

Teacher & Staff Hybrid Protocols

Building Schedule <https://docs.google.com/spreadsheets/d/14ndfY1qo2KGmilvNiYzt-IkTgLvSpReMcEARLk9mtjY/edit?usp=sharing>

Cohort Schedule

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|-----------------|-----------|-----------|-----------|-----------|
| Cohort A | In-Person | In-Person | Remote | Remote | Remote |
| Cohort B | Remote | Remote | Remote | In-Person | In-Person |
| Cohort C | In-person | In-person | Remote | In-person | In-person |
| Cohort D | Remote all days | | | | |

- Safety**
- All PPE protocols and requirements must be adhered to.
 - Masks/face coverings will be required for all staff and students in all grades. These face coverings must be worn at all times (outside of mask breaks.)
 - Staff must wear a mask/face covering and maintain 6 feet of social distancing between themselves and other staff and students.
 - There will be signs at entrances to the building reminding students of the safety protocols that are in place to keep everyone safe. There will be stickers and lines placed in the hallways that indicate six feet of space in between students in order to assist with distancing.
 - Hand sanitizer will be available at each building entrance, and staff will be monitoring each entrance upon student arrival and departure. Students will use hand sanitizer upon entrance into the building.
 - Lockers will not be used by students in order to minimize passing time.
 - Each grade level will have 3 bathroom breaks scheduled each day. Staff will be assigned to monitor the bathrooms. If a student asks to use the bathroom and it is not the scheduled time, the student will be asked if they can wait, if they can not wait, the student should be sent with a pass to the Main office. No student will be denied use of the bathroom. Teachers will keep a list of students who use the bathrooms each day.
 - A teacher may send 2 students at a time during bathroom breaks.

- Grade 5- 8:15-8:30, 10:35-10:50, 12:00-12:15
- Grade 6- 8:15-8:30, 9:25-9:40, 12:00-12:15
- Grade 7- 8:15-8:30, 10:35-10:50, 12:00-12:15

Mask Breaks

Designated mask breaks must occur throughout the day. When possible, mask breaks should be outside with all individuals being 6 feet apart or more and as stated above. Mask breaks can occur in the building/classroom as long as the individual taking the mask break is at least 6 feet apart and windows are open. Mask breaks should be kept to a maximum of 5 minutes unless eating. Any student that states that they are in need of a mask break should be allowed to have one following the steps below. If an individual is requiring many mask breaks or mask breaks beyond 5 minutes at a time, please consult with the school nurse. Mask breaks should be taken one at a time in the classroom.

All school staff and students will follow these steps for hand hygiene and removing a mask prior to eating, drinking, or mask breaks:

1. ***Wash hands*** with soap and water for at least 20 seconds and in accordance with the handwashing protocol or sanitize hands using Alcohol Based Hand Sanitizer. Handwashing with soap and water is preferable to alcohol based hand sanitizer prior to eating or handling food.
2. ***Sit at an assigned seat or assigned space (if outside)***, 6 feet from others.
3. ***Remove the face mask*** by touching ear loops only and avoid touching the outside or inside of the mask
4. ***While touching ear loops only, fold in half*** so the inside of the mask is inside the fold.
5. ***Eat, drink or have mask break***
6. ***Unfold mask*** touching ear loops only
7. ***Place mask onto face***, touching ear loops only
8. ***Wash hands*** with soap and water for at least 20 seconds and in accordance with the handwashing protocol. Handwashing with soap and water is preferable to alcohol-based hand sanitizer after eating.

