

Parent IN-Class Handbook

Maconaquah Middle School

This document highlights some, but not all, of the social distancing and mitigation measures that will be implemented at the middle school level. We are hopeful that we will be able to relax some of these requirements and expectations as the school year progresses. We will rely on the guidance of the Miami County Health Department, the CDC, the Governor's office, and the DOE prior to making any changes.

School Schedule

School will commence on Monday, August 3rd. All students will attend five days a week and the normal school hours (8:30-3:15) will remain the same. We are still required by law to provide 180 days of instruction.

We will host a sixth grade/new student Open House on July 28 from 5 PM until 7 PM which will allow students to find their classrooms and become acclimated to the middle school building. To help promote social distancing, we ask that each family brings only their student and one adult. Due to the Covid-19 virus there will not be a group informational meeting during the open house but rather the teachers and administrators will pre-record a welcome and message answering frequently asked questions. A link to this recording will be sent to all sixth grade student emails on July 26.

The school calendar will be re-evaluated after the first nine weeks. Of course, COVID-related quarantines and/or closings may alter the school calendar without warning one time or multiple times this school year.

At this time, we do not plan to host intercession. The fall break will be a two-week break for all students.

Face Coverings

Face coverings will be required on the bus, in lunch lines, and during passing periods. When social distancing is not possible, the use of a face covering by staff and students may be required. Staff/students should have a face covering with them at all times.

Transportation

Bus drivers and students will be required to wear a face covering. Students will not be permitted to ride the bus without a face covering.

Assigned seats will be used at all times and siblings will be seated together.

Parents are encouraged to provide transportation for their children if possible to reduce the number of students who require transportation.

Buses will be sanitized after each route--after unloading at school in the AM and after the conclusion of the route in the PM.

During the School Day

Arrival and Dismissal

- Buses will have a staggered release in the mornings.
- Students will be expected to go to the cafeteria for breakfast or go to their first period class. Students will not stand in groups in the hallways.
- The student drop off/pick up will still be at the main office doors. To avoid traffic congestion, please do not linger in the drop off/pick up area. In the afternoons, please park in the west parking lot to wait for your student if the line is long and will interfere with bus traffic.
- During morning drop off, students will NOT be allowed to congregate in the front entry area. The front office doors will open at 8:15 AM and students will NOT be allowed to enter the building until that time. Students will be expected to move to the cafeteria for breakfast or to their first period class immediately upon entry.

Classroom Setup

- Student desks will be placed as far apart as possible, facing the same direction.
- If working in small groups with each other or with a teacher, students should be seated 6 feet apart unless face coverings are worn. Teachers will wear face coverings when working in close proximity to students.
- Students will be assigned seats in every class.

Classroom Materials

- Class sets of shared items may only be used if they are sanitized between each use.

Student Lockers

- Students will not be issued a student locker to begin the school year. Students should keep their belongings with them in their backpack.

Passing Periods

- Students will be expected to move from class to class without congregating in the hallways.
- Students will be expected to wear face coverings in the hallways during passing periods.

Cafeteria (Breakfast and Lunch)

- We will have additional tables and chairs in the back hall area to lower the number of students seated together.
- When standing in line in the cafeteria, students should wear face coverings.
- For breakfast, students will be expected to eat and then go straight to their first period class.
- During lunch, students will be seated in the cafeteria, commons, or courtyard (weather permitting). Students will not be allowed to stand in groups.

Band and Choir

- Due to the type of student activity taking place during band and choir, special precautions will be put in place to maintain social distancing.
- Band class will take place outside or in larger room to assist with spacing between students.
- If appropriate spacing is not possible in the choir room, then the class will take place in another open space within the building.

PE

- During the first 9 weeks, teachers will be taking students outside(weather permitting) to help promote social distancing
- PE equipment that is used communally(basketballs, bats, and etc) will be disinfected between classes.
- Students should have extra clothes, shoes and showering items available for use for this class.

Use of Restrooms

- Students will use the restrooms during their passing periods.
- Maintenance staff will be disinfecting these areas regularly during class time.

Water Fountains

- Water fountains will not be used at school.
- Students will be allowed to bring water bottles from home and water will be available to students at school.

