



Medway Middle School

Framework for Returning to Classroom Instruction 2020-2021



The following Framework for Returning to Classroom Instruction is based on the guidelines set forth by the Maine Department of Education (DOE) and Maine Center for Disease Control (CDC).

Points of Interest

- We will return to a traditional school day, 5 days per week.
- Students will resume school in-person on September 1st.
- Staff will return in-person on August 30th.
- All students and drivers will be required to mask for the duration of the bus run.
- All students and staff will be required to mask in the school building. Mask breaks will be built into the student day.
- All students are encouraged to bring a refillable water bottle to school each day. Fountains will be used for bottle filling only.
- All students are encouraged to supply their own face covering. Students who are not able to, forget their face covering, or have a face covering that has become wet or soiled will be provided a disposable mask.
- Visitors during the school day will be with prior approval of building administration.
- Hand washing and social distancing will continue to be prioritized.
- Hand sanitizer and sanitizing wipes will be available to all students and staff at all times.
- When a positive case is confirmed the school nurse and building administrator will be responsible for determining the quarantine of students and staff in accordance with the Maine DOE and Maine CDC.
- Pool testing will be implemented.

Framework for Returning to Classroom Instruction

Part I - Physical Health and Safety Considerations

Part II - Social, Emotional, Behavioral, and Mental Health Considerations

Part III - Academic Programs and Student Learning Considerations

Part IV - Common Expectations for Hybrid and Remote Learning Models

Part V - Additional Considerations

Part I - Physical Health and Safety Considerations

Determining when it is safe to return to school:

- I. We will closely monitor the Department of Health and Human Services (DHHS) and CDC three-tiered categorization system when making determinations on how to proceed with student learning.
 - A. We do not currently have the room to meet the DHHS/CDC requirements pertaining to social distancing. Until these restrictions are loosened, we will operate in a hybrid model, even if/when our categorization is “green.”
- II. School capacity for implementing health and safety requirements
 - A. Symptom Screening Before Coming to School
 - 1. Students (caregivers/parents) and staff members must conduct self-checks for symptoms prior to boarding busses or entering the school building each day. Information will be provided to families and staff with clear directions for completing the check each day.
 - a) Do you feel sick with any symptoms consistent with COVID-19?
 - b) Have you been around anyone who is unwell?
 - c) Have you been in close contact with a person who has COVID-19?
 - d) Within the past 24 hours, have you had a fever (100.4 or above) or used any fever reducing medicine?
 - e) If the answer is yes to any of the questions, stay home.
 - 2. Any person showing symptoms must report their symptoms and may not be present at school.
- III. Physical Distancing and Facilities
 - A. All classrooms will socially distance to the greatest extent possible given the space available in classrooms.
 - B. Clear dividers will be placed at each student seat.
 - C. 6 feet of space will be required during breakfast and lunch, as students will be unable to wear their masks.
 - D. The gymnasium and cafeteria will be utilized to maximize socially distanced eating.
 - E. A “medical isolation room” will be designated in the medical office off the cafeteria. Students/staff who exhibit symptoms will remain there until they can be picked up.
 - F. Box fans will be provided for each classroom to increase ventilation. Fans will blow air out of the room through the window. Classroom doors will be left open to increase the flow of air. The building is also outfitted with an air exchange system which circulates air out of rooms and brings in fresh air from outside.

- G. Visitors in the building will be at the discretion of the building principal.
- IV. Masks/Face Coverings
 - A. Adults, including educators and staff, are required to wear a mask/face covering.
 - B. All students are required to wear a mask/face covering that covers their nose and mouth.
 - C. All students and staff are strongly encouraged to provide their own fabric face masks. Finding something each individual is comfortable with will be incredibly important.
 - D. Masks/face coverings must be worn by all students on the bus for the duration of the trip.
 - E. Fabric face masks are to be laundered after each wearing.
 - F. Face shields may be an alternative for those students with medical, behavioral, or other challenges who are unable to wear mask/face coverings. The same applies to staff with medical or health reasons for being unable to wear face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.
- V. Hand Hygiene
 - A. All students and staff will receive training in proper hand hygiene and other COVID-related guidelines in the week we return to school.
 - B. All students and staff must wash hands or use hand sanitizer upon entering the school, before and after eating, before putting on or removing face coverings, after using the restroom, and before and after using shared equipment.
- VI. Personal Protective Equipment
 - A. Additional safety precautions are required for the school nurse and/or any staff supporting students in close proximity, when distance is not possible, or when students require physical assistance. At minimum eye protections (e.g., a face shield or goggles) and a mask/face covering must be worn.
- VII. Return to School after Illness
 - A. Sick staff members and students must use home isolation until they meet criteria for returning to school.
- VIII. Responding to a Positive Case of COVID-19
 - A. An isolation area has been established in the health office off the cafeteria.
 - B. Parents are responsible for transporting their student home in the event they exhibit symptoms.

