



Howar Middle School
Fall 2020 - Return to School Planning Guide
On-Site, Hybrid, Remote - Models

The guidelines in this plan are accurate as of August 11, 2020, but may be subject to change. This plan was developed using COVID-19 Guidance and Information from the Iowa Department of Education, updated July 30, 2020.

Health & Safety Procedures:

- Masks are **STRONGLY ENCOURAGED** for students, faculty, and staff when unable to physical distance by more than six feet from the next closest person (passing periods, congregation, most classrooms, etc.). We wear protective face coverings to protect others. This is especially important for [people who are at higher risk](#) for severe illness from COVID-19.
- Coughing/sneezing in the arm will be taught and reinforced through posted visuals.
- Handwashing steps will be taught and reinforced through posted visuals.
- Students, faculty, and staff are asked to self-monitor temperatures and stay home if exhibiting [symptoms](#) of Covid-19.
- Face coverings will be **REQUIRED** on all buses.
- Drinking fountains are disabled. Please bring a water bottle which can be refilled at the water refilling stations.
- **Hand sanitizer will be provided and temperatures will be taken upon entering the building in the morning.** There will be an adult at each door who will assist in taking temperatures and providing hand sanitizer. Provided students are not ill, they will proceed directly to breakfast or the classroom while maintaining six feet distance. If a student is running a temperature, they will be escorted to the nurse's office for further examination.

In order to allow for physical distancing when entering the building, students will enter through assigned doors by grade level

- 6th grade students will enter through the two main doors by the office (# 1).
- 7th grade students will enter through the double doors by the stage (# 2).
- 8th grade students will enter through the Southeast hallway door, directly into the hallway (# 11).
- Exit procedures are the same as entering procedures with the following exceptions:
 - Only athletes will be allowed to enter the gym area after school for practice.
 - Students being picked up in the south (back) parking lot will exit through the doors before the gym entrance (#8).

CDC "Watch for" Symptoms:

Fever

According to the CDC and American Academy of Pediatrics, a fever is 100.4 F or greater.

Cough

Rash

Sore throat

Shortness of breath

- ❑ *Diarrhea*
- ❑ *Nausea or vomiting*
- ❑ *Fatigue*
- ❑ *Headache*
- ❑ *Muscle pain*
- ❑ *Lack of appetite*
- ❑ *Loss of taste or smell*

- Assigned seating will be strictly enforced in all classrooms and in the cafeteria as well as on the bus. Students will be seated where they can all face the same direction in order to help mitigate the spread of COVID 19.
- Students will be provided instruction on several mitigation measures including how to properly wear face coverings and on regular classroom disinfecting procedures.
- Cleaning will take place between class periods. Students may be expected to do some routine cleaning duties in their work areas.
- Hand sanitizer will be supplied to each classroom, and all will use it upon entry each period.
- **Building access will be limited to essential employees and students only**, therefore, parents and other visitors will not be able to enter the school.
 - If parents or guardians need to bring something to the school or drop off medication, they will need to push the bell at the door and wait to be assisted. We will also work with families when we need to have meetings for students' individual education programs (IEPs), 504 plans and individual health plans (IHPs).
- Signs will be posted throughout the school to help with traffic in the halls and physical distancing.
- Outside venues at the school will at times be utilized for class activities, whenever possible, to allow for more physical distancing.
- In the event of a positive COVID 19 test, the school will cooperate with the Appanoose County Health Department to make a "contact trace list" of all possible exposures to the positive case.

Morning and Transition Procedures:

- Students will enter through designated doors by grade level.
- Students should not bring food items to school other than packed lunches and personal water bottles. Sharing of food will be prohibited.
- Students eating breakfast at school will be allowed in the building at 7:45 am. All others will be allowed to enter at 7:50. Students will move directly to first period class and remain there until class begins. Students will not be permitted to linger in the hallways.
- Students will be discouraged from congregating outside before or after school and/or common areas.
- Unnecessary physical contact between individuals, such as handshakes, high fives, fist bumps, and hugs, will be discouraged.
- Breakfast will be served beginning at 7:45. Students who arrive later may be provided with a grab and go breakfast to be eaten in the first period with breakfast service ending at 8:00.

