

Belle Plaine Middle School Plan for Back-to-School 2020-2021

Our overarching goals for writing a Comprehensive Plan for Back to school is (1) to honor individuals constitutional rights while providing a physically safe and secure environment for our students and employees while ensuring each student/family has equal and equitable learning opportunities and to prevent COVID-19 outbreak and additional closures in the future. The following plan is a fluid document that will change with the requirements from the state and county health department. It will be changed and adapted to address new challenges throughout the year. (Revised 8/17/2020)

Outline of guidelines that we plan to implement:

1. Educating the Community

- a. Students will be instructed at the beginning of the school year about how the buildings will operate differently, empowering them through techniques to help keep the school healthy.
- b. Families will be educated on signs and symptoms of communicable sickness. School health guidelines will be clearly communicated to families. Parents are encouraged to prepare an emergency plan for a sick child (ren). Go to the websites of: Center of Disease Control (cdc.gov) and American Academy of Pediatrics (AAP.org).
- c. We will lean heavily on Sumner County Health Dept, the American Academy of Pediatrics Kansas Chapter and the Kansas Department of Health & Environment for guidance to continuously educate employees regarding our current situation, contagious disease signs, and symptoms, procedures for the removing a student or employee that is suspected to have a contagious disease, thermometer education, and basic first aid.
- d. Visual resources will be posted around campus.
- e. Students will be educated about mental health, and the school will continue providing resources through Sumner Mental Health workers, and our School Resource Officer.

2. Screening Student Health

- a. Temperatures will be taken each morning upon arrival.
- b. All students will enter the school via the Auxiliary gym doors.
- c. Students will need a mask upon arrival.
- d. For more information see the USD357 COVID guidelines.

3. School Office personnel

- a. Will monitor and record absences to obtain signs, symptoms, and diagnosis of students who are absent from school.

4. Wearing Masks

- a. Mask will not be optional for staff members or students 5th grade through 8th grade. When social distancing is available as an option, a mask may be removed until the time that social distancing cannot happen.

5. Facilities

- a. Classrooms will be equipped with an increased number of hand sanitizer dispensers.
- b. Hands-free sanitizer dispenser installed at each main building entrance/exit and the entrance to the cafeteria.
- c. Water fountains will be disabled. The new bottle filling stations will remain in use. Students are encouraged to bring their own water bottles.
- d. Students will avoid sharing books and supplies (pens, pencils, paper, ect.).
- e. High touch services will be cleaned multiple times per day.

- f. Locker rooms will be utilized and if social distancing cannot be obtained, students will need to wear facemask.
- g. Student lockers will be utilized but time will be limited. We will not have students going to their lockers between all classes and when they do, students will be monitored during these times. Mask will be required during transition periods.
- h. Student desks in classrooms will be spaced as far apart as possible and students will be facing one direction.
- i. Hallway traffic will be limited and a routine and procedure will be developed for hallway traffic to encourage students to distance themselves.
- j. All staff members will be screened when they enter the building in the Middle School office prior to going to their classroom.
 - i. Students and staff who check-out of the building during the school day must be re-screened in the Middle School office upon re-entering the building.
- k. **Visitors to the school building will be limited at this time.** A phone call or email to the school is preferred at this time to make arrangements. Technology will be utilized when applicable to assist in limiting visitors. Visitors who enter the building must do so through the Middle School office for screening and temperature check. Visitors who do not pass the screening or have a temperature of 100°F will leave the school immediately.
 - i. Visitors will also be required to wear a mask when in the school building.
 - ii. Visitors must use hand sanitizer when entering the building.
 - iii. Parents should arrange to give items to their students before they come to school to limit parents coming to the school. Parents who insist on bringing things to the office for their child will not enter the building, but will contact the Middle School office and pull up to the front door of the Middle School so an administrator or secretary can retrieve the item

6. Middle School drop-off and pick-up procedures

- a. Morning drop-off: All students will enter the building at the Auxiliary Gym. Students will sanitize their hands and have their temperatures checked. They will sit in designated areas in the Auxiliary or MS Gym.
- b. Afternoon Dismissal: staggered dismissal so student gathering will be limited upon dismissal.

7. Lunchroom

- a. All students will be provided time prior to lunch to sanitize their hands.
- b. Reminders will be regularly communicated throughout the school year to encourage families to routinely wash lunch boxes.
- c. Student lunch boxes will need to have a cold pack.
- d. In the lunchroom, tables will be sanitized after each use.
- e. Students will be encouraged to spread out and or eat outside weather permitting.

8. Bathrooms

- a. If possible bathroom doors are propped open to increase ventilation and reduce contact with door handles.
- b. Students will be able to use restrooms throughout the day. Students may stand in the hallway while social distancing until the restrooms are available. Students must wash their hands prior to leaving the bathrooms and use sanitizer when re-entering the classroom. Students are encouraged to use the restroom during class periods.

