

Homer Middle School Decisions Checklist Fall 2020



**** Completed by August 21 ****

Risk Level Procedures

1	<p>Protocol for moving to a different risk level.</p> <ul style="list-style-type: none"> • Each teacher will communicate with students about risk levels changing and teach the process itself • Advisory teachers will make parent phone calls to notify if the risk level is about to change or is possibly changing • A survey to parents will be given at the start of the year to determine family needs if HMS transitions to RED • It is recommended parents have a plan in place for if/when HMS moves to a different level <p>Shift to RED Specifics:</p> <ul style="list-style-type: none"> • All teachers will allow for a transition day for students • Teachers will reach out to parents of advisory students to ensure they are prepared for remote learning • Kari Dendurent, principal will send a Power School Messenger communication to all parents reminding of RED protocols • Kari Dendurent and Tanya Shafer, HMS Website Administrator will include information on school website regarding what to expect during a shift to RED <p>Vulnerable Populations:</p> <ul style="list-style-type: none"> • Kari Dendurent, principal will notify teachers the identified vulnerable students • Vulnerable students will be assigned classrooms for work during the school day • Special Education Teachers will contact caseload students to identify who is vulnerable and who needs to come to school when HMS is in a the RED Risk Category • Transportation for RED/vulnerable students will follow the KPBSD Transportation Plan <p>Transition back to school from RED:</p> <ul style="list-style-type: none"> • Kari Dendurent will create the PowerSchool Messenger communication to inform parents and students • Teachers will call advisory families • Continue with alternating bell schedule • The first day back from RED will be an advisory schedule to assist with the adjustment
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Health and Safety

2	Parental Responsibilities
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	<ul style="list-style-type: none"> • Parents will monitor their child(ren) for COVID-19 symptoms and conduct daily health checks prior to sending students to school. • Follow KPBSD's Symptom Free Schools Protocol
3	<p>Protocol for when a child gets sick at school.</p> <ul style="list-style-type: none"> • If a student is sick, looks sick, or has symptoms: the teacher will contact Janette Latimer, school nurse, make sure the student has a mask on, and will follow direction from the nurse to determine if the nurse will come to the classroom or if the student will be sent to the nurse's office
4	<p>Protocol for sanitizing desks and common touch areas during the school day</p> <ul style="list-style-type: none"> • Geo Beach and Acela Carr (custodial staff) will be cleaning common areas • Geo Beach will be providing materials-Simple Green with terry cloth towel • Teachers will be provided a disinfection spray for staff use (students will not use) • Students will clean desks at the end of every class • In-class routines can vary—Teachers will follow checklist to clean desks, chairs, computers, etc.
5	<p>Protocol for routines and enforcement of face coverings</p> <ul style="list-style-type: none"> • Routines and protocols will be taught to all students at the beginning of the year (possible use of advisory/Husky time schedule for school wide Zoom presentations by Janette Latimer/Kari Dendurent) • Everyone must wear a mask while in common areas (office, reception, nurse, staff lounge, hallways, bathrooms, locker rooms, Multi-purpose Room (MPR), stairwells, etc.) • Teachers may teach without a mask if they are able to maintain 10' of physical distancing • Kari Dendurent will enforce mask wearing by staff • Students refusing to wear a mask will be referred to Kari Dendurent • Staff will remind students to wear their mask • Kari Dendurent will notify teachers which students and staff are exempt from mask wearing (A doctor's note is required and must be on file with the school). • Students are required to wear masks in all classes at all times unless 6' of physical distancing can be maintained at all times • Outside mask use- HMS will follow, the KPBSD Protocol- Students must wear a mask unless they can maintain 6 ft. of physical distancing. • Only staff, students, immediate family, and approved volunteers will be permitted to enter the building.
6	<p>Protocols for pick up and drop off for students and materials.</p> <ul style="list-style-type: none"> • Arriving students, staff and parents will use sanitizer at the sanitizing station positioned at the front entrance and MPR entrance • Geo Beach will handle deliveries to HMS • Dismissal at the end of the day will be staggered to allow bus riders, car riders and students who walk to exit building at different times • During RED, material pick up and drop off may be modified according to state and district guidelines
7	<p>Plans for classroom materials such as staplers, scissors, etc.</p> <ul style="list-style-type: none"> • School/teachers/Grade level Teams will communicate to parents the importance of students having their own materials this year. • Teachers/Grade Level Teams will make an appropriate supply list to account for fewer shared materials

