

Rundlett Middle School
Transition to Hybrid Plan
October 2020



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Transition to Hybrid Plan

2020 has brought some new challenges to education and has forced us to adapt in ways we never thought possible. This document outlines what our day will look like as we transition to our hybrid model. We have to keep in mind that we may have to pivot back to our fully remote model and may also be able to return to our full in-school model

Our Guiding Principles

These are challenging times for every member of our school community.

Our district has adopted the following guiding principles for our return to school:

1. Ensure health, well-being and safety of students and staff
2. Support students' attainment of grade and course competencies
3. Create positive school communities that foster social/emotional growth
4. Support the needs of our vulnerable populations
5. Ensure equity for students across schools
6. Provide clear and ongoing communication to all stakeholders
7. Provide supports/resources for staff success
8. Ensure operational and fiscal feasibility

This RMS-specific document has been prepared using a variety of resources that include:

- SAU 8 2020-2021 Reopening Safety Guidelines and Protocols
- The American Academy of Pediatrics
- Ed.Week - Series of 8 Installments
- State of NH - Guidance from Governor, DHHS, NHDOE
- State of Massachusetts Initial Fall Reopening Guidance
- State of North Carolina Interim Guidance
- Back to School Rhode Island Guidance
- State of California School Guidance

Our planning for our transition to hybrid has been created with careful consideration. If the time should come for us to pivot back to fully remote learning, we should be able to do so with minimal disruption to students with regard to their teachers and their schedule.

In addition, we recognize the social-emotional needs of our students and have built in extra supports, such as a daily advisory, to address those needs.

OPERATIONS

General Health Protocols

Masks will be worn by all people (staff and students) at all times (except when eating lunch or when a staff member is alone in their room/office). Mask breaks for students will be offered twice per day, probably lunch and recess.

Acceptable Masks

Ideally, cloth (two layer) or disposable masks should be worn by all students and staff. This provides "source protection", which means that the mask wearer's respiratory droplets (spittle) will be caught by the mask and not land on others or surfaces.

Single layer "buffs" or "gaiters" are not considered a cloth mask for purposes of "source protection".

Masks with filter valves are made for industrial purposes: to protect the wearer from inhaling dust particles etc. The valve does not prevent your germs from exiting the mask, which is why they seem more comfortable to wear. These are not considered appropriate for the mask requirement.

When the students or staff are eating or on a mask break the mask should be folded and placed in a labeled bag. There are brown paper bags in the health office for this purpose.

All staff will screen each morning by [assessing their own health](#) and taking their temperature. There are iPads and thermometers available for staff screening in the main entrance. There are additional iPads and thermometers for custodial and kitchen staff in their areas. A spreadsheet is kept for contact tracing purposes.

Special Education staff will be provided additional PPE as warranted by student need. Training will be provided on the proper use of PPE.

Parents will be expected to [assess their child's health](#) each morning.

All students will be [screened](#) daily by staff upon arrival. Any students exhibiting symptoms of COVID-19, will immediately be sent to our isolation area.

A COVID-19 waiting area is located in the nurse's office. Any students exhibiting symptoms of COVID-19 (either at morning screening or at any time throughout the day) will go to this area. The school nurse will follow the district protocol.

RMS will follow the established protocol when any staff or student has tested positive for COVID-19.

Hand sanitizer will be available in all classrooms and also and throughout the building, including the cafeteria and hallways.

Teachers will be provided masks, spray sanitizer and specialized wipes in each classroom.

PPE - cloth masks, face shields and gloves will be provided for sanitizing

Do not share supplies (adults and students) unless they are disinfected.

Custodial staff will clean bathrooms, door handles, surfaces throughout the day.

Assigned seating in all classrooms/areas.

Online classroom sign-out sheets will be used whenever students leave the classroom.

Passes will be used by all students.

No visitors will be allowed in the building.

If we reach a point where visitors are allowed in to pick up students:

A 30-day log of all visitors is required, and must document the date, contact phone number, and arrival/departure times. It is recommended that the same adult drop off and pick up the child each day.

All parent meetings will be held virtually.

Meetings with staff will only be held in areas that allow for social distancing.

Water fountains will not be available. However, contactless water filling stations are allowed. We have two at RMS. We will encourage students to bring water bottles.

