

# IN-PERSON LEARNING PLAN

## Covid-19 Regulations Milbank Middle School



### **2020-2021 School Year**

#### **General Description**

The health and safety of students and staff is a priority as we make decisions for the 2020-2021 school year. School settings and routines may look different this fall in order to promote social distancing and reduce exposure. Increased cleaning protocols, classroom arrangements, and safety equipment use will all be considered.

#### **MINIMIZING EXPOSURE**

##### **Face Coverings/PPE**

The use of face coverings and masks will be encouraged while in the school including the classroom and hallways. Face masks or coverings will be required when on a bus. Face masks will be strongly encouraged during some classes and situations more than others. An example is Science classes where tables are used, specific sections with higher student numbers, and more common passing times around the lunch hour and dismissal times. **Face Masks or coverings are going to be required while riding a school bus. We ask that each student has their own face mask or covering for when they need or want to use them.**

##### **LMS, Technology and Communication**

**The Middle School will use Google Classroom for their learning management system where students will be able to access their classes, announcements, and assignments.** The High School will continue to use Schoology. Should we need virtual meetings or class times, we will communicate with students and families using Zoom, Google Meet. Should we transition into distance or hybrid learning models, MS teachers will be using Zoom or Meet meetings to conduct live classes. A more detailed schedule and instructions for links will be covered and communicated during the first week of school.

### **Before and After School**

To reduce and attempt to avoid large gatherings and congregations before or after school students are asked to enter through the following doors and proceed to their first period classroom immediately and should leave the school building through the same doors or go to activities immediately following the school day. Parents are encouraged to provide their own transportation to and from school as much as possible this year if they are able.

Door 1: This will be used for bus riders to enter the building and report to locker and 1st period class.

Door 2: This will be used for students who are riding to school or being dropped off.

Door 3: This door will be used for students who are riding to school or dropped off.

**\*\*Students who enter the building before 7:45 AM must report immediately to the lunchroom. Students will be released to breakfast or their locker and 1st period class after 7:45 AM.**

### **Breakfast**

Breakfast will be available in the lunchroom starting at 7:30 for students that eat breakfast. No students will be allowed in the lunchroom after 7:45 if they do not eat breakfast. Students will eat breakfast at the tables following social distance guidelines as they are outlined in the lunchroom. Students will exit through designated exit doors nearest the bathrooms to report to their locker and 1st period class.

### **Lunch**

MS - all MS students will eat lunch in the lunchroom one grade level at a time. 8th grade students will be dismissed at 11:41 to report to the lunchroom and eat lunch. 8th Grade will use the high school hallway and enter the lunchroom through the west doors. The 7th Grade will exit for outdoor recess after being dismissed from class at 11:43. They will exit door #11 and will use the hallway heading east. At 11:55, 7th grade students will line up at door #11 to enter and proceed to the lunchroom using the west entrance. 8th Grade will be dismissed by table to exit outside at approximately 12:00. At 12:12, 8th students will line up and enter the building at door #11 and proceed down the hallway to their next class. 7th Grade students will exit the lunchroom at approximately 12:12 by table and use the east exit and enter the MS halls by the 6th grade classrooms to their locker and next class. At 12:14, 6th graders will be dismissed to the lunchroom using the east hallway to walk around to the west entrance if coming from Directed Study and the west HS hallways if coming from band or chorus. When eating, students will practice social distancing using the ample space and extra seating we will have. There will be no sharing of food or other materials in the lunchroom indefinitely.

- When entering the lunchroom, students will take seats at their tables, sitting with at least a space between each other and wait to be called up to enter their number and go through the line.

### **Lockers and Passing Times:**

Each student will be assigned a locker. We are going to limit the number of times students will need to go to their lockers this year in an effort to reduce the number of people in small areas that are uncontrolled and make maintaining social distancing protocols difficult. Lockers will be available prior to the beginning of the school day, before lunchtimes, at the beginning of the afternoon classes, and again at the end of the day. Students will be allowed and encouraged to bring their backpacks to class where they will be able to keep their needed class materials. Students must report directly from one class to the next. If and when a student must use the bathroom, they must check in with their next teacher and use our school-pass system. This will be done in an effort to reduce the number of students gathering in bathrooms and hallways.

### **Passing in hallways:**

Traffic flow- **Stay to the right.** Please do not make unnecessary stops and no running. Practice social distancing as much as possible. In every instance you are able to, try to maintain distance between people. We will use gradual releases as much as possible to reduce congestions.

### **Water Bottles:**

We are encouraging all students to bring water bottles to be filled at school this year. Students should use water bottles that can be filled using the automatic dispensers. **Traditional water fountains will not be in use during this school year.**

### **Hand Washing/Sanitizing**

Sanitizer and cleaning materials will be readily available throughout the building and in every classroom for regular use. Proper handwashing and usage of hand sanitizer will be used when students enter and exit classrooms.

### **Devices, books, and classroom materials:**

**Student devices, books, and classroom supplies will not be shared.** Devices and supplies will and should be sanitized at the end of the day and other times when possible.

All students will be assigned a Chromebook and charger on the first day of school. **This will be something that is expected to be brought to and from school each day and will need to be charged fully at the start of each day.**

**Attendance:**

Attendance will be taken at the beginning of each class period. As always, parents and guardians should contact the office to notify the school if their child is absent or needs to be excused from school for any reason. Please communicate with the school if your child is or will be absent with Covid-19 related symptoms.

**Parents/Visitors/Guests**

No parents, visitors, or guests will be permitted into the building before, during, or after the school day unless they are participating in a required meeting, IEP meeting, etc. Virtual meetings will be available upon request.

**Cleaning**

Classrooms, bathrooms, and common areas will be cleaned daily by Milbank School District custodial staff. Teaching staff and paraprofessionals will assist in cleaning frequently touched areas including handles, light switches, desks, tables, and other equipment.

**Screening**

A symptom screening process, including a temperature check, should be completed at home by parents and guardians before sending students to school. All staff will pre-screen at home each day before coming to school.

**Distance Learning or Hybrid Learning:**

If cases in the district or surrounding area dictate a transition to a period of distance learning the MS and HS will follow a Block Schedule where classes will be held online through our Learning Management Systems. The schedule will be:

Day 1:

Periods 1-4

Day 2:

Periods 5-8

Then repeat this on days 3 and 4 of a distance learning week with the 5th day being a work and check in with teachers day.

Specific time frames will be established and communicated once they are set. We will use our Learning Management Systems to allow students to participate in live classes virtually.

Attendance will be taken on these distance learning days and grading will follow our traditional grading system used during in-school sessions.