

North Boone Middle School Opening Plan Template

North Boone Middle School will be following the same daily schedule in terms of the order each class takes place for each student, regardless of whether students are learning In-Person, Remotely, or during School-Wide E-Learning. This will provide consistency for students and staff, as well as simplify the process of transitioning between each style of learning.

In-Person/Remote Instructional Template
E-Learning MS schedule 20-21

Components of School In-Person Open

General Guidelines:

- Use of air conditioning units and/or fans will be determined pending guidance from BCHD
- 4 Touchless sanitizing stations with wall mounted or podium-style dispensers: North, East, and South (main) entrances, also West end entrance typically used by staff only.
- Staff that are symptomatic (multiple symptoms with a fever) will be advised to go home and see a primary care doctor.
- Virtual open house and meet the teacher opportunity will take place prior to the start of school.
- Training videos for accessing Schoology and other online resources will be posted on the school website
- Building opens July 31st for staff
- All excess furnishings, materials, etc. will be removed and stored from classrooms in an effort to decrease cleaning time and provide optimal space for social distancing
- Considerations will be made for mask breaks throughout the day.
- Drinking fountains will not be available for use. Students will be allowed to bring their own water bottles.
- Bathrooms will be sanitized on a regular basis, and cleaning will be documented
- Passing time will be closely monitored by staff to ensure students do not congregate, and keep moving in the correct direction toward their next classes. Will work on staggered dismissals to decrease # of students in hallway

Classroom Procedures:

- Looking into if students will use hand sanitizer upon entering classrooms or wipe work areas with disinfectant wipes - awaiting BCHD guidance for student use & responsibilities
- Traffic patterns will be taped to floors in all classrooms
- Students will have assigned seats in every classroom and in the cafeteria
- No sharing of supplies, (pencils, calculators, etc.) Teachers can have a small supply of materials for students to use. Students are not expected to return supplies.
- Novels studies can be used if assigned to each student. After use, books "quarantined" for 72 hrs.

- Students will have all materials/supplies with them in the classroom: Backpacks, Computers, calculators, binder, notebooks, mechanical pencils.
- Students will not use hallway or gym lockers
- Students will be issued a Chromebook and charger to take home each night. Stress the importance of charging each night. Have an extra charger in the classroom for students.
- Taped off no-go area for teachers that students cannot enter. (Desk area? Teacher desk?)
- Possibly using plexi dividers for tables - Laura Funk will investigate
- 2 Students per table (at ends)
- Staff are encouraged to have classes outside (weather permitting.) Staff will need to take the emergency bag and let office staff know. Idea: School specific radios to be purchased for teachers to take outside.
- Teachers will train students in using Schoology in the event that we go to E-Learning
- Consumables will be given to students - ie. math WB, Literature WB

Library and Book Checkout

- Students will not come to the library as a class. Instead, they will use the online "card catalogue" to look for and select a book they'd like to checkout.
- Utilization of Google Sheet or Form to allow students to request books or,
- Students can log into their Destiny accounts and place a hold on a book they want to checkout.
- Students will only be allowed to check out 1 book at a time, limiting the time they are allowed to keep their book, at 3 weeks, but this can be adjusted if needed.
- *Exceptions to this may be made if a student needs a resource book for an assignment.
- Establish a bin to be used as a "Return Bin", for each reading class. Returned books will need to stay in the bin for a minimum of 72 hours before being recirculated.
- Students may ONLY return and checkout books once a week, on their designated library day.
- Returned books will likely need to be bagged and dated, even though they each have their designated bin to prevent overlaps happening, with books being returned.
- The librarian will be responsible for delivering books to the students in their classrooms, as well as collecting the books they are returning.
- The librarian will still be responsible for assisting with tech issues, however, she can collect the device in question from the classroom, if needed.

Paraprofessional Procedures:

- Paras will have set schedules (may be in the classroom, assisting with a google meet, pull out for testing, office support.)
- Paras will be responsible for sanitizing any area they use for small-group work/testing after use.
- Maintain social distancing as much as possible, wear masks, wash hands, use your best judgement.

Morning Procedures:

- All staff and students will be scanned as they enter. 4 scanners (Infrared scanners not the temporal ones. 8 volunteers needed - one to scan and one to escort any symptomatic children at each location)

- Staff that work in multiple buildings only need to be checked at the first building.
- Thermometer/temperature training for staff will be provided.
- Students with temperatures 100.0 degrees and above will be sent home.
- Students can exit the buses one bus at a time and be scanned as they enter the building.
- 8th grade students will be directed to enter through North entrance, 7th grade through East entrance.
- Staff that arrive early will limit their exposure to the building and will need to be temperature checked by the nurse or principal when they arrive.
- Temperatures will be logged by the nurse. Requirements/guidelines for self-certifying are being developed.
- Traffic pattern for drop off students will be established and posted- students will be temperature checked while still in their cars. Staff can park on the north side of the building to allow parents to loop around the South parking lot.
- Students dropped off will be directed to go immediately to their Homeroom classroom
- Attendance will not be taken until after the Homeroom class to allow for additional time it will take for temperature checks.

