



2020-2021 START OF SCHOOL PLAN

A WORK IN PROGRESS



Forbes Middle School COVID Campus Plan - DRAFT

STAFF ARRIVAL

CAMPUS PROCEDURES:

- Teachers should wear masks while in the building.
- All staff will self-screen for COVID-19 symptoms daily, and individuals with symptoms will be isolated and sent home.
- Staff should maintain a 6 foot physical distance from others.

STUDENT EXPECTATIONS:

- Staff with students will take their students to their room until it is time to report to first period unless they are eating breakfast in the cafeteria.

STAFF EXPECTATIONS:

- Scan QR code located at doors to complete self-screen.
- If any positives are recorded please contact your direct supervisor and Mrs. Herd for sub coverage.
- All staff will enter the building with masks on.

STUDENT ARRIVAL - BUS

CAMPUS PROCEDURES:

- Students will be met at the bus by staff.
- Staff will use a sanitizer spray and disinfect student hands as they step off the bus.
- All students will enter through the back main hallway doors and report to first period.
- No students will congregate on the back porch.

STUDENT EXPECTATIONS:

- Students must have masks on when entering, riding on, and exiting the bus.
- Comply with hand sanitation.

- Students should be physically distant to maximum extent possible
- If not eating breakfast, students should report to first period.

STAFF EXPECTATIONS:

- Teachers report at 8:20am in classrooms to get kids for first period.
- Teachers without first period will have assigned duty location.

STUDENT ARRIVAL - CAR RIDER

CAMPUS PROCEDURES:

- Students will be met at the front entrance by staff.
- Students will sanitize hands.
- All students will enter through the front entrance doors and report to first period classroom.
- No students will congregate in the hallways.

STUDENT EXPECTATIONS:

- Students must have masks on when entering the building.
- Students waiting to enter the building should have masks on unless they are 6 feet apart
- Students waiting to enter the building should be engage in physical distancing
- Comply with hand sanitation.
- If not eating breakfast report to first period.

STAFF EXPECTATIONS:

- Teachers report at 8:20am in classrooms to get kids for first period.
- Teachers without first period will have assigned duty location.

STUDENT ARRIVAL - WALKER/BIKE

CAMPUS PROCEDURES:

- Students will be met at the front entrance by staff
- Students will sanitize hands
- All students will enter through the front main hallway doors and report to first period
- No students will congregate in the hallways
- Students will use every other space in the bike rack to keep distance when arriving at school.

STUDENT EXPECTATIONS:

- Students must have masks on when entering the building
- Students should physically distance themselves to the extent possible
- Comply with hand sanitation
- If not eating breakfast report to first period

STAFF EXPECTATIONS:

- Teachers report at 8:20am in classrooms to get kids for first period
- Teachers without first period will have assigned duty location

- Staff will supervise students to ensure physical distancing and mask wearing

STUDENT BATHROOM USE

CAMPUS PROCEDURES:

- Students will be allowed to go to the restroom only during class time with teacher permission, one student at a time
- Restrooms may not be used during passing period
- The number of students using the restroom shall not exceed the number of available spaces
- Restrooms will be monitored by staff as available
- Physical distancing encouraged when possible

STUDENT EXPECTATIONS:

- Students will use the restroom during class with teacher permission
- Students will comply with campus system for bathroom use
- Must wash hands before returning to the classroom
- Physical distancing at all times when possible

STAFF EXPECTATIONS:

- Teachers comply with campus system for student bathroom use
- Teachers monitor students for compliance
- Teachers ensure only one student leaves the classroom at a time

PPE USE AND HANDWASHING

CAMPUS PROCEDURES:

- Staff and students wear/use masks according to CDC recommendations
- Staff and students wash and sanitize hands according to CDC recommendations
- Posters encouraging health safety displayed

STUDENT EXPECTATIONS:

- Wear and use facemasks properly, making sure to follow dress code in student code of conduct
- Wash or sanitize hands frequently

STAFF EXPECTATIONS:

- Instruct on and monitor facemask use and respond as needed
- Respond to noncompliance using discipline pyramid

CAFETERIA/BREAKFAST

CAMPUS PROCEDURES:

- Students purchasing breakfast will eat in the cafeteria and then report to 1st period
- Only students eating breakfast will be allowed in the cafeteria
- Design lab then library will be utilized as an overflow breakfast area
- Plexiglass dividers on tables and physically distanced markers
- Tables will be cleaned between students

STUDENT EXPECTATIONS:

- Utilize all safety protocols for hand cleaning and distancing by 6 feet while eating
- Do not share food and/or drinks
- Wear masks until seated and ready to eat and drink