Handwashing

Students should be familiar with the following key times necessary for hand-washing and/or hand-sanitizing:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

Visitors

- At this time, no visitors will be granted access to the building unless prior approval is granted by the principal.
- When possible, parents should remain outside when dropping off or picking up their student during the school day.
- Parent conferences, including case conferences, will be held via Google Meet or ZOOM.

Field Trips

- No field trips will be scheduled at this time.
- Virtual field trips will be encouraged.

Nursing Clinics

- We will utilize two separate nursing clinics. One will be utilized for daily, routine care such as injuries and administration of medication.
- A second clinic will be used for students who are exhibiting COVID-like symptoms. (See the **Student Illness** section below for more information.)

Cleaning and Sanitizing

Our custodial staff has always done an excellent job of keeping our buildings clean. We will simply be taking this up a notch and also involving other staff members in the cleaning and sanitizing expectations.

Restrooms

- Restrooms will be sanitized several times during the school day.
- All restrooms will also be sanitized using a multiple step process after school each day.

Classrooms

- Classrooms will be sanitized multiple times each day.
- Classrooms will also be sanitized using a multiple step process every day after school.

Materials

- Classroom materials that will be used by a different student each time or each day will be sanitized after use.

Nursing Clinics

- The nurse's offices will be sanitized multiple times daily as is our current practice.
- Beds, chairs, and blankets will not be shared by students and will be sanitized between each use. This is also our current practice.

Cafeteria

- Cafeteria tables will be sanitized between each lunch period.
- Trays that are used to carry food to and from the table will be sanitized using our industrial dishwasher after each use.

Student Illness and Injuries/Nurse's Room Visits

Students with COVID-like Symptoms

- Students exhibiting COVID-like symptoms will be sent to the guidance secretary with a pass and wearing a face covering.
- A staff member will meet with them and take them to a separate nurse's area located in conference room A until they can be seen by the nurse. If the nurse determines that the student needs to go home, then he/she will stay in this area until their ride arrives.

Students with Other Symptoms, Injuries, or Chronic Health Conditions

- Students exhibiting other symptoms, injuries, or have chronic health conditions will visit the nurse's office like normal.

COVID Exposure or Diagnosis

Please see Appendix A of the Maconaquah School Corporation Back to School Guidelines for additional information regarding exposure, diagnosis, and return to school protocols.

Remote Learning

- Students who choose the remote learning option will learn from home full time. Students must have access to reliable internet if this option is chosen.
- The school will provide instruction to these students in a more in-depth way than is typically done with eLearning.
- The platform we will use to deliver and receive content is Google Classroom. Each student should be familiar with how this system works as Maconaquah has used the Google Classroom platform with students for several years.
- Each week classroom teachers will post a minimum of three direct instruction videos (10-15 minutes) that are aligned to Indiana State Standards and the Maconaquah curriculum maps. The content taught in the remote setting will also align with what is being taught in the physical classroom. The recorded video option was chosen to allow students to view new or difficult to understand material multiple times.
- Teachers will dedicate 15 minutes of their daily conference period to answer student questions from the remote classrooms. This may be conducted through a Google Meet or via email depending on the type of questions. Teachers may also schedule additional times as needed.
- In addition to viewing direct instruction videos, students will be expected to complete practice assignments each week. The teacher will provide timely feedback as the student progresses through these assignments.
- Students will be required to complete formative and summative assessments. These assessments will be given in a timed format to help ensure the integrity of the test.
- Attendance is required and students must check in with their teachers each school day via email, phone, etc. in order to be counted as present each day. Attendance policy will be followed as outlined in each school's student/parent handbook.
- As the school year progresses, students who are excluded from school due to COVID exposure or diagnosis will join this remote learning cohort.

- Students on the remote learning option will be expected to maintain open communication with their teachers, attend all meetings, participate and interact during these meetings with their teachers, and participate in all local and state assessments as outlined by their school.

Final Thoughts

We encourage our families to ask questions if they have them and be active participants in their child's remote learning plan. We would also expect that you will be supportive and understanding as we work through this process with you. This is an unprecedented situation for public education. We will strive to provide a quality education for your student while keeping all students and staff safe.

Our team has referenced a quote as we have worked through this planning process over the past weeks--***Don't miss the good for the perfect.***

We know that our plan will not be **perfect**, but we hope that it will be **good**.

We look forward to a great 2020-2021 school year!

GO BRAVES!