9. School Bus

- a. The bus will be sanitized after each use.
- b. Passengers will be spaced when possible, following KSDE and Sumner County guidelines.

- c. The temperature of all bus riders will be taken before stepping on the bus.

10. Playground, weight room, physical education, and athletics/extracurricular activities

- a. Sanitize children's hands upon each return from the playground. Sanitizing station for all weight equipment. Students will be required to clean the equipment after each use.
- b. Sanitizing on balls and athletic equipment after each session or practice.
- c. Extracurricular activities will continue as planned no sharing practice jerseys, uniforms, water bottles, towels, Etc.

11. Library

- a. Library books will be returned and placed in a box for 72 hours before entering recirculation.
- b. Chairs and tables would be cleaned after every use.

12. Community events

- a. We will be making every effort to provide a virtual option for anyone that is not comfortable attending school events.

13. Remote Learning

- a. The faculty and administration will be trained to start in August on how to use virtual video conferencing or video uploading as a means to provide instructional delivery for students who are home due to quarantine or other COVID-19 concerns.
- b. Parents and students will have the opportunity to choose home live instruction if they cannot be at school. This is called Remote Learning. This will be a nine-week choice.
 - i. The expectation of home student
 - 1. Online live with each class from 8:00 am-3:25 pm. Attendance is mandatory. Break for lunch and passing periods or when class is on break, recess, gym class, etc..
 - 2. Students choosing to learn remotely will receive the same daily lessons as those who are learning in person.
 - 3. Remote students must log into the Google Meet for each of their classes throughout the day based on their schedule. The teacher will mark their attendance as they appear on camera.
 - 4. Remote learning students will have the same due dates, late work policies, and other academic expectations as students attending in-person. Exams will be arranged through the course instructor in order to properly proctor those exams.
 - 5. Students will maintain a daily log of activities signed by the student and parents and submitted to the school district. Students must log 6 hours and 20 minutes of school activity per day, each day that our school is in session. Each student must complete a Learning Activity Log each day, that must be signed by the student and their parent. This will need to be handed in weekly.
 - 6. The parent is responsible for making sure the home internet connection is reliable.
 - 7. Students **will not be** allowed to participate in any extracurricular activities during remote learning.
 - ii. Student Expectations for Online Learning
 - 1. Your remote class schedule is the same as your traditional, in-person schedules, unless the community goes into a high risk situation and we may have to revert to a half day schedule. The middle school will follow the high school schedule because of the shared teachers and building.

2. You have to check your email frequently each day. This is how the school will communicate with you, as well as your individual teachers
3. We will utilize Google Classroom, Google Calendar, Google Meet, Google Hangouts, Google Sheets, Docs, and Slides are the main programs to deliver instruction and assignments.
4. Attendance will be taken every hour just like we normally do during our traditional school day. Through Google Meet the teacher must see you on camera during class in order for attendance to be taken
5. All students must log their educational activity on the Remote Learning Log on a daily basis and turn them in for the entire week on the following Monday.
6. You will be getting calendar invites from Mr. Balzer and Mrs. Shaw on a regular basis. You are required to accept those invites.
7. Behavior in class: you are to behave appropriately or you will be reprimanded by the teacher. If your behavior continues the teacher will kick you out of the class session, which will result in an absence. The teacher will also refer you to Mr. Balzer. If you cannot handle behaving appropriately online in class, a parent meeting will be set up and continual misbehavior may result in an F for the class, and/or summer school, or retaining and repeating the grade.
8. Make sure that you are dressed appropriately for school. Despite being at home, and completing school virtually school behavior and expectations are still in place.
9. Unless you are answering a question or asking a question turn your microphone off during the class meetings. They will pick up all background noises and make it difficult to hear. Not to mention that some of you will have siblings on their laptops as well and they will create feedback through the microphones and speakers.
10. If you are struggling to connect to the meeting, you need to message your teacher through Google Hangouts or Gmail right away.

14. Low Community Risk Level - - Traditional Format

- a. All students will have seven class periods and home room.
- b. Every teacher will utilize Google Classroom and gmail for assignments. Teachers will broadcast their classes through Google Meet so students who are attending virtually at home may also participate in class.
- c. All safety precautions listed in this document will be followed by all staff and students.
- d. For remote learning students, the Remote Learning Student Guidelines listed above will be applicable

15. Moderate Community Risk Level - - Hybrid Format

- a. All students will have seven class periods and home room.
- b. Every teacher will utilize Google Classroom and gmail for assignments. Teachers will broadcast their classes through Google Meet so students who are attending virtually at home may also participate in class.
- c. All safety precautions listed in this document will be followed by all staff and students.
- d. During remote learning the Remote Learning Student Guidelines listed above will be applicable. All students will have to submit their Remote Learning Logs for the days they are assigned to be a remote learner.