STAFF EXPECTATIONS:

- Monitor student safety protocols
- Assist custodians in cleaning tables as needed
- Direct students not eating to their first period class

HALLWAYS

CAMPUS PROCEDURES:

- Hallway flow pattern will be marked with arrows
- Staff will reinforce expectations
- Students and staff drink from water bottles
- Use fountains to fill water bottles as much as possible

STUDENT EXPECTATIONS:

- Follow flow pattern marked by arrows
- Walk directly to their destination
- Masks required
- Hands, feet, and personal belongings kept to self
- Use water bottle filler as needed with permission from teacher
- Remain in assigned hallway according to class schedule

STAFF EXPECTATIONS:

- Teachers with incoming classes will be at classroom door greeting students and monitoring their classroom
- Teachers without incoming classes will be stationed in the middle of the hallway reinforcing and redirect students

RECESS

CAMPUS PROCEDURES:

- Students may go outside for “recess” during the last 15 minutes of lunch
- Students must wear masks at all times when outside unless taking a mask break
- Students that need a “mask break” must practice 6 feet social distancing
- School owned sports equipment used during recess will be cleaned at the end of recess

STUDENT EXPECTATIONS:

- Students will wear masks at all times while outside unless taking a mask break
- Students taking a mask break must practice 6 feet social distancing
- Students will use hand sanitizer upon reentering the building

STAFF EXPECTATIONS:

- Monitor student safety protocols
- Assist with hand sanitizing
- Assist in sports equipment sanitation

PASSING PERIODS

CAMPUS PROCEDURES:

- Passing periods will be two minutes
- Passing periods will be marked by bells
- Students traveling farther will be extended grace if they are little late

STUDENT EXPECTATIONS:

- Report directly to their classes without stopping
- Communicate with teacher if having trouble making it on class on time
- Follow pattern flow for hallway
- Follow adult directions the first time
- Keep hands, feet, and personal belongings to self
- Wear mask
- Remain in assigned location according to class schedule
- If teacher is not at door, line up on the wall facing forward until teacher arrives

STAFF EXPECTATIONS:

- Monitor student tardiness, seek out reason for tardiness by looking up schedule or discussion with student, and extend grace to students with classes in other hallways or special circumstances
- Teachers with incoming classes will be at classroom door greeting students and monitoring their classroom
- Teachers without incoming classes will be stationed in the middle of the hallway reinforcing and redirect students
- Other available staff stationed in the middle of the hallway and/or bathroom areas to reinforce and redirect students

- Take care of personal needs by coordinating with a neighbor or other close staff member
- Make every effort to be at door or in assigned location during passing periods
- All teachers have classroom entry routine to immediately engage students

CLASSROOM HYGIENE/SAFETY

CAMPUS PROCEDURES:

- Teachers will stand in the doorway and greet students while maintaining line of sight in both rooms and hallways.
- Students will use the wall mounted hand sanitizer inside the classroom door OR teachers will meet them with bottle hand sanitizer upon entering the classroom
- Doors will remain locked but propped open for air circulation
- Seats will be assigned and strictly enforced, with physical area marked
- Students that need a “mask break” will use the hallway for the break and must stay 6 feet or further away from other students or staff
- Before the end of class, desks will be sanitized using disinfectant sprays provided by the district

STUDENT EXPECTATIONS:

- Comply with staff requests and safety procedures
- Sit in assigned seat
- Frequent hand sanitizing
- Avoid contact with other students
- Use own school supplies, students will not share supplies with each other

STAFF EXPECTATIONS:

- Monitor hand sanitizer use
- Monitor student self cleaning of desks
- Monitor facemask use and respond as needed
- Respond to noncompliance using discipline pyramid
- Assign student seats, facing the same direction
- Create and post classroom procedures
- Avoid class procedures where students congregate or share materials
- Utilize for group assignments

ISOLATION ROOM USE PROTOCOL

CAMPUS PROCEDURES:

- All students exhibiting symptoms consistent with Covid-19 will be assessed by the campus nurse and if deemed necessary, will be transported to the Isolation Clinic and parent will be notified to pick up student within 30 minutes.
- Isolation Clinic will be closed to all other students and staff at all times
- Nurse will follow district protocol that is in line with CDC and Williamson County Health Department recommendations.

- If the Nurse is not on campus, staff will know to notify an administrator and the administrator will immediately escort the student to the isolation room and contact parent for pick-up. The student will be monitored by the administrator until he/she is picked up by parent. The administrator will notify the Lead Nurse that day (as soon as possible) of any student sent home for illness and will follow up with the Campus Nurse when she returns to FMS.