- Students will not be using hallway lockers or granted access to PE locker rooms. They will be expected to have all necessary materials in their backpack to start the day.
- Teachers will visually screen daily during advisory (and throughout the day) using [the CDC list of symptoms](#).
- Any students or staff exhibiting symptoms of COVID-19 will be directed to the nurse's office.
- Passing times will be staggered based on grade level. Students will be expected to follow all protocols developed for moving about the building.

Lunch Procedures:

- Lunch will be served in three lunch shifts (based on grade level).
- Students will be divided in the cafeteria or old gymnasium. Assigned seats will be enforced during lunch.
- Sharing of food will be prohibited.
- Tables will be cleaned and sanitized before and after each lunch shift.

Bus Procedures:

- Students will have assigned seats.
- Face coverings are **required** for all passengers on all buses.
- Afternoon release times will be staggered to allow for more physical distancing.
- Signage will be posted and students will be expected to follow all protocols.

Clubs and Activities:

- Clubs or school activities will follow protocols defined for regular school days.
- Performances and practice schedules could change with short notice.

**Howar Middle School
Fall 2020 - Return to School Planning
Safety Protocols for Hybrid Learning Model**

In the event we are not able to have 100% of our students attend in-person, we have developed a hybrid plan which would allow for 50% of students to attend school two days a week. All procedures and protocols for on-site learning will remain in place when on-site.

The following schedule and safety measures will be implemented:

- Half of each grade of students would be divided and assigned to either the "A Group" or "B Group" to determine which days they will attend.
 - **A Group:** On site Monday, Tuesday, and Remote Learning on Wednesday, Thursday and Friday
 - **B Group:** On site Thursday and Friday and Remote Learning on Monday, Tuesday and Wednesday

- Instruction will occur during all On-site and Remote Learning days and assigned work posted in Schoology.
- Teachers will be available for student contact during regularly scheduled office hours and through electronic correspondence.
- Technology resources will be provided as requested. The building office will work with our technology personnel to help students access the internet, should they not have it.

2020-2021 Hybrid Learning Schedule

<u>TIMES</u>	<u>A Group</u> <u>Day 1 & 2 (Monday/Tuesday)</u>	<u>B Group</u> <u>Day 4 & 5 (Thursday/Friday)</u>
7:40 - 7:55 AM	TEACHER PREP/COLLAB/REMOTE	TEACHER PREP/COLLAB/REMOTE
8:00 - 9:00	Period 1 (60 Minutes) Day 1- Advisory Social Emotional Learning	Period 1 (60 Minutes) Day 1- Advisory Social Emotional Learning
9:00 - 10:00	Period 2 (60 Minutes)	Period 2 (60 Minutes)
10:00 - 11:00	Period 3 (60 Minutes)	Period 3 (60 Minutes)
11:00 - 12:30 (LUNCH)	Period 4 (60 Minutes)	Period 4 (60 Minutes)
12:30 - 1:30 PM	Period 5 (60 Minutes)	Period 5 (60 Minutes)
1:30 - 2:30	Period 6 (60 Minutes) Day 2- Advisory Social Emotional Learning	Period 6 (60 Minutes) Day 2- Advisory Social Emotional Learning
2:30 - 3:40	TEACHER PREP/COLLAB/REMOTE	TEACHER PREP/COLLAB/REMOTE

Clubs and Activities:

- Any clubs or activities may be moved to online participation only.

Howar Middle School
 Fall 2020 - Return to School Planning
 Protocols for Remote Learning - Model

In the event that we are not able to have students attend in-person classes, we have developed a remote continuous learning plan. Attendance and grades will be maintained for all students.

2020-2021 Daily Remote Learning Schedule

<u>Expectations</u>	<u>MONDAY</u> A	<u>TUESDAY</u> B	<u>WEDNESDAY</u> Workday	<u>THURSDAY</u> A	<u>FRIDAY</u> B
*Flexible pacing for student submission & assessments.	Math	Language Arts	Teacher PD/Planning Students-SEL Remote Feedback	Math	Language Arts
*Teachers will hold daily office hours.	Science	Social Studies	Teacher PD/Planning Students-SEL Remote Feedback	Science	Social Studies
*Students are required to connect face to face during one Zoom session per class/week. Advisory/Grade level teachers will connect to schedule.	Specials-Physical Education Art Band TAG	Specials-Technology Music Life Skills	Teacher PD/Planning Students-SEL Remote Feedback	Specials-Physical Education Art Band TAG	Specials-Technology Music Life Skills