- e. During a Moderate Community Risk, the in-person student population will be separated into two groups that will either attend in-person classes Monday/Tuesday or Thursday/Friday. When not attending in-person, students will learn remotely on the alternate days and will follow the Remote Learning Guidelines, including attending all classes virtually and completing Remote Learning Logs.
- f. If we are in the Moderate Community Risk, on Wednesdays we will utilize a ½ day schedule as follows:
 - 8:00-8:57 Office Hours
 - 9:00-9:27 1st Hour
 - 9:30-9:57 2nd Hour
 - 10:00-10:27 3rd Hour
 - 10:30-10:57 4th Hour
 - 10:57-11:57 Lunch
 - 12:00-12:27 5th Hour
 - 12:30-12:57 6th Hour
 - 1:00-1:27 7th Hour
 - 1:27-3:40 Office Hours
 1. If you are a student aid you will treat that as a study hall and check into Mrs. Shaw's period that you are a student aid.
 2. We will not have late starts on Wednesdays, the above schedule is our schedule in the Moderate and High Community Risk Levels, Monday through Friday.
 3. PE, Vocal, Intervention and Mrs. Reynold's Computer Exploration classes for 5th and 6th grade students will change attendance dates to follow:
 - a. Monday and Thursday will be 6th grade PE, 5th grade Vocal, 5th intervention and Computer Exploration.
 - b. Tuesday and Friday will be 5th grade PE/6th Vocal
 - c. Wednesday will alternate weekly between 5th and 6th.
 - i. December 3 and 16- 6th grade PE
 - ii. December 9- 5th grade PE
 - iii. January will be posted at a later dated if we continue with Hybrid.
 - d. ***Teachers will post the schedule on their Google classroom.***

16. High Community Risk Level - - Virtual Format

- a. The Remote Learning Student Guidelines listed above will be applicable.
- b. If a student or staff member has tested positive for COVID-19 and the school is shut down, Belle Plaine Middle School will move into a Virtual Format. This time frame will last at minimum 2-5 days, but could last multiple weeks. The length of time in which students will complete classes virtually will be determined by the Sumner County Health Department.
- c. Should Belle Plaine Middle School be moved to a full remote learning situation, students and staff will continue virtual learning utilizing our Shortened Schedule listed below. Students will be required to learn or work independently either before or after scheduled classes on their coursework to earn their 6 hours and 20 minutes of educational activity.
- d. If we are in the High Community Risk levels then we will revert to a ½ day schedule as follows:
 - 8:00-8:57 Office Hours
 - 9:00-9:27 1st Hour
 - 9:30-9:57 2nd Hour

- 10:00-10:27 3rd Hour
 - 10:30-10:57 4th Hour
 - 10:57-11:57 Lunch
 - 12:00-12:27 5th Hour
 - 12:30-12:57 6th Hour
 - 1:00-1:27 7th Hour
 - 1:27-3:40 Office Hours
1. If you have a study hall you will meet with that teacher every day.
 2. If you are a student aid you will treat that as a study hall and check into your teacher's period that you are a student aid.
 3. We will not have late starts on Wednesdays, the above schedule is our schedule in the Moderate and High Community Risk Levels, Monday through Friday. ○
 4. Students may attend athletics/activities unless they are ill or have otherwise chosen virtual instruction for the semester. Athletics/activities will follow KSHSAA and Sumner County Health Department recommendations.
 5. SPED students are encouraged to meet in-person twice a week with their paraprofessional and SPED teacher based on the requirements of their IEPs. They will schedule one meeting with their SPED teacher and one with their paraprofessional per week. If that student is ill or uncomfortable with attending in-person, the student can meet this requirement virtually with authorization from administration and the IEP Manager and any changes in services due to remote or hybrid learning environments remain an IEP TEAM decision.

17. Medical Supplies

- a. The school will have on hand and maintain personal protective equipment.
- b. As a part of the classroom supplies list, students are asked to provide their own masks and have hand sanitizer with them if possible. Students will not be allowed to share any items.
- c. Students will use hand sanitizer at the beginning of every class period. School will provide one in every classroom.

18. Cleaning the classroom

- a. Teachers will utilize students to assist and wiping down equipment used in the classroom while encouraging the continued practice of healthy hygiene habits.
- b. The custodial staff has been trained on sanitization methods by the Sumner County Health Department and our cleaning chemical providers.

19. Communication

- a. If a student or employee tests positive for COVID-19, USD 357 will communicate to the health authority. In addition, USD 357 will send out a school email and text regarding the positive case and any temporary closures.
- b. USD 357 commits to maintain privacy and confidentiality for employee and student health information.
- c. If the situation warrants, USD 357 may consider implementing further actions to help minimize students' exposure, (i.e., increased social distancing). The school's goal is to maintain open status and as normal of a routine as possible. We will continue to evaluate plans for increasing continued education opportunities throughout the 2020-2021 school year.