STUDENT EXPECTATIONS:

- Report symptoms of illness immediately to the closest adult
- Wear mask at all times

STAFF EXPECTATIONS:

- Monitor and report symptoms of illness in a student immediately by calling the nurse. Be sure all are wearing masks at all times and maintain policy and procedures related to Covid-19 in the classroom.

WELL ROOM USE PROTOCOL

STUDENT EXPECTATIONS:

- Students are to report any health-related concerns to his/her teacher.
- Students will not refer themselves to the Well Clinic or Isolation Clinic.
- Students will wear masks at all times and maintain social distancing.
- Students who take daily medication will be allowed access to the Well Clinic at specified times and should report there as directed.
- Diabetic students, students with severe allergies, asthmatics, and others who the Nurse deems appropriate will have access to the Well Clinic at specified times and on an as-needed basis for urgent or emergent care and will be provided with clear direction and expectations.

STAFF EXPECTATIONS:

- Assess students and care for students in the classroom as directed. Call the nurse with questions as needed.
- Do NOT send a student to the Well Clinic unless directed to do so.
- Be sure masks are worn and distancing procedures are followed at all times.

CAFETERIA/LUNCH

CAMPUS PROCEDURES:

- All students will enter through the cafeteria, sanitize hands, and mark seating spot with help of staff.
- The cafeteria will be filled to capacity, then students will be directed to design lab. The library will be utilized as overflow
- Students MAY eat in teacher classrooms if approved by that teacher, teacher responsible for ensuring social distancing

- Students will be allowed to go outside 15 minutes into lunch
- Serving lines will be monitored by staff and follow the same procedure as previous years
- Students will be required to wear masks while in the cafeteria and serving line - students may only remove their masks when eating/drinking
- Seats will be marked with “dots” to indicate proper distancing
- Plexiglass dividers will be placed longways on all cafeteria tables

STUDENT EXPECTATIONS:

- Follow 6 feet distancing while eating
- Clean up their table after eating - custodial staff will sanitize
- Mask on except while actively eating/drinking
- Follow adult directions the first time

STAFF EXPECTATIONS:

- Monitor proper distancing while masks are off and student are eating
- Assist custodians with disinfecting tables
- Assist student seating and redirect to design lab when cafeteria is at capacity

VISITOR ARRIVAL

CAMPUS PROCEDURES:

- All visitors are required to check in at reception area
- All visitors will go through screen protocols
- All visitors should have an appointment
- All visitors must wear a mask, sanitize hands, and physically distance

STAFF EXPECTATIONS:

- Front desk staff ensures all visitors have an appointment
- Make appointments as needed
- Ensure all visitors sign in and go through screening protocol
- Notify administrators for any concerns or issues

ACTION ITEMS:

- Place extra masks at front desk
- Posters with expectations for visitors

COMMON AREAS

CAMPUS PROCEDURES:

- Flex spaces at the front of the school will be used only for adult lead small group work. Adults must sanitize after use.
- Hallway countertops and benches may be utilized as a “quiet area” for one student as needed, students will not be utilizing those areas for group work.

- Countertops and benches will be marked with 6 feet spacing.
- Students will not have access to the library without a teacher led activity.
- Videoconferencing will be the primary means by which PTA meeting and Coffee with the Principals will operate until safety guidelines are relaxed.
- Video conferencing will be the primary means by which parent/teacher/team meetings will operate until safety guidelines are relaxed.

STUDENT EXPECTATIONS:

- Follow all health and safety protocols
- Assist in sanitizing areas after use

STAFF EXPECTATIONS:

- Limit and monitor students who need “quiet space.”
- Refrain from using any Flex Space for group work.
- Ensure flex space is monitored and is sanitized

STUDENT DISMISSAL/BUS RIDERS

CAMPUS PROCEDURES:

- Bus numbers will be called over the intercom
- Students will stay in their last period class until 4:20pm
- At 4:20pm, staff escorts remaining students to cafeteria

STUDENT EXPECTATIONS:

- Remain in your last period class while waiting on your bus
- Voice level 1 so announcements can be heard in classrooms
- Exit the class only when your bus number is called
- If your bus number has not been called, report to the cafeteria at 4:20 when it is announced over the intercom
- Wear your mask
- Follow bus boarding procedures

STAFF EXPECTATIONS:

- Know your 7th period students’ plans for leaving school to know when they should be dismissed
- Hold your bus riders until their bus is called over the intercom
- Escort remaining students to the cafeteria after the announcement at 4:20pm

