



# ***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 hybrid model of learning based on our ability to social distance students within the school building.
- Students will resume school in person on September 28th.
- Staff will return in person on September 2nd.
- 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 will be provided with a pencil box to keep their supplies separate from others. The pencil box will be outfitted with a ruler, glue stick, pencils, and eraser.
- 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.

### **Hybrid Learning**

- One half of each grade level (Cohort A) will attend in-person learning on Mondays and Tuesdays, the other half of each grade level (Cohort B) will attend in-person learning on Thursdays and Fridays. Arrival and dismissal times will remain the same (7:20-7:40 a.m. and 2:05 p.m.). All students will receive four days of instruction and a fifth day of academic support.
- Class sizes will remain between 5-9 students per room.
- All classes will be live streamed via Zoom, and students will be required to attend their live classes on their remote learning days.
- No whole group instruction will take place on Wednesdays. Teachers and ed techs will be present at Medway Middle School and hold academic office hours on that day to provide support to students. They will also use this time to plan and grade.
- Deep disinfecting will take place on Wednesdays and Friday afternoons when students are not in the building.

- Students will remain in the same classroom each day to discourage cross-contamination. Teachers will move from room to room based on the schedule.
- Regular mask breaks and movement/brain breaks will be scheduled throughout the day.
- Families who are not comfortable with in-person learning may opt for their child to attend the four days of instruction totally remotely. Parents are asked to inform Medway Middle School of their plan to remain remote not later than September 23, 2020.
- Families can reevaluate their decision to remain fully remote at progress reports (Oct. 16, Jan. 22, and April 16) and trimester end (Nov. 24 and March 5).
- Due to the extension of the summer food program waiver, all students and children under 18 are eligible for a free lunch and breakfast. Cohort A will receive 2 meals a day at school on Mondays and Tuesdays. On Tuesdays they will be given 3 breakfasts and 3 lunches for the remainder of the school week. Cohort B will receive 2 meals a day at school on Thursdays and Fridays and will be given 3 breakfasts and 3 lunches on Friday afternoon for the days they are remote the following week. Students who are fully remote can pick up 5 breakfasts and 5 lunches on Tuesdays. A time will be announced.

## **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.
  3. Students and staff will be checked upon arrival with a temporal thermometer. Students with a fever above 100.4 will be moved to a separate designated location within the school until they are able to be picked up. Staff members will leave immediately. Persons experiencing only a fever and no other symptoms may return to school after being fever free without fever reducing medication for 24 hours.

### III. Physical Distancing and Facilities

- A. Adults must maintain 6 feet of distance from others to the extent possible. Students must maintain 3-6 feet of distance from each other when all other safety requirements are being met.
- B. 6 feet of space will be required during breakfast and lunch, as students will be unable to wear their masks.
- C. Seating/desks will be turned to face the same direction and placed to meet the standard of students maintaining 3-6 feet of physical distance from one another.
- D. Students will eat in their classrooms or outside when the weather is appropriate.
- 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 and reduce touching by multiple people. The building is also outfitted with an air exchange system which circulates air out of rooms and brings in fresh air from outside.

- G. Area rugs are to be removed from classrooms. Items that are difficult to clean daily will be removed from classrooms.
  - H. High touch areas (door knobs, desk tops, etc.) will be disinfected multiple times throughout the day.
  - I. Visitors in the building will be restricted. Parents/guardians will not be permitted beyond the front door.
- 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.
  - G. Students refusing to wear a mask or face covering or refusing to consistently wear a mask or face covering appropriately will be removed from in-person learning and expected to fully participate in remote learning.
- 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, before and after using shared equipment, and upon entering and exiting the school bus.
- 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.

- B. Classrooms or areas used by an individual diagnosed with COVID-19 must be closed off until thoroughly cleaned and sanitized.
- 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 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.
    - 1. A Zoom meeting will be held to explain the plan and gather feedback.
    - 2. A Facebook Live session will be held to explain the plan and gather 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 guidance counselor 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. Staff is encouraged to access free webinars and live sessions from the Maine DOE.
  - B. We will continue our relationship with our Thoughtful Education consultant in our planning process.
  - C. Staff will be given 5 additional professional days prior to the student start date to plan and prepare for both hybrid and remote options.
  - D. The planning team will continue to meet to create more elaborate plans for fully remote learning and the 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 cohorts (Cohort A: Monday, Tuesday in-person learning; Cohort B: Thursday, Friday in-person learning). Each cohort will be split into two homerooms.
  - B. Family members across grade levels will be kept in the same cohort 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 while operating in the hybrid model.
  - E. A needs assessment will be completed for each student including access to technology, an adequate home learning space, and basic needs such as nutrition to gauge their abilities and needs to access remote learning.
  - F. 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.
- B. Two staff members will be hired to provide after-school support in addition to our current after school program. Students can self-refer for help. Students may also be referred for recovery learning by a teacher or staff member who believes it is necessary.

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. Our goal is to have all students return to school for in-person learning. Our space constraints at MMS do not currently allow for our total population to return at the same time and still meet the requirements of the Maine DOE and CDC for reopening. We will operate in a hybrid model until those restrictions are lessened.
- II. Each grade level will be broken into two cohorts. Cohort A will attend for in-person learning on Mondays and Tuesdays and attend live streamed classes from their remote location on Thursdays and Fridays. Cohort B will attend in-person learning on Thursdays and Fridays and attend live streamed classes from their remote location on Mondays and Tuesdays. All students will have remote access to their teachers and ed techs on Wednesdays for academic support. All students will receive four days of instruction and a fifth day of academic support. Students participating remotely will receive the same lesson as students attending in-person.
- III. Students who do not have internet access will be provided a device with internet access.
- IV. 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.
- V. Families who are not comfortable with returning to in-person learning at this point will access their education totally remotely. Students will be required to log into their live streamed classes on Monday, Tuesday, Thursday, and Friday.

## **Part V - Additional Considerations**

- I. Child Nutrition Programs
  - A. All CDC standards for food service will be met.
  - B. When possible, students will eat lunch outside. When not possible, students will eat in their classrooms. The lunch period will be immediately followed by a movement break, preferably outside.
  - C. Breakfast will be eaten in classrooms.
  - D. Items that have previously been self-service (salad bar, condiments, etc.) will be served by school personnel.
  - E. Students in Cohort A who wish to receive lunches will receive 3 lunches and 3 breakfasts on Tuesday prior to dismissal. Students in Cohort B will receive 3 lunches and 3 breakfasts on Friday before dismissal. Lunch counts for remote days will be taken on Monday and Thursday respectively.
- II. School Health Office
  - A. Markings outside of the school health office will guide students to wait 6 feet apart if a que forms.
  - B. 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.
  - C. Parents are responsible for picking up students exhibiting symptoms as soon as possible.
  - D. 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. School busses will be disinfected between each use.
  - B. Students and adults are required to wear a mask/face covering for the duration of each trip.
  - C. 24 students will be permitted on a bus at one time.
  - D. Students will sit one person to a seat and sit against the window. Siblings living in the same household may sit together.
  - E. Students will have assigned seating on the bus.
  - F. 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