



East Fairmont Middle Fall 2020 Re-entry Plan



The following document contains information specific to the Fall 2020 school re-entry at East Fairmont Middle School and the details of this plan are subject to change as guidance from Marion County Board of Education, Marion County Health Department, West Virginia Department of Education, Governor Justice, and/or the CDC changes. It is vital for families and school staff to remain flexible during our current situation and remember that updates to plans could be vital. This plan has been developed with the goal of continuing to educate our students in the safest manner possible for the students and school staff.

SCHEDULES and EDUCATIONAL MODELS

Week of September 8th – 11th

This week is listed as a “soft” start to the school year. For this week only, blended students will attend school one day (the schedule for this is below). During the one day in school, students will be taught new procedures, review important policies, and focus on school expectations. While at home during this week, students need to review all documents received on their “in person” day with parents, fill out all paperwork given, and make sure they can access their digital resources they were introduced to. Full distance students will be contacted via phone by a grade level teacher who has been assigned as that student’s A/A teacher. The teacher will make sure that the student can access their online school accounts and go over arrangements for picking up other materials. They will also make sure the student knows how to contact them in case of difficulty with other aspects of the student’s schooling.

Tuesday, September 8th only 5th and 6th grade blended students whose last name starts with “A” – “L” attend in person.

Wednesday, September 9th only 5th and 6th grade blended students whose last name starts with “M” – “Z” attend in person.

Thursday, September 10th only 7th and 8th grade blended students whose last name starts with “A” – “L” attend in person.

Friday, September 11th only 7th and 8th grade blended students whose last name starts with “M” – “Z” attend in person.

Blended Learning In Person Schedule Starting September 14th

All blended learning students whose last name starts with “A” – “L” will attend school in person on Monday and Tuesday and participate in remote learning Wednesday, Thursday, and Friday. Students will receive their remote learning assignments on Tuesday while in school and those assignments will be due upon their return the following Monday unless otherwise instructed by their teacher.

All blended learning students whose last name starts with “M” – “Z” will attend school in person on Thursday and Friday and will participate in remote learning, Monday, Tuesday and Wednesday. Students will receive their remote learning assignments on Friday while in school and those assignments will be due upon their return the following Thursday unless otherwise instructed by their teacher.

Students are not to bring their own devices for use in the classrooms. Teachers will be utilizing their own materials in the classroom until our chromebooks arrive. Once chromebooks arrive, students will be expected to charge them at home each evening and then bring them to school with them each day they attend in person.

Students who are absent would need to check their google classroom account to receive assignments that were missed during their absence or contact the school to receive these assignments and those assignments will be expected upon the student’s return unless otherwise directed by the teacher.

Students will be expected to turn in assignments by the due dates. Failure to do so can result in grade deductions or zeroes depending on the individual teacher’s classroom management plan.

Distance Learning Schedule Starting September 14th

Distance students’ parents will receive an email from their child’s A/A (homeroom) teacher by 2:30 on Tuesday, September 8th at the email that they provided when registering for distance education. There will be a google form for the parents to fill out to start the discussion of how the school year will work for these learners. Please complete this as soon as possible. If the teacher does not

hear back from the parent, they will attempt to contact the family via phone by the end of the that week.

Distance assignments will be given a week at a time and made available for students by 2:30 pm on Wednesdays. Those assignments must be completed and submitted to their teachers by 12:00 pm the following Wednesday unless otherwise directed by the teacher. If students must drop off assignments, these assignments may be dropped off in the vestibule by the school office between 8 am and 12 pm on Wednesdays or from 2 to 2:30 Monday, Tuesday, Thursday, or Friday. When dropping off work, please make sure the student's full name and grade level, as well as the teacher's name is visible so it is assured to go to the right place.

Teachers will check messages from distance students daily. Please remember though that teachers will also have students in class with them most days, so it could take a teacher up to 48 hours to respond to a question depending on what time of day the question is sent. Teachers will provide instructional pieces in the form of pre-made videos, teacher made videos, powerpoint presentations, detailed notes, etc. as well as assignments to assess student learning of the concepts being presented. Students may work on these assignments throughout the week as their schedule allows but due dates will be enforced and students can receive grade deductions or a grade of a zero if assignments are not completed and submitted by due date. (Please see individual teacher classroom management plans for more details on these penalties.)

