NTO Handbook Amendments

07/24/2020

NTO’s Learner and Faculty Handbook were developed for standard school operations and processes. Due to taking health precautions during a pandemic, NTO will abide by all ECISD protocols and will make additional adjustments specific to the campus as needed to maintain the safety of all school staff, learners, and stakeholders. In addition to the ECISD Transition Plan and other ECISD protocols, NTO will make the following adjustments to the NTO Learner Handbook:

- **Entrance** locations during arrival will be the Main Entrance Doors (A-Side & C-Side as needed based on ECISD’s phase-in process).
- Learners will be allowed to use the A-Side and C-Side Exit Doors locations when exiting the building.
- **Sanitation Stations**: Sanitation stations will be available around the campus, easily accessible for learners and staff for frequent use.
- **All common area spaces are closed** before, during, and after school.
- **In-person afterschool workshops** (tutoring) are on hold and a virtual method for workshops is preferred.
- **All vending machines** are closed.
- Cafeteria **microwaves** will not be available for use.
- **All water fountains** are closed. We advise learners to bring their own water bottles.
- **Online submission of assignments** in Echo will be the primary method of assignment submission to limit exchanges of instructional materials.
- **Close interaction amongst learners is prohibited.** The primary mode of instruction is project-based learning; however, health and safety will be a priority when completing activities, assignments, or projects.
- **Learners are not permitted to leave the classroom** during class time for non-emergency matters (with the exception of the restroom). Learners are not to wait / congregate in the hallways.
- At this time, NTO will not require **hall passes**. The facilitator will log leaving and arrival times when learner(s) are excused to the restroom. Learners are to use restrooms closest to their classroom.
- **Learner IDs**: Office staff will print the previous year’s school picture for learner IDs (except for Freshmen and new learners). When school starts and if needed, individualized Freshmen ID pictures will be taken following a set schedule.
- **Temporary IDs**: The purchasing of **temporary IDs** is on hold.
- During transitions from class to class, hallways will have designated direction **floor markings**.
- Learners will be required to carry all their **school and personal items**. As a reminder, NTO does not have lockers and off-campus learners will not be allowed to leave their items in the PBL Center, exception of golf club sets and large instruments only.
● **Facilitators and staff are not to hold items for learners.** For example, the Media Tower can no longer be used as a holding area for school lunch boxes / bags. Learners will need to carry all their personal items.

● Plexiglass will be installed in areas of possible common contact such as the Media Tower, Main Office, etc. as well as have social distancing floor markings.

● **Scheduling Appointment:** We politely ask parents to try their best to schedule routine medical, dental, and other appointments on virtual days or towards the end of the school day to limit visits to the campus and to maximize instructional time for learners on the hybrid schedule.

● When absolutely necessary, if a parent has to pick-up a student or come by the campus for a reasonable cause, please **check in at the Main Entrance for further assistance and instructions.** The foyer will have a waiting area set-up if needed.

● **Tardy Passes:** Tardy passes will not be given at the Media Tower. Facilitators will mark tardies and absences accordingly. No visits to the Media Tower are necessary.

● **COVID-19 Secure Location:** In the event of an illness or suspected COVID-19 case on campus, learners and personnel will immediately report to the Art Gallery (near the Cafeteria). The Art Gallery will be used as a waiting area for learners and staff who will immediately receive assistance from school nursing staff. Directions for contacting the school nurse will be posted in the Art Gallery.

● **NTO will have a standard classroom set-up** to allow for social distancing. This set-up will be required at all times to ensure social distancing. This will unfortunately be a more traditional set-up from our past collaborative and innovative seating arrangements:

*Please check our website for the latest, up-to-date, information.*

In everything – Trust, Respect, & Responsibility.

Gerardo Ramirez  
Principal  
George H.W. Bush New Tech Odessa High School  
300 E 29th St  
Odessa, Texas 79762