STUDENT DISMISSAL/WALKERS

CAMPUS PROCEDURES:

- Walkers will exit the front of the building when the bell rings at 4:02pm with their mask on once dismissed to minimize the amount of students exiting through the front doors at one time

STUDENT EXPECTATIONS:

- Only leave class at 4:02pm if you are a walker
- Go straight outside and walk home
- Wear your mask while on school property unless you are 6 feet away from everyone

STAFF EXPECTATIONS:

- Know your 7th period students' plans for leaving school to know when they should be dismissed
- Staff dismiss walkers/riders from the 7th period classroom at 4:02pm

STUDENT DISMISSAL/CAR RIDERS

CAMPUS PROCEDURES:

- Riders will exit the front of the building when the bell rings at 4:00pm with their mask on once dismissed.

STUDENT EXPECTATIONS:

- Only leave class at 4:00pm if you are a rider
- Go straight outside and catch your ride or wait on sidewalk
- Wear your mask while on school property unless you are 6 feet away from everyone

STAFF EXPECTATIONS:

- Know your 7th period students' plans for leaving school to know when they should be dismissed
- Staff dismiss riders from the 7th period classroom at 4:00pm
- Staff monitors for student safety outside

TECHNOLOGY DISTRIBUTION PLAN

DISTRICT GUIDANCE:

- Students will receive tech devices from their home campus prior to Monday, August 20.

CAMPUS PROCEDURES:

- Monday 8/17 11 am - 1 pm and 4 pm - 6 pm - Distribution to first 1/3 of alpha
- Tuesday 8/18 11 am - 1 pm and 4 pm - 6 pm - Distribution to second 1/3 of alpha
- Wednesday 8/19 11 am - 1 pm and 4 pm - 6 pm - Distribution to third 1/3 of alpha
- All technology devices will be checked out through inventory system to each student
- Parents submit request for hotspot as needed

STUDENT EXPECTATIONS:

- Devices remain in protective sleeve when not in use
- Use tape to label devices (charging accessories, device, and sleeve)
- Report any damaged, lost, or stolen items immediately
- Use district device for all GISD coursework
- Comply with district acceptable use policy and student code of conduct

STAFF EXPECTATIONS:

- Adjust daily hours on distribution days to 10 am - 6 pm
- Monitor student use of district technology
- Utilize district approved LMS and classlink apps

DRILLS - LOCKDOWN, EVACUATION, BAD WEATHER**CAMPUS PROCEDURES:**

- Fire Drills - students will evacuate to the football field, regroup by second period class for attendance. Classes will have designated areas on the field and will distance from other classes. Drills may be staggered by hallway to ensure distancing.
- Lock Down Drills - Doors will remain propped open during class period but will remain locked at all times. When a lock down is announced, doors will shut and window coverings will be in place to prevent viewing into the room. Window shades will be closed. Students will move away from the door and windows, but will be able to remain “contact free”
- Bad Weather Drill - this procedure will not change. Students MUST wear masks throughout the drill.

STUDENT EXPECTATIONS:

- Comply with safety and health protocols; keep masks on at all times during emergencies
- Follow adult directions quickly and calmly
- Voice level 0
- Evacuation Drills only: Regroup with 2nd period class on football field

STAFF EXPECTATIONS:

- Ensure doors are locked but open while students are in classroom
- Ensure window coverings are in place on doors
- Monitor students safety protocols throughout drills
- Grab emergency folder with attendance, update attendance sheet regularly
- Account for every student on roster

TRACKING STUDENT ENGAGEMENT**CAMPUS PROCEDURES:**

- 40 minutes each core class
- 27 minutes each elective class
- Utilize Class Link: Teacher Console for Analytics

STUDENT EXPECTATIONS:

- Access all course work through Classlink - Student Backpack
- Check in each class each day
- Complete assignments
- Turn in assignments
- Communicate with teacher as needed

STAFF EXPECTATIONS:

- Utilize Classlink - Teacher Console to add apps for each class
- Grade level leads create grade level spreadsheets
- Team leads document engagement in the spreadsheet during team meetings
- If student goes two days with no engagement, discuss at team meeting and make phone call followed with email to parent and student.
- Teams divide up phone calls as needed
- Utilize jabber to make phone calls when not able to use classroom phones
- Teams make two attempts to contact by phone and follow up email
- If no contact after team attempts, send name of student to Alpha Split AP (BK A-L, and TV M-Z)
- AP will work with Ms. Arnold, Ms. Herd, and Ms. Rojas to make contact
- If still no contact, Referral to officer Hall for home visit