Nurse Procedures:

- Isolation room will be the small room (ISS) located in the main office. This room has a window that can be opened for fresh air, a door, and a large picture window to allow for student observation/monitoring. This room also provides necessary privacy/confidentiality.
- Additional triage area added for students sent to the Nurse/Office with health issues
- Nurses are getting trained on testing, so they could potentially test for COVID
- Additional nursing procedures pending IDPH and BCHD guidance

Hallway Procedures:

- Signage on floors to create traffic patterns and reminders for social distancing. Hallways will be lined to divide "traffic."
- No lockers for hallway or PE.
- U-turns in traffic patterns are allowed but students should follow the flow.
- No hall passes unless an emergency. Office notified when students get hallway passes
- Possible e-pass system for students.
- Hallway and bathroom monitors (school staff) will be assigned to enforce social distancing and health/safety precautions and procedures.
- Staggered dismissals may be utilized to lower # of students in hallway at one time

Lunch Procedures:

- Students will drop off their backpacks to their next class before they go to lunch.
- Purchase 4-5 picnic tables to offer option for a rotation of students to eat outside
- Students will be assigned lunch tables
- Plexiglass dividers will need to be purchased to divide students at tables
- Maximum of 4 students per table (every other seat empty)

- Doors will be open while students get lunches and closed once they have their lunch. This will create 2 separate eating areas with a capacity of 50 in each room. Room 18 will be used for overflow. This room has an adjoining door to the cafeteria.
- Students will sit first and then be dismissed to get their lunches, 2-3 tables at a time to decrease the number of students in the hallway. Hallway and serving line will have social distancing indicators on the floor.
- 3 monitors + principal
- Students who forget their lunch cards will no longer use keypad to type in ID - lunch staff will enter for students
- Plexiglass will be installed for the register and serving stations.
- Kitchen staff will preload trays to make the line more efficient and prevent students from touching multiple trays and/or food items.
- Dismiss by table to throw away trash, not allowed to leave seat unless dismissed
- 2 lunches - 7th and 8th grade
- No restroom breaks during lunch
- Kitchen, custodial, and monitoring staff will disinfect all tables and serving line after each lunch

Recess Procedures: (K-6)

- Weather permitting, students may be allowed to go outside either on the track or soccer field for a period of time at the end of the lunch period
- Social distancing will be enforced

Art/Music Procedures:

- Painting and Drawing will be taught 1st semester and 3D Concepts will be taught 2nd semester to decrease need for shared supplies until further development
- Possibly purchasing addition supplies/bins for students so there is less borrowing/sharing
- Students can have their own space to store art/supplies
- Masks are still required for band/choir
- Weather permitting, band will be conducted outside to allow for increased social distancing
- Floor markings in band/choir room where students will stand/sit
- Choir - Flipped classroom - teach the concepts in class - sing at home
- Choir - 8x11 freezer bags of materials students will bring with them
- Choir - go outside whenever possible

PE Procedures:

- No locker rooms - students will not be changing clothes
- Possible splitting of PE classes to have half of students in the gym for PE and half of students in a classroom for Health, switching students at the Semester. This will be determined based on the number of in-person students.
- Floor markings in the gym to mark where students will stand/sit for directions etc.
- Specific equipment usage guidelines TBD by CDC/BCHD - Laura Funk
- Students will have a classroom to leave backpacks/chromebooks that will need to be locked

Bathroom Procedures:

- Staff will use the restroom in the office or tech bathroom. There will be wipes in the restroom to disinfect before they leave.
- Students can use the restroom during passing periods. Bathrooms will be monitored and disinfected after student use.
- Students who become nauseous during class will be directed to take a trash receptacle from the classroom, and go directly to the office to see the nurse.

Office Procedures Student Late Arrival/Early Departure

- Additional para support will be provided for secretary to help check in late students
- Purchase plexiglass for office desk/reception counter
- Verification of parent identity will be done through the window and intercom. Parents will be advised to call ahead.
- Parents will be encouraged to make all payments - lunch, fines, etc. online
- Office furniture will be set up for social distancing, and the number of people in the office area will be limited
- Floor will be marked for social distancing while waiting for assistance from office staff

End of Day Procedures:

- Students will not be required to follow divided traffic patterns, as all students will exit classrooms and exit the building in the same direction
- Students picked up at the end of the day will exit the building at the South entrance. Students will be supervised by staff. Weather permitting, students will wait for their rides outside
- Traffic pattern for student pickup will be the same as in the morning -Teachers will escort classes out to promote one-way traffic, constant movement, and mask wearing
- Classes will be dismissed one at a time. Location of classes, number of students, supervision, and no need to stop at lockers will promote a consistent and timely flow of students exiting the building. Students will not be allowed to go in the opposite direction as an exit, or to stop and congregate.
- Additional supervision will be in place to ensure students quickly board buses, preventing unsafe student contact and congregating.

Daily Sanitization Schedule:

- Students will wipe down their work areas at the beginning of each class period
- Cafeteria tables and serving stations will be sanitized after each lunch
- Bathrooms will be sanitized after each student use
- Classrooms will be sanitized daily after staff vacate their classrooms
- Office and common staff areas will be sanitized after school hours

Other:

- Pending guidance: there will be no extra activities after school ie. clubs, study skills & homework help

Discipline

- No lunch detentions.
- Detentions can happen in the library after school
- Transportation will not be provided for students required to serve after school detentions
- Depending on availability, the ISS room will be utilized for suspensions. If the ISS room is unavailable, students will be in the Principal's office.
- Alternative classroom may be utilized for ISSs if supervision by staff or permanent sub is an option