cleaned and disinfected every 2 hours by our custodian staff. Spaces and high touch surfaces will be cleaned and disinfected before and after a different group uses them. Staff also have access to disinfectant spray to maintain their classrooms and work spaces.



# G.W. Carver High School

## **Visitor Policy**

To reduce the health risks to our community, we limit the number of visitors to our building. We encourage you to first reach out to our staff by calling our front office at 504.308.3660, emailing [info@collegiateacademies.org](mailto:info@collegiateacademies.org), or reaching out directly to a staff member. We will be answering our phone and responding to voicemails throughout the day; all emails will be answered within 24 hours.

If you need to come to the building to drop off or pick up items, we will help you outside of the facility. Please come to the main entrance, ring the doorbell, and someone will come out to help you. Our office will be open daily from 7:30am - 3:30pm beginning August 17, 2020.

There may be some times where it makes the most sense to support your needs or hold a meeting inside the building. In these instances, all visitors will be required to wear a face mask (a face mask will be provided if you do not have one) and will participate in a health screening upon entry to the building. We ask that you do not come to the building if you are experiencing any symptoms of COVID-19 - fever, cough, sore throat, headache, etc. We are happy to help you over the phone, via email, or through a video conference!

## **Nursing Services and Medications**

All Collegiate Academies schools provide nursing services through Louisiana Academic Health Clinics. Louisiana Academic Health will provide a number of services while we are in distance learning:

- Telemedicine / virtual visits for routine health needs, including refilling prescriptions - go to [lahclinics.com](http://lahclinics.com) to schedule an appointment
- Physicals required for participation in LHSAA
- Hearing & vision screenings
- COVID-19 testing (call our front office for more details on location and time)

Once scholars have the option to return to campus, our in-person clinic will be open and fully staffed to serve scholar needs.