School Nurses & Health Office

School nurses have the extensive PPE necessary to their jobs.

A COVID-19 waiting area is located in the nurse's office. Any students exhibiting symptoms of COVID-19 will wait in this area until they are picked up.

If a staff or student become ill and are suspected of having COVID-19 established CSD protocol will be followed.

Cleaning Protocols

Custodial staff will clean and disinfect according to established district protocols This includes frequent bathroom cleaning, wiping handrails, etc.

LOGISTICS

General Facilities (Building Use)

No after school activities.
Main Office is limited to main office employees. <ul style="list-style-type: none">• No social lingering.• No photocopying.• Respect the plexiglass barriers.• If you need a student file, email your grade level/special ed. admin assistant to request the file.
Morning Arrival - Staff supervision will be incredibly important. <ul style="list-style-type: none">• Gr. 6 100 wing enters via the 100 wing entrance• Gr. 6 200 wing enters via main office wing doors• Gr. 7 enters via the gym entrance• Gr. 8 enters via the nurse's office entrance
Morning Screenings <ul style="list-style-type: none">• Temperature checks upon entry• Verbal Screening upon entry• Online screening upon entering classroom
Hallways will be one way where necessary.
Specific bathrooms will be assigned to specific grade level teams/clusters.
Signage is posted for the main office, nurses office, hallways (one way, social distancing reminders, wear masks, etc).
Bus dismissal lines are repainted with lines for social distancing.
Staff room will be limited to no more than six staff. Staff must socially distance and then clean their area after use.
Emergency Drills <ul style="list-style-type: none">• Will be practiced as usual.• Social distancing will be practiced at all times.• Masks will be worn at all times.• Lock down drills will be held, but students will not go to their designated Blue Duke areas (teachers will discuss what would happen in the event of an actual lockdown).
Afternoon Departure - Four-Tiered Dismissal <ul style="list-style-type: none">• Grade 6 exit via via the 100 wing doors• Grade 7 exit via nurse's office doors

- Grade 8 exit via main office doors

Teachers will have to monitor students closely during our four tiered dismissal The following groups will be dismissed in this order:

1. Walkers/Bicycle riders
2. Car Riders Dismissed
3. Tier 1 Bus Riders
4. Tier 2 Bus Riders
5. Sports

Classrooms

Socially Distanced Seating - 6 Feet at all times

No more than 12 per people per Classroom

Masks are worn at all times. Mask breaks will be scheduled. If any student refuses to wear a mask, call an administrator immediately.

[Assigned Seating at all times](#); seating is the same for each child for each day they attend school. *Teachers will designate and mark seats and keep a seating chart for contact tracing purposes.*

Students will use hand sanitizer upon entering the classroom *each time* they enter.

Students will be seated facing the same direction

Backpacks will be stored beneath each student desk or table.

Designated traffic patterns for:

- Entering/exiting the classroom
- Moving within the classroom
- Changing classes(using doors between classrooms as well as hallway doors)

Routine sanitizing of desk surfaces, door knobs, etc. when there is a change of class.

NO LOCKERS WILL BE USED

If possible teachers will switch rooms rather than students.

Keep windows open as much as possible throughout the day.

Each student will have their own individual supply kit that includes:
Scissors, pencils, markers, colored pencils, pens, glue sticks.
This will be brought from home.

Protocols will have to be established for certain classes such as art and tech ed. Supplies will have to be disinfected between classes - i.e wash paint brushes, or student “kits” created.

Teachers may pass out and collect papers. Textbooks may be used (shared).

Special Education staff will be provided additional PPE as warranted by student need. Training will be provided on the proper use of PPE.

Outdoor Classes

Teachers may want to take advantage of good weather conditions by holding classes outside when possible. If they choose to do this, they will make sure that they let the office know and that they have a way to communicate with the office in case of emergency (cell phone or radio).

Cafeteria

The cafeteria will be used

Assigned seating each day with social distancing.

Designated traffic flow for entering, exiting, getting food, leaving for the bathroom.

Thorough cleaning after each lunch.

Masks worn when entering and leaving.

Hand sanitizer available in multiple areas.

Outdoor Areas

Courtyards (3) will be available for outdoor learning areas. We will have sign-up documents for these areas.

Tent Area - A. 20' X 30' tent is available in back of the NAR. This is an additional outdoor area. Teachers will sign up on the sign-up document to reserve this area.