Structure:

- All students will be issued a Chromebook for school & home use. (1:1 Chromebooks)
 - Tech support - if students have trouble accessing their grade electronically or other technical issues, they can email my teacher for assistance.
 - Maintenance and virtual supervision of the devices will be ongoing - GoGuardian
- Schoology, our Learning Management System, will be used by all teachers and students.
- Teachers will be facilitating the remote learning from their classrooms at HMS during regular school hours.
- Teachers will hold office hours each day to answer questions, support learning sessions, and provide students with additional help that they might need.

- Teachers provide direct instruction virtually through remote learning as well as:
 - Flipped learning
 - Robust discussions
 - Collaborative work
 - Video and audio clips
 - Hands-on exercises
 - Chunk content into smaller pieces
 - Individual work time
- Staff will monitor student engagement and communicate/follow-up with families and maintain accurate attendance and communication.
- Teachers are expected to have developed plans for the week by Monday and will post assignments throughout the week in Schoology. Reasonable timeframes for work completion are expected and specific feedback towards standards will be given.
- Deadlines will be created with “windows of time” instead of specific due dates for some assignments.
- Students will be provided training or instruction over how to use any necessary video conferencing programs, e.g., Google Meet and Zoom.

Student Accessibility:

- Student access to remote learning and internet service will be assessed within the first days of on-site school.
- Students will be provided with a checklist (see below) for required skills, which will be covered in the student’s advisory and reviewed to ensure knowledge.
- Students and families will be made aware of how they may gain access to internet service should they not currently have it.
- Each student will have a Chromebook issued to them and the School District will help families without the internet gain access to it.

Student Responsibility & Parent Communication:

- On or before September 4th, the classroom teacher will have reviewed the student skills form (below) with their advisory..
- Students and parents will be asked to review the student skills form agreeing to be responsible for their own participation and success. [HMS Student Skills Form 2020-21](#)
- Parents will be notified of the expectations set for their students.
- Parents will be encouraged to accept the invitation to Schoology.
- Students will be expected to follow the daily work schedule for each class. (see above schedule).

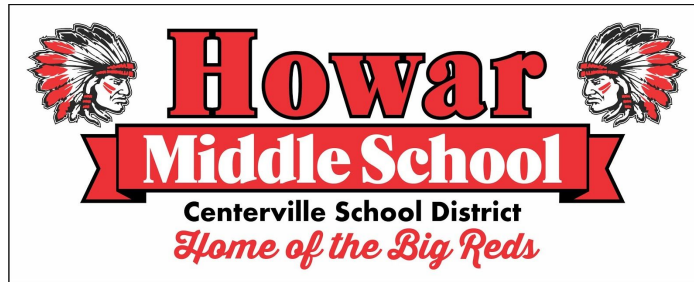
Teacher Responsibility:

- Teachers will hold regularly scheduled office hours each day to answer questions, support learning sessions, and provide students with feedback and additional help if needed.
- If a teacher is unavailable due to illness or extenuating circumstances, an announcement will be posted via Schoology.

- PowerSchool and/or feedback will be updated weekly.

Clubs and Activities:

All clubs or activities will be moved to online participation only.



Student Skills Form

[Electronic Form- click here!](#) (available after 8/26/20)

Directions: Please initial for each skill attained and sign at the bottom of the form.

- _____ I know the procedure for entering and exiting the building.
- _____ I know my school Gmail username and password.
- _____ I can check, compose and send email using my school account.
- _____ I can access and use Schoology and PowerSchool.
- _____ I know how to teleconference using Zoom (including turning on camera).
- _____ I know how to use Google Drive.
- _____ I know the school's phone number (641-856-0760).
- _____ I know that if I have trouble accessing my grade electronically or other technical issues, I can email my teacher for assistance.
- _____ I am responsible for my own academic participation and success.
- _____ I know that if I am absent or unavailable, my parent/guardian should contact my school office.

Student Name (printed) _____

Student Signature _____

Parent/Guardian Signature: _____

**PLEASE SIGN AND RETURN THIS FORM TO YOUR
ADVISORY TEACHER BY *SEPTEMBER 4TH*.**