



HCTC Campus Procedures

Parent/Guardian Drop Off/Pick Up:

- The lane directly in front of the school entrance is a bus zone
- Parents may drop their students in the first row of the HCTC parking lot
- Parents/Guardians picking up their child during the school day
 - Park in a designated parking spot
 - Call HCTC front desk 817-306-1925
 - Provide child's name, home campus, and identifying information to receptionist
 - Receptionist will contact the teacher to dismiss student
 - Student will sign-out in the office prior to leaving building
- Parent pick-up at the end of the school day
 - Park in open spots in front HCTC parking lot
 - Students will walk to car from designated exit

Student Drivers

- Park in the front parking lot and enter through the front entrance
- Students will wear masks while entering and exiting from building to parking lot
- Ensure cars have an HCTC parking sticker visible; [HCTC Parking Permit](#)

Where should students report upon entering campus?

- HCTC students will report to their classroom immediately upon arrival
 - HCTC 1&2 block students who arrive prior to 9am will need to remain in the atrium area; 9am students will be released to go to their 1&2 period class
 - HCTC 5&6 block students will be allowed to enter the building at 12:45pm and will report immediately to their classroom
- After class dismissal, HCTC students will immediately leave the campus to allow for cleaning to begin; students needing tutorial assistance will pre-establish times with teachers

Common Areas

- Students will not congregate in the atrium or hallway areas
- Students will move directly to class upon entering the building

Shuttle Bus:

- All students riding the shuttle bus will need to complete the [transportation agreement form](#)
- Students will practice social distancing boarding and exiting bus
- Students and bus drivers will wear mask while boarding, during the ride, and exiting bus
- Bus drivers will dismiss students from their seats in an orderly and staggered manner
- Bus schedule from home campus:

Boswell High School

Depart	Period	Bus Departure Time	Destination		Depart	Bus Departure Time	Destination
BHS	1&2	8:55	HCTC		HCTC	10:35	BHS
BHS	2&3	9:58	HCTC		HCTC	11:30	BHS
BHS	5&6	12:43	HCTC		HCTC		BHS
BHS	6	1:38	HCTC		HCTC	2:15	BHS
BHS	7&8	2:33	HCTC		HCTC	4:23	BHS/Homes

Saginaw High School

Depart	Period	Bus Departure Time	Destination		Depart	Bus Departure Time	Destination
SHS	1&2	8:55	HCTC		HCTC	10:35	SHS
SHS	2&3	9:58	HCTC		HCTC	11:30	SHS
SHS	5&6	12:43	HCTC		HCTC		SHS
SHS	6	1:38	HCTC		HCTC	2:15	SHS
SHS	7&8	2:33	HCTC		HCTC	4:23	SHS/Homes

Campus Visitors

- Visitors will only be allowed if there is an educational need
- Visitors will schedule their visit with campus administrator
- Visitors will use hand sanitizer upon entering the building
- Visitors will wear a mask at all times while on campus

Building Entry/Exit

- Students will enter the HCTC through front entrance wearing masks and social distancing
- Students will exit the building using assigned doors which are based upon classroom locations.
 - Upstairs and Downstairs D Hall exit door #17
 - Upstairs and Downstairs C and B Hall exit door #1
 - Downstairs A Hall will exit either door #2, 3, or 4
 - All bus riders will exit front doors