Recess Areas - Recess areas will be designated for each 6th and 7th grade cluster.

Communication

Communication tools will be utilized to ensure that information is shared with our students, families and the greater school community. Our tools include email, RMS website, SchoolMessenger/ParentSquare, Instagram and FaceBook.

Videos will be created to explain new procedures and protocols for staff and students. These will be available for students, parents and staff.

Air quality reports and other building reports will be communicated to the public.

SCHEDULES

Hybrid School Day Schedule

Using a cohort model, 50% of students will be in the building four days per week. One day per week a small percentage of students will be in the building. Another group of students will stay fully remote.

WEEKLY SCHEDULE

Clusters will be divided into **Cohorts 1 & 2**

Cohort 1 students will attend school on Monday and Thursday.

Cohort 2 students will attend school on Tuesday and Friday.

Wednesday - **Cohort 3**

- Very small number of students who have unique needs.

Monday Cohorts 1/3*	Tuesday Cohorts 2/3*	Wednesday Cohort 3*	Thursday Cohorts 1/3*	Friday Cohorts 2/3*
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*Group 3 may attend more days based on individual needs.

Remote Students will follow the same schedule for their remote classes. They are grouped into Cohort 1 or Cohort 2.

DAILY SCHEDULE

We hope to follow the current [general daily schedule](#) for each grade level. We know that some adjustments may be needed.

HYBRID STUDENT GROUPING

There are three students groups when we are hybrid:

- Cohort In- students who are in school for the day
- Cohort Out- students who are at home for the day
- Remote - students who are fully remote

COHORT DETERMINATION

Students who choose to be in the building during a hybrid phase will be grouped into two cohorts:

- Cohort 1 - Attends school on Mondays/Thursdays
- Cohort 2 - Attends school on Tuesday/Fridays
- Wednesdays - Students will sign in to their advisory class.

Grouping Factors include:

- Siblings at RMS, CHS or an elementary school
- Accelerated and Algebra Classes
- World Languages
- ELL Services
- Special Education Services

DAILY SCHEDULES (Remote or Hybrid)

- Gr. 6 students will have each class three times (in person) over every two week

<p>period.</p> <ul style="list-style-type: none"> • Gr. 7 students will have each class three times (in person) over every two week period. • Gr. 8 students will follow their typical schedule when in school. • Individualized schedules will be developed for students on Wednesdays
<p>ADVISORY</p> <p>During hybrid, students will sign into their advisory class each morning regardless of whether they are Cohort- In, Cohort- Out, or Fully Remote</p>
<p>Exploratory Classes</p> <ul style="list-style-type: none"> • Grade level teachers will walk students to exploratory class. • Exploratory teachers will walk students back to grade level class when possible • Students will stay with their academic cohort for their exploratory classes.

FOOD SERVICES

Breakfast - Grab and go after screening, upon entry, each morning
Lunch - Available in cafeteria following established protocol

TRANSPORTATION - Contact Transportation - DISTRICT LEVEL

Parents who are able to drop off/pick up students should be strongly encouraged to do so.
Students will be assigned seats on busses. Those seats are for arriving and going home.
Students will wear masks at all times on the bus.
Students will adhere to all district protocols.

Instruction

Hybrid & Remote Teaching and Learning

Teachers will utilize Google Classroom for assignments and Zoom for class instruction when teaching remotely
Teachers and students will be using a variety of technology tools that have been thoroughly vetted and meet state privacy regulations.
All students will attend advisory each morning (five mornings per week) whether

remote or hybrid.

Students will receive in person (hybrid) or synchronous (fully remote) instruction two days per week.

Students will work on assignments, watch assigned videos, etc. on the days that they are working from home (Cohort out or Remote).

Wednesdays will be for extra support from teachers (office hours), music lessons, media center options, virtual clubs, etc.

Teachers will provide a recommended schedule for cohort out or remote days.

Curriculum Areas will develop clear scope and sequences for the year.

- **Grade level and vertical meetings will be critical to ensure teachers are on the same general pace, determine common assessments students make adequate gains throughout the year**

Two Things All Parents Need To Know From Their Schools

1. We are focused on keeping kids safe.
2. We will provide every opportunity in the world for them to become successful.

George Couros

