

## GC FACE-TO-FACE

### FACE-TO-FACE SCHEDULE:

Monday	Memorial HS and Academy of Choice
Tuesday	Northbrook HS
Wednesday	Westchester Academy IS
Thursday	Spring Woods HS
Friday	Stratford HS
Daily	Cosmetology, Hotel Management, Computer Technician Practicum

### ATTENDANCE ON DAYS NOT AT GUTHRIE:

1. Students report to the area designated on their home campus.
2. Students will zoom with video into Guthrie class at designated time, show face on screen and complete warm-up, check-in for attendance, watch presented material, participate and ask questions, switch to asynchronous learning and complete assignments (if so directed), and rejoin Zoom for the end of class and exit ticket.

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## GC DISTANCE LEARNING

### DURING YOUR SCHEDULED CLASS TIME

1. Students will zoom with video into Guthrie class at designated time, show face on screen and complete warm-up, check-in for attendance, watch presented material, participate and ask questions, switch to asynchronous learning and complete assignments (if so directed), and rejoin Zoom for the end of class and exit ticket.
2. Distance learning students are welcome to attend their Guthrie class face-to-face on the rotation day for their school, provided they have transportation .
3. Distance learning students enrolled in the classes below will follow the face-to-face schedule at Guthrie.
  - Culinary Arts classes, Agriculture Mechanics, Oil and Gas 1 & 2, Electrician Technician 1 & 2, Patient Care Technician, Phlebotomy, Pharmacy Technician, Cosmetology 1 & 2, NJROTC 1-4.

## GENERAL ADDENDUM

### HEALTH AND SAFETY

1. Masks or face coverings must completely cover your nose and mouth anywhere inside and also outside in common areas like walkways.
2. Maintain social distancing guidelines.
3. Water fountains are only for filling water bottles.
4. Students should wash hands at the start of school, during the day and whenever the restroom is used.
5. Details can be found here:  
<https://www.springbranchisd.com/learn-sbisd/health-safety>

### TRANSPORTATION

1. Bus transportation to and from Guthrie is provided from the school attending that day.
2. Students may drive to and from Guthrie.
3. Students will take the transfer bus to Ag Farm, Omni Hotel and Tech Facilities.
4. After school activity buses will not be available during the fall semester.
5. Masks and/or face coverings are to be worn on bus.
6. Parent Pick-Up: If you have an appointment that requires you to leave Guthrie early, your parent needs to come inside to check you out, then return to their vehicle for you to come out.

### ATTENDANCE

1. We want you here every day to develop skills and proficiency that prepare you for a career.
2. Teachers or front office staff will mark you tardy if you are late. If you are coming on a bus from your home campus and the bus is late, you will not be marked tardy. If you drive, get a ride or are dropped off after the start of class, you are tardy.
3. Guthrie's **1st period begins at 7:45 AM every day**. Other periods are posted on the schedule but normal time for Guthrie period 3 begins at 11:00 or 11:15 (depending on your campus) and Guthrie's 4th period is at 1:15.
4. When you arrive on campus please move quickly to your class maintaining social distancing so we can

# 2020-2021 STUDENT HANDBOOK ADDENDUM THE GUTHRIE CENTER

**CLASS TIMES:** Zero: 6:45 - 7:30 | 1st 7:45 - 9:15 | 3rd 11:00 - 12:30 or 11:15 - 12:45 | 4th 1:15 - 2:45

start on time. If vending or the cafe are open, your teacher will let you know when you can go.

5. If you arrive late, get your admit pass in the office. Lateness more than 15 minutes is a tardy absence.
6. After an absence, please bring a copy of your note and obtain an admit pass from the front office.

## CAMPUS SECURITY

1. Your student ID must be with you at all times. If someone asks to see it, you must be able to show it.
2. Before you leave your class or lab area during instructional time you must sign out. Ask your teacher how that works in your class.
3. Upon arrival at Guthrie, please maintain social distancing, walk to the front of the building and enter through the gates.
4. Review your emergency plans with your teacher.
5. Please follow procedures and direction during emergency and evacuation drills.
6. Do not open the side gates or back doors for anyone. Visitors and students arriving late must walk around and check in the office.
7. If you see anything unusual, please let your teacher or someone in the front office know immediately.