Teachers will also provide at least one opportunity per week for students to participate in a Teams meeting on Microsoft Office 365 if they are able to do so. These meetings are optional for students and cannot negatively impact a student's grade if they are unable to participate. The meetings will last approximately half an hour. Due to varying times teachers will be teaching in person, each teacher will inform students of the time of their distance learning Teams meeting on the assigned days. Teams meetings will be offered on the following days:

Monday – Math

Tuesday – Social Studies

Wednesday – Band, Choir, Algebra, Spanish, Art, Music, Library, Phys Ed, Health, and overflow for other subjects in case a teacher teaches more than one grade level

Thursday – Science

Friday – ELA

Some adjustments to this schedule might be needed if more than one grade level or subject is taught by a teacher. In this case, the teacher will communicate this to the students they are assigned.

SCHOOL OPERATIONS

Face coverings

A face covering such as a mask or a gaiter that properly covers a student's nose and mouth must be worn indoors at the school at all times except when a student is seated and eating lunch unless a medical condition which prevents this is documented with the school. Failure to do so will result in disciplinary action for insubordination. If a student refuses to comply with this safety precaution then the student could be required to participate in educational opportunities as a "distance" student.

Students may bring their own face coverings as long as the content contained on them meets school dress code of appropriate and acceptable. Marion County schools will also be offering laundered face masks as well. Students may receive a fresh laundered face mask upon their entry into our building the first day they attend each week. Once a student has received one mask, they will be required to return that mask before receiving a new one. We will do these exchanges as students enter the building on Mondays and Thursdays.

Morning Arrival

Students should arrive between 6:45 and 7:15. Parent drop-off will occur by parents coming up Alta Vista past our parking lot and then turning onto Mason Street. Students are to exit their parents' car along the sidewalk on Mason Street

with masks already on. Students are to walk single file down the new steps located on Mason Street. Students should maintain a six foot social distance while they are walking and waiting to enter the building. They are to wait at the bottom of the steps until told to proceed across the school driveway and into the side entrance at the school that is labeled door #2.

Students who wish to eat breakfast should report directly to the cafeteria to pick up their breakfast. Students will eat in the cafeteria by utilizing seats that are marked for usage. Our cafeteria will operate at $\frac{1}{4}$ capacity to help ensure social distancing by having students seated at every other seat and only one side of the table. Students must keep their masks on until seated and ready to eat. Once students have finished eating, they should put their masks back on and wait to be dismissed. Students will not dump their trays until instructed to do so by school staff. Students will dump their trays and then report directly to their first period without stopping at their lockers.

Students who do not wish to eat breakfast will report to the gym in the proper section for their grade. The gym will have seats marked that students may use. Every third seat on every other row will be utilized for seating. Students are to remain seated in their section with masks on while in the gym. We will begin dismissing from the gym between 7:05 and 7:10 and have students report directly to first period without first going to their lockers.

Teachers will allow students to go to their lockers to put away coats, backpacks, etc. and retrieve instructional material that the student may need for their classes.

Hallway Movement

Students are not to stop at lockers, bathrooms, the office, the nurse's office, the counselor's office, or other classrooms between classes. Students are to always walk single file and remain to the right. They must report directly from one class to their next one. If students need to visit one of these areas, they must first report to their class and receive permission from the teacher to do so. Teachers must call the appropriate office if students need to go to the main office, the counseling office, or the nurse to make sure that it is acceptable for the student to report to that area at that time.

Lunch

Students will walk quietly in a single file line to the lunch room with their face coverings still on. Cold lunch students will sit down in the designated area. Hot lunch students will line up in one of the two serving lines and maintain social distancing by standing quietly in line on one of the marked spaces and keeping their hands in front of them or beside of them. Students should use hand sanitizer before entering to pick up their tray. No food will be self-serve this year, there will only be one choice for the main entrée, and there will be no salad bar available. After picking up their tray, the student will exit the serving area, give the school employee on duty their name so the employee can record it, and then walk quietly to the next available seat as directed by the lunch duty teacher. Students will not be permitted to leave their seat in the cafeteria without raising their hand, getting permission, and re-covering their mouth and nose with their face covering. Once all students have been seated, a lunch duty teacher will tell students that it is ok to remove their mask and eat. Students should eat their lunch quietly. Once all students have had time to eat, staff will instruct students to reapply their mask and then will call a small group at a time to dump their trays. After dumping trays students will line up while observing social distancing to either return to class or go outside.