	<ul style="list-style-type: none"> • Students must sanitize prior to using any shared materials and after use of shared materials. • Common material use will be reduced and restricted where possible
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Facilities	
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8	<p>Redesigned rooms for social distancing.</p> <ul style="list-style-type: none"> • Teachers will communicate with custodial staff and ensure all non-essential furniture is removed from rooms • Rooms will be arranged to allow for maximum physical distance between students • Student desks will face the same direction • Additional rooms (robotics, outdoors, etc.) will be utilized to allow for larger spaces, physical distance • Windows and doors will be open to allow additional ventilation • 7th and 8th graders will have separate lunch times • Visual cues will be added where appropriate (lunch spacing, hall directions, etc.)
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9	<p>Protocols for transitions.</p> <p>Arrival</p> <ul style="list-style-type: none"> • Staff will use one of four entry points and sanitize before proceeding to their classroom. • HMS will identify entry points for students – Students will enter the Multi-Purpose Room Exterior door in the morning from 8:30-9:00 am. After 9:00 students will utilize the far right door at the main entrance for the building. • To limit the repetitive touching of the door handles by each student, when possible, doors will be propped open as students enter and leave the building. This includes stairwells. • Students will put their mask on before entering the building. • Students getting breakfast will go to the MPR, follow cafeteria protocols, and eat with social distance spacing at a designated grade level table. (7th/8th) • Staff will regulate the number of students who can move to the library or the gym. • Students will wash hands with soap and water or sanitize their hands upon or before entry to the classroom. • All persons in the building will follow hallway movement protocols: walk on the right side of the hall, do not bunch, maintain physical distance • Significant transition times will be staggered - morning, afternoon, and lunch • Dismissal from the MPR at lunch will be staggered as determined by lunch duty supervisors • Bathrooms are not to be accessed during passing time. • Students will be encouraged to use the bathroom during the class period to reduce the number of students in the bathrooms • Students will not be permitted to stop at lockers between classes • Students may go to lockers in morning/end of day • All staff must be in hallways during transitions • Teachers are responsible for logging when students leave and return to the classroom <p>Lunch:</p> <ul style="list-style-type: none"> • Students must sit on one side of table (designated with visual cues), every third seat • Masks lay on the table in front of the student with the front side down • Students cannot share food <p>Enrichment: <i>In Progress</i></p> <ul style="list-style-type: none"> • Library- • Gym-
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	<ul style="list-style-type: none"> • Outside- • Classrooms- <p>Dismissal</p> <ul style="list-style-type: none"> • Students will use hand sanitizer or hand washing before leaving the classroom. • Students will be dismissed based on their travel arrangements and will be staggered to accommodate social distancing. • Students must get materials and immediately leave campus <p>Bus</p> <ul style="list-style-type: none"> • Bus students will meet in the MPR at the end of day and be placed according to their bus number • Bus groups will have marks that are spaced apart. • Bus students will wear their masks while in line and on the bus. • Bus students will sit one person to a seat or with a sibling. <p>Car Rider</p> <ul style="list-style-type: none"> • Students may remove their masks once they enter their personal vehicle. <p>Athletes</p> <ul style="list-style-type: none"> • Students participating in sports will meet according to the approved mitigation plan
10	<p>Protocols for movement in classrooms.</p> <ul style="list-style-type: none"> • Students will sanitize their hands upon entering the classroom • Students have all materials when they enter class • Students will have assigned seats • Limit the amount of physical material students and teachers handle – go paperless where appropriate • Potential visual cues for spacing in classrooms – determined by teacher • Additional protocols determined based on classrooms and teacher
11	<p>Exit/Entry plan in place for moving between onsite and remote learning.</p> <p>-See #1</p>
<p>Staffing</p>	
12	<p>Allocations are made (who is teaching what and in what methods)</p> <ul style="list-style-type: none"> • Master schedule is complete. Students and staff have been scheduled • Kyle Schneider and Eric Simonsen will act as facilitators in the classrooms • Paraprofessional use may change depending on decisions on remote learning/schedule
13	<p>Determination of who will be teleworking.</p> <ul style="list-style-type: none"> • None at this time
<p>PD Days</p>	
14	<p>Select PD track.</p> <ul style="list-style-type: none"> • Kari Dendurent will designate school wide Professional Development Track based on individual needs. Some webinars/trainings will be highly encouraged
15	<p>Shared norms/understanding of district expectations for learning continuity between onsite and virtual, workload, and teacher led lessons</p> <ul style="list-style-type: none"> • Follow the KPBSD Smart Start 2020 Framework • 3 hours of maximum instruction per day