## CELL PHONES AND RELATED DEVICES

1. In plain English, it is up to each teacher to decide if you can use phones in class for looking up information for instruction. Your phone may not be to make or receive a call indoors anywhere on campus. Your phone or device may not be used to take pictures or video unless authorized by your teacher for instructional purposes.
2. If you are in violation and a teacher or staff member asks for it to turn over to an administrator you are expected to comply. *Failure to do so will double the consequence normally administered.*
3. If your teacher takes up your phone, they will turn it into a campus administrator that day.
4. Phones are not returned until you serve your consequence. A parent/guardian must pick it up.

## ACTIVITIES AND COMPETITIONS

1. **Half-Day Rule** - to participate in any extracurricular activity, you must have attended school for one-half of the day on which the activity is scheduled. Exceptions are rare if approved by the principal.
2. **Ten-Day Rule** - you will not be allowed to participate in activities that take you out of any class more than ten times during the school year.
3. The same academic requirements for any competition apply to Guthrie events. You must be passing to participate.

## PERSONAL CONDUCT

1. We have high expectations of you while at Guthrie. We subscribe to and enforce the policies and procedures in the SBISD Student Code of Conduct.
2. Every class has acceptable behavior expectations to ensure all students have an opportunity to learn. We are confident you will do your part to follow them.
3. If you are asked to leave class, proceed immediately to the front office, sign in and wait to be seen.

## FOOD ON CAMPUS

1. We realize many of you give up your lunch to attend Guthrie classes. Please check with your teacher about eating the lunch you brought or if you can do so at the vending/cafe area.
2. You may only purchase food from the student coffee shop and vending machines with teacher approval. The cafe opens 10 minutes after class begins and closes 10 minutes before the end of the period.
3. Once on Guthrie property, you may not leave campus and go to Burger King or elsewhere.

## NATIONAL TECHNICAL HONOR SOCIETY

1. The NTHS is the leading organization that recognizes outstanding achievement by students in CTE classes. Thousands of high schools and colleges have chapters throughout the USA. Admittance comes from teacher nomination, high performance in all classes and other factors. Benefits include scholarships only for NTHS students, college recognition and a place to network with like-minded, high achieving peers. Information will be sent out later in the semester.

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**PARKING LOT REGULATIONS**

1. Please park only on the east and west sides, the rear lot, and the far ends of the front parking lot.
2. Parking lot speed is 10 MPH. We realize that is very slow but we want you to be safe. Please follow it.
3. The front drive is one way towards Burger King.
4. Park facing-in only in the front lot.
5. Please do not leave anything of value visible in your vehicle to deter any opportunities for theft.
6. Driving to and from Guthrie is not a right. Violations due to parking, speeding or other reasons could result in loss of driving privileges.
7. Students attending classes at the Ag Science Center must take the shuttle bus to and from. Driving to and parking at the farm is prohibited during instructional time.

**DRESS CODE**

We follow the SBISD Dress Code, and some programs may have added requirements.

- Heads are to be uncovered (including caps, visors, bandanas, etc) unless it is required for uniform, safety or medical reasons.
- Piercings are permitted only in the ear. Gauges are not allowed.
- CLOTHING - NO transparent clothes, sagging pants (pants worn at waist), shorts above mid-thigh, clothing that shows skin at midriff during normal school activities, clothing that shows or promotes drugs, alcohol, weapons, sex, profanity, gangs, violence or anything distasteful or immodest, dusters or trench coats, tank tops, tube tops, halters (girls), sleeveless shirts, tank tops (boys).

**STUDENT CENTER**

1. Our Student Center will be open for your use at 7 AM daily unless classes or meetings are in session. You can use it to study, research, have small meetings and work on projects. Please limit drinks to water only and maintain social distancing.

**FACE TO FACE STUDENTS: PLEASE SIGN, DATE, DETACH AND RETURN THIS TO YOUR TEACHER**  
**VIRTUAL STUDENTS: PLEASE SIGN, DATE, AND SEND SCAN OR PHOTO OF THIS TO TEACHER**

We have reviewed this document in part or whole in class and I understand that I it is my responsibility to follow these Guthrie rules in addition to those in the SBISD Student Handbook.

I recognize that any violation on my part is a choice I make and I will accept consequences issued by my teacher or a campus administrator.

STUDENT NAME \_\_\_\_\_ TEACHER / PERIOD \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ ID NUMBER \_\_\_\_\_