Bathroom

Students are not permitted to stop at the bathrooms between classes. They must report to class and then ask permission to go. Teachers will have a sign out procedure in place to keep track of students who are leaving class and where they are to be going. Students will not be given hall passes but are expected to report directly to the bathroom and then return to class.

Recess

Formal recess is only provided for fifth and sixth grade students. When weather permits, teachers will utilize various outside spaces where they can closely monitor students. Students may take a break from their masks while outside if social distancing is maintained. The teacher on duty will grant this permission. If social distancing is not able to be maintained, masks should remain on during this time. Students will not be permitted to play games such as tag or football at recess this year. If a child is unable to control their behavior and

maintain proper distancing the teacher will ask that child to stand or sit in a location away from others designated by the teacher. If this continues to be a problem, the teacher will submit a discipline referral to administration for further action.

Seventh and eighth grade may occasionally be permitted to go outside at the end of their lunch period for a short walk and talk session. Students may take a short break from their masks while outside if social distancing can be maintained. If social distancing cannot be maintained, students should continue wearing their masks during this activity. Any student who cannot adhere to this policy will be given a location to stand or sit until the activity concludes.

End of the Day Procedures

Eighth period teachers will have students begin packing up at 12:59 pm. Students will be called one bus at a time to help alleviate hallway congestion. Students are to walk from their classroom to the main hall and out the front doors by the office then down the sidewalk to their bus. Once the first round of buses has left the parking lot, walkers and pickups will be dismissed one grade level at a time starting with 8th grade first. Students will exit through the front doors and go up the steps. From there, students will be able to walk along the sidewalk along Mason Street and then Alta Vista where they can meet up with parents on either of those streets or walk home. Parents should not enter the school parking lot to wait on their children for dismissal. "Late" bus students will remain in their eighth period class until their bus arrives at which time, individual buses will be called. While waiting on their bus to be called, students may use this time for homework completion or silent reading time. The teacher may also choose to show educational videos during this time if the announcements are able to be heard over the video. Any student remaining at 1:45 will be dismissed to wait in the gym for their bus to arrive and will be supervised by administration and counselors.

Backpacks, Purses, etc.

Students may utilize a backpack to transport materials to and from school only. Backpacks will be left in student lockers throughout the instructional day. Females may carry a small purse or clutch to keep personal feminine products in as needed. These may not be a backpack style.

School Supplies

Students may carry a zipper style “trapper keeper” to hold various school supplies as well as keep paperwork organized if they choose. Students may also carry a small pencil box, pouch, or even a clear shoe box to hold items such as pencils, colored pencils or crayons, pencil sharpener, glue sticks, etc. in. Teachers will send home suggested supplies for each of their classes the first week of school. If your family is not able to supply these, please let the school know so that we can help the student get the needed supplies. On the other hand, donations are always welcome and will be dispersed to students who need them.

School Nurse

We have a full time LPN in our building to help address nursing concerns. Students who are not feeling well will need to notify their teacher who will make arrangements for the student to be seen by the nurse. Minor issues such as a blister, paper cut, or minor belly ache will be handled in the classroom.

Quarantine Room

Our school has established a quarantine room for students. Any student found to be showing any symptoms of COVID-19 will be taken to the quarantine room for assessment. School staff members will complete an evaluation of the student. If it is deemed a concern, a parent will be contacted to pick up the student immediately from school. School personnel will exhaust the approved contact list if the parent is unable to be reached. The student will remain in the quarantine room under staff supervision until the parent or approved pick up person arrives to pick them up. There is a bathroom in the room and the room is located next to Exit Door #2. Parents will be asked to meet staff at Exit Door #2 to sign their child out. The student will be sent out with directions on what needs to happen before he/she can return to school. Please be sure to list as many contacts as possible on your beginning of the year paperwork in case of an emergency and we need to get a hold of someone. Parents can even attach an extra paper with names and phone numbers of authorized contacts.

