

William Matthew Middle School

Fall 2021 Return to Learn

The guidelines in this plan are accurate as of August 5, 2021, but are subject to change.

Health & Disinfecting Procedures:

- Masks are allowed, but are not required.
- Students, faculty, and staff are asked to self-monitor temperatures and not come to school if exhibiting [symptoms](#) of Covid-19.

CDC watch for symptoms

- Fever or chills*
- Cough*
- Shortness of breath or difficulty breathing*
- Fatigue*
- Muscle or body aches*
- Headache*
- New loss of taste or smell*
- Sore throat*
- Congestion or runny nose*
- Nausea or vomiting*
- Diarrhea*

- Hand sanitizer stations will be placed at building entryways, each classroom, and at each bathroom for use throughout the day.
- Hygiene protocols will be posted in hallways and commons
- Visitors will be limited to essential visitors only.

Morning Procedures:

- Students will be allowed in the building beginning at 7:10.
- Students will be seated in waiting areas by grade level until released for 1st hour at 7:43.

Classroom Protocols:

- Handsanitizer will be provided outside each classroom.
- Outside venues at the school will be utilized for class activities, whenever possible, to allow for more social distancing.

Lunch procedures:

- Hand sanitizing stations will be positioned at the entrance of lunch lines.
- Tables will be cleaned before students arrive and between each lunch shift.

Social, Emotional, Mental Health:

- School counselors are available for students throughout the school day
- Advisory time allows for teachers to check in with small groups of students on a daily basis any concerns will be shared with counselors and families to collaborate on additional needs

- The Kirksville R-III School District partners with Mark Twain Behavioral Health and Preferred Family Medicine to provide additional counseling services

William Matthew Middle School Fall 2021 Return to Learn Level 1: Increased Precautions

Health & Disinfecting Procedures

- Masks are **required** for students, faculty, and staff when unable to social distance by more than six feet from the next closest person (passing periods, congregation, most classrooms, etc.). Parents are asked to provide masks, but a limited supply will be available if needed.
- Students, faculty, and staff are asked to self-monitor temperatures and not come to school if exhibiting [symptoms](#) of Covid-19.

CDC watch for symptoms

- Fever or chills*
 - Cough*
 - Shortness of breath or difficulty breathing*
 - Fatigue*
 - Muscle or body aches*
 - Headache*
 - New loss of taste or smell*
 - Sore throat*
 - Congestion or runny nose*
 - Nausea or vomiting*
 - Diarrhea*
- Hand sanitizer stations will be placed at building entryways, each classroom, and at each bathroom for use throughout the day.
 - Hygiene protocols will be posted in hallways and commons
 - Visitors will be limited to **essential visitors only**. (No food delivery, etc.)
 - In the event of a positive test, the school, in cooperation with the county health department, will make a “contact trace list” of all possible exposures to the positive case.

Morning Procedures:

- Students will be allowed in the building beginning at 7:10.
- Bus: Students will enter the building through the west doors.

- Drop Off: Students will be dropped off and enter through the north doors.
- Breakfast: Students will eat breakfast in the cafeteria
- Holding: Students arriving prior to 7:40 will be seated in a waiting area separated by grade.
- Lockers: Beginning at 7:40 students will be dismissed in sections to allow for less congestion at lockers. Students will bring all materials needed for their morning classes. Backpacks are allowed.

Classroom Protocols

- All faculty, staff, and students will wear masks anytime social distancing is not possible.
- Students will all be at desks, all facing the same direction spaced as far apart as is physically possible.
- All seating will be assigned.
- Outside venues at the school will be utilized for class activities, whenever possible, to allow for more social distancing.

Lunch procedures:

- Lockers: Students will be given time at lunch to drop off their morning materials and gather items needed for their afternoon classes. They will have time to gather any items needed for lunch and wash/sanitize hands at this time as well.
- Lunch Shifts: To create more space between students, students will be divided into three lunch shifts. Classrooms will also alternate between eating in the cafeteria and eating in the classroom (or outside weather permitting).
- Hand sanitizing stations will be positioned at the entrance of lunch lines.
- Students will pick up a pre-packaged lunch from the provided selections and walk either to their assigned seat in the cafeteria or to their classroom.
- Students eating in the cafeteria will be arranged so students all face the same direction.
- Tables will be cleaned and sanitized before students arrive and between each lunch shift.

Passing Periods

- Passing periods will be staggered to reduce the number of students in hallways at one time.
- Passing periods will be shortened as locker usage will not be permitted except for predetermined times to reduce congestion in the hallways.
- Teachers will release students from the classroom for bathroom breaks.
- Hallways will be marked with 6 foot markings to encourage social distancing.