- C. Areas used by a person exhibiting symptoms will be closed and disinfected before they are used again.
- D. A person diagnosed may not return to school until they have met all CDC criteria to discontinue home isolation.
- E. Those who had close contact with a diagnosed person will be informed to stay home, based on vaccination status, and self-monitor for symptoms and follow CDC guidance if symptoms develop. If a person does not have symptoms, they must still follow appropriate CDC guidance for home isolation.
- F. Health officials, staff, and families will immediately be notified of a positive case while maintaining confidentiality and other applicable federal and state privacy laws.

Part II - Social, Emotional, Behavioral, Mental Health

- I. Prior to re-entry:
 - A. Form a team for re-entry including teachers, guidance personnel, and school nurse.
 - B. Communicate reopening plans to staff to gather feedback.
 - C. Communicate reopening plans to the community and families for feedback.
- II. Structuring Re-entry to Support the Unique Needs of your School Community:
 - A. Frequent check-ins with students will be performed by the student support coordinator to promote mindfulness and well-being.
 - B. Frequent check-ins with staff will be performed by school administration to promote mindfulness and well being.
- III. Ongoing:
 - A. Staff is encouraged to be vigilant with respect to student and staff mental health; professional development will be provided to staff to increase the awareness of signs of anxiety and depression.
 - B. Staff concerns should be reported to school administration to facilitate support.

Part III - Academic Programs and Student Learning

- I. Professional Development
 - A. We will continue our relationship with our Thoughtful Education consultant in our planning process.
 - B. The planning team will continue to meet to create more elaborate plans for a transition to fully remote learning in the event of another school closure.

II. Groupings, Courses, and Units

- A. Each grade level will be split into two homerooms.
- B. Family members in the same grade level will be kept in the same homeroom unless requested otherwise by the parents.
- C. Teachers are encouraged to utilize project-based, interdisciplinary learning activities.
- D. Skills and practice necessary for successful remote learning will be built into the in-person learning students receive.
- E. We will plan to ensure students have equitable access to learning regardless of which learning model we are part of.

III. Formative Assessment

- A. Formal assessment will be used thoughtfully and efficiently to ensure we have the necessary data, being mindful of students and family capacity and reducing unnecessary stress.
- B. Expectations will remain high for students. Students will be given scaffolded opportunities to reach or exceed grade-level goals.

IV. Additional Learning Needs

- A. Recovery learning will be provided throughout the school year to compensate for students who developed gaps during remote learning in the spring of 2020.

V. Students with Disabilities

- A. Each student with an IEP or 504 will have their plan reviewed by a team consisting of classroom teachers, special education teachers, and the special education director prior to the student start of the year. The review will result in a plan to best meet the individual needs of that student.

Part IV - Common Expectations for Hybrid and Remote Learning Models

- I. Students who do not have internet access will be provided a device with internet access in the event we have to go fully remote.
- II. Students are expected to attend both in-person and remote classes. Attendance will be taken each day, and will be reported to the DOE as it is in a normal year.
- III. There is no optional remote learning this year.

Part V - Additional Considerations

- I. Child Nutrition Programs
 - A. All CDC standards for food service will be met.
 - B. Lunch will be socially distanced at a space of 6 feet. The lunch period will be immediately followed by a movement break, preferably outside.

- C. Breakfast will be eaten in the cafeteria.
- D. Items that have previously been self-service (salad bar, condiments, etc.) will be served by school personnel.
- II. School Health Office
 - A. Students who are determined to be exhibiting symptoms associated with COVID-19 will be taken to our designated isolation room off the cafeteria until they can be picked up.
 - B. Parents are responsible for picking up students exhibiting symptoms as soon as possible.
 - C. If a student uses a nebulizer, families should contact their health care provider to discuss switching to a metered dose inhaler for school situations.
- III. Transportation
 - A. Students and adults are required to wear a mask/face covering for the duration of each trip.
 - B. Students will have assigned seating on the bus.
 - C. Students who do not comply with distancing or mask wearing on the bus will be suspended from bus transportation. Parents will be responsible for student transport.
 - 1. First act of noncompliance: 1 week removal from the bus
 - 2. Second act of noncompliance: 2 weeks removal from the bus
 - 3. Third act of noncompliance: Removal from bus until CDC guidelines are lifted.