Sanitization Protocol

Teachers will be given supplies that can be used throughout the day to help sanitize within their classroom as needed. Custodians will be sanitizing high

traffic areas routinely throughout the day. These include stair railings, door handles, bathroom stalls, etc. Deep sanitization will occur every evening throughout the building as well as throughout the day on Wednesday. Hand sanitizer will be available in every classroom for use as well as numerous wall mounted stations throughout the building especially in high traffic areas. Frequent use of hand sanitizer will be promoted.

Water

Water fountains will be turned off. Students may bring a refillable water bottle from home and there will be refill stations available in the cafeteria area. Student water bottles need to be clear plastic. Students may carry these water bottles throughout the day but may be asked by the teacher to leave them under their desk during certain classes.

Attendance

Please see the “Marion County Student Attendance Guidance: Beyond Brick and Mortar Policy” for 2020-2021 school year. A copy of this will follow this document. If a student has to quarantine for whatever reason, they will temporarily be considered a distance student and will be required to communicate regularly with the teacher and complete assignments while under quarantine to be counted “present.” If a student misses school for non-covid related concerns, it will fall under the previous policy. Parents must submit a doctor’s note or a parent note upon the child’s return to school in order for the absence to count as an excused absence. These notes should be given to the student’s first period teacher. Students must make up all missed work. Students may request missed work from their teachers via the digital platform that teacher is using. Once work is provided, students will need to complete it and turn it in to receive credit. The teacher will inform the student of the due date for that assignment. A student may also request make-up work in person upon their return. Students will have a maximum of one week to complete work for an absence once it is received unless otherwise noted.

Grading Policies

Students will be held accountable for completing and turning in work regardless of which learning model they are participating in. Students who do not

complete work by the due date can receive a grade deduction or a zero in accordance with that teacher's classroom management plan. Teachers will record at least one grade per class per week.

First Day of In Person School

On the first day students are in the building, they will be greeted by school staff and directed where to go depending on whether they want to eat breakfast or not. Staff will then meet students in the gym and students will be called by their A/A (homeroom) group.

Students will spend the first two hours of this day with their A/A group. During this time, students will receive their schedules, planners, and all beginning of the year paperwork. Students will discuss policies and procedures with their A/A teacher. They will review expectations. Students will also participate in mini lessons on internet safety.

At the conclusion of this A/A time, students will be given the opportunity to visit each of the classes on their schedule for approximately 15 minutes. Teachers will use this short time, to introduce themselves and pass out important papers pertaining to their course as well as their classroom management plans.

Conclusion

It is vital for all staff, family members, and community members to remain positive during this stressful time. Students will feed off of whatever energy they perceive around them. Educational opportunities are essential for the growth and well-being of our youngsters. While this school year will look very different than any year in the history of American education, East Fairmont Middle's staff is prepared and ready to provide the best educational opportunities possible for our students while still striving to achieve the safest physical environment as well. Please encourage your student to follow the guidelines that are put in place at the school and remind them that these have been put into effect to help protect every member of our community.

Should you have questions regarding this plan, please email one of the school administrators.

Principal – Mrs. Debra Conover – dconover@k12.wv.us

Asst. Principal – Ms. Heather Snodgrass – hsnodgra@k12.wv.us

Asst. Principal – Mr. Jim Zaveski – jzaveski@k12.wv.us

Attachments

East Fairmont Middle School webpage - <https://www.marionboe.com/eastmiddle.html>

Marion County Schools webpage - <https://www.marionboe.com/>

Marion County Attendance Policy for 2020-2021 School Year –

Marion County Re-entry Video Library - https://www.marionboe.com/reentry_video.html

Marion County Re-entry Plan -

https://www.marionboe.com/uploads/1/1/8/0/118033202/mc_re-entry_plan_2020_8-28-2020_1.pdf

WVDE Re-entry Toolkit - <https://wvde.us/wp-content/uploads/2020/08/WV-School-Re-entry-Toolkit-082420-FORWEB-v10.pdf>