Dismissal procedures:

- Students will be released from their advisory class in intervals to go to their lockers and prepare for dismissal.
- Parent Pick-Up: Parent pick-up will remain at the north doors. Parents will be asked to pull up to the student pick-up point to reduce congestion with bus traffic. All parent pick-up traffic will travel east, turn left at the stop sign by the ECLC building and exit using the Hamilton Street driveway.
- Walkers will exit the north doors.
- Buses: Students will be held in advisory rooms until buses are called over the intercom. Bus announcements will be spaced to reduce the number of students in the hallways as they exit.

Social, Emotional, Mental Health:

- School counselors are available for students throughout the school day
- The Kirksville R-III School District partners with Mark Twain Behavioral Health and Preferred Family Medicine to provide additional counseling services

William Matthew Middle School
Fall 2020 Return to Learn
Level 2
(On-site learning with increased precautions)

All Level 1 procedures and protocols remain in place.

In addition, the following safety measures will be implemented:

- Students will divide into two cohorts (by household). Approximately half the students will attend school on-site on alternating days:
 - Cohort A: Monday, Wednesday, Friday in week one and Tuesday and Thursday in week two
 - Cohort B: Tuesday and Thursday in week one and Monday, Wednesday, Friday in week two
 - This pattern will repeat until the district changes levels.
- On-site class time will be used for direct instruction, activities, etc. On off-site days, students will have distance learning activities that extend the previous day's lessons; all announcements and activities will be posted in Google Classroom.
- Teachers will provide students with instructional activities for the remote days.
- Technology resources will be provided as requested. The building office will work with the IT department to check out chromebooks to students who do not have personal devices.

William Matthew Middle School
Fall 2020 Return to Learn
Level 3
(Distance Learning)

Online Learning Platforms

- Students will be provided with district email accounts and Google Classroom access
- Students will be provided with training on
 - Use of email
 - Use of Google Classroom including watching for email notifications, how to access each of their classes, and the various components of Google Classroom to participate in an interactive online learning environment
 - Use of any additional class-specific technology or programs required for class participation
 - Use of any necessary video conferencing programs
 - Proper online learning etiquette
 - Use of student information system to check their grades

Students will begin using these platforms while in school so they will be better prepared to make the switch to distance learning if necessary.

Technology

- Families will be surveyed at the beginning of the year to determine if there are any barriers to distance learning
- Chromebooks and hotspots will be available for checkout to ensure all students have access to online learning.

Social, Emotional, Mental Health:

- School counselors are available for online meetings with students throughout the school day
- The Kirksville R-III School District partners with Mark Twain Behavioral Health and Preferred Family Medicine to provide additional counseling services

Distance Learning Schedule

In order to increase teacher-student interaction, reduce daily screen time for our students, and accommodate for various family needs during times of distance learning, we will utilize a day 1/day 2 rotation for classes. Students will follow their regular in-school schedule to participate in classes as outlined below:

	Day 1	Day 2
8:00 - 8:50	Advisory/Post Assignments	4th hour
9:00 - 9:50	1st hour	5th hour
10:00 - 10:50	2nd hour	6th hour
11:00 - 11:50	3rd hour	7th hour
12:30 -2:00	Office Hours	
2:00 - 3:00	Grading/Feedback/Plan	

- Students will be provided with content instruction for each of their classes as scheduled. Instruction will be coordinated through Google Classroom and will include:
 - Teachers will be available on Google Meet for the entire class period
 - Up to 20 minutes of direct instruction which, if live, will be recorded for those who have any technical difficulties or for students to reference at a later time.
 - Live discussion/Q&A interaction between the teacher and students
 - A check for understanding which will guide future instruction and be used for attendance purposes
 - Grades will be taken to indicate progress toward mastery in the learning objectives

- Students will
 - Check their school email account daily
 - Use proper online etiquette
 - Log into class each day and participate in learning activities
 - Complete assignments as instructed
 - Contact their teacher if they have questions about classwork
 - Be graded based on work completed during any period of distance learning
 - Be accountable for their academic participation and success
 - Be responsible for contacting teachers to make up work missed due to an absence

- Families will
 - Keep their contact information current with the school office (phone, address, email)
 - Check District/School communication platforms (email, textcaster, website) to stay current on district updates
 - Support a schedule conducive to a distance learning environment
 - Contact the school on any day in which the student is unable to attend online learning
 - Contact the school to troubleshoot barriers to learning