Instruction	
16	<p>Selection of a single virtual classroom platform and plan to ensure staff is explicitly trained to use it</p> <ul style="list-style-type: none"> All staff will be using Canvas
17	<p>Develop protocol for virtual attendance</p> <ul style="list-style-type: none"> DEED should have the attendance guidelines August 18, 2020
18	<p>Protocols school-wide for integration of specialists</p> <ul style="list-style-type: none"> Specialists and Paras will follow similar protocol as teachers and students
19	<p>Plans in place for vulnerable students</p> <ul style="list-style-type: none"> Sped case managers will develop plan Interventionist, School Psychologist, Special Education Teachers, School Counselor and School Nurse will identify the vulnerable population
20	<p>Determine essential norms for students or classrooms</p> <ul style="list-style-type: none"> Protocols will be followed by all staff and students to help ensure the health and safety of students, staff, and community <p>Physical Education Protocols</p> <p>Locker Room</p> <ul style="list-style-type: none"> Students will enter when directed by teacher Teacher/staff will be the last person in the locker room. Lockers will be assigned by the teacher. Lockers are labeled and spaced out by period Masks must be worn at all times in the locker room and to transition sites. Teacher will direct students when to remove masks Locker rooms will be sanitized by school personnel between class periods as directed by KPBSD policy Students will be provided school PE uniforms Students must sanitize their uniform weekly Students must place and lock street clothes and belongings in their assigned locker during the PE class period <p>Showers</p> <ul style="list-style-type: none"> If a student chooses to shower, the student will notify the teacher One student per shower station Students provide their own toiletries and towel Students must adhere to the 6' physical distancing during the showering and changing process Students may not utilize benches unless fully clothed <p>Masks</p> <ul style="list-style-type: none"> Students will store masks in labeled zip lock bags when not in use. The teacher will collect and store as appropriate (School will provide the Ziploc bag and labels) Students will utilize hand sanitizer to collect/place zip locked mask in the teacher collection box <p>Cardio Room</p> <ul style="list-style-type: none"> The Cardio Room will not be utilized until October 5, 2020
Technology	
21	<p>Protocol for distribution</p>

	<ul style="list-style-type: none"> • Utilize the KPBSD device checklist • Devices will be checked out to students from Kari Dendurent • Geo Beach will compile and maintain the technology inventory • No device will be checked out without authorization from Kari Dendurent • Potential for 1-1 devices for students
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22	Protocols for use of shared technology <ul style="list-style-type: none"> • Any shared materials will be sanitized before and after each use
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Communication

23	Protocol for risk level communication to the learning community <ul style="list-style-type: none"> • HMS Website and KPBSD Website • CANVAS • Power School Messenger • Facebook • Teacher advisories
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24	Selection of single school-wide classroom level communications platform <ul style="list-style-type: none"> • Canvas, PowerSchool, e-mail, HMS website, KPBSD Website, telephone
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25	Determine what information will be on the school website <ul style="list-style-type: none"> • Kari Dendurent and Tanya Shafer
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26	Determine common norms for staff profile page <ul style="list-style-type: none"> • Kari Dendurent
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Notes for moving forward: (training needs, feedback needed, next steps)

Schedule for first week of school – Best time to provide HMS Overview- One Time via Zoom to classrooms and Remote Students with Video Recording; by class period in short intervals, during Husky Time

1st Day of School Expectations for Staff- Distribution of schedules, transition areas, 1st period classroom upon arrival

Common Area Protocols (MPR, Library, Gym, Bathroom, Hallway, Stairwell)

Remote Learning Expectations- In Progress- Teachers are attending Professional Development August 17-21, 2020 to fine tune best practices for in-person and remote learning.

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