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| | <p><u>Water Breaks</u></p> <ul style="list-style-type: none"> • Water breaks can be taken during mask breaks and follow mask break protocol. <p><u>UA Transitions</u></p> <ul style="list-style-type: none"> • Gen. Ed Classroom teachers are responsible for transitioning their students to and from their UA classes by leading them in a single file line with 6 feet of distance between them. • Teams 7A, 6A and 5A will use the front stairwell • Teams 7B, 6B and 5B will use the back stairwell |
| Classrooms | <ul style="list-style-type: none"> • Students will be assigned to a cohort of learners in the middle school. These will be Cohort A, B, C, and D. Cohorts should generally have 12 students in a classroom. • Classrooms will be cleaned before a Cohort of students leave the classroom, by the teacher spraying the desks, chairs and any shared manipulatives with a soap mixture and the students wiping them down. • Students will travel to UA's with their A Block assigned cohort. Students will attend that UA class for approximately 2 weeks and then transition to a different UA. • UA classes will have further guidelines in order to keep students and teachers safe. Equipment will be disinfected in between cohorts of students. Physical Education classes will happen outside when weather allows, students will need to be 10 feet from each other if participating in a strenuous activity. Classes may happen inside with appropriate spacing and activity level for indoor Physical Education. Students will be picked up and dropped off by their grade level teacher for UA's. |
| Arrival & Dismissal | <p><u>Bus</u></p> <ul style="list-style-type: none"> • When students arrive on the bus, they will be directed by an adult to exit their bus two buses at a time. For example, bus 1 and bus 10 will exit the bus and enter the building. This staggered exit of the bus keeps large amounts of students from forming. Masks must be worn at all times. |

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| | <ul style="list-style-type: none"> ● Once off the bus, students will be directed to enter the building through the main entrance while adhering to social distancing guidelines. Upon entering the building, students will sanitize their hands, grab their breakfast and head to their assigned grade using their grade-level stairwell. UA teachers will be on duty in the lobby and in the stairwells to monitor students as they transition to their classrooms. Walkers and students being dropped off can not be dropped off at the school prior to 7:30 a.m. Upon arrival at school, these students will enter the lobby, sanitize their hands, grab breakfast if needed and proceed up their grade level stairwells. <p><u>Dismissal</u></p> <ul style="list-style-type: none"> ● Order of Dismissal: Pickup - Busses - Walkers ● UA teachers (2 per grade level) will go to a grade level floor to get students who are being picked up and will transition these students to the cafeteria. Students being picked up will wait in the cafeteria adhering to social distancing guidelines. Students will be called from the cafeteria to their cars, through a relay of the walkie call. One UA teacher will remain on duty in the cafeteria and the other will be on duty in the lobby to monitor students transitioning to busses and finally the walkers. ● Bus students will be dismissed by their bus numbers in a staggered fashion to allow for social distancing. All bus students and walkers will use the front stairwells. Special education teachers and support staff will be assigned a post to monitor during dismissal. After bus students are dismissed, walkers will be dismissed in a staggered fashion. Special education teachers and support staff will remain at their posts until all students have transitioned out of the building. Homeroom teachers will review arrival and dismissal protocols with their homeroom students |
| <p>Teaching & Learning</p> | <ul style="list-style-type: none"> ● The full scope and sequence of the curriculum will continue to be taught in all subjects. Social-emotional learning components will also be embedded. ● Hybrid instruction will be rich and rigorous in order for students to engage in the curriculum. ● Work/activities/assignments will be assessed and grades should be recorded in Plusportals. |

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| | <ul style="list-style-type: none"> ● Teachers will be responsible to plan in-person and remote lessons. Best practices from remote and in-person teaching and learning will be combined to create a blended experience for students. ● Work/activities/assignments will be created by teachers' grade level/department/subject area colleagues in order to create common learning experiences for students and enhance unity and support among teachers. ● All educators will use Google Classroom and Zoom as the platforms through which to teach and connect with students. ● Lessons will be synchronous for all students. ● Students should have their video turned on during all Zoom meetings. ● Recorded teacher videos for the "I do" portion of the lesson will be created and posted in Google classroom for students to access if they miss the instruction due to illness or an appointment. ● Attendance must be taken and submitted every block for both in-person and remote cohorts. ● Links to apps/platforms and subscription-based programs can be used, however they must be district approved and linked through Google Classroom. ● Meetings (i.e., IEP, faculty) will be scheduled, and teachers will be expected to attend at scheduled times. ● Student materials will travel with students ● In the event that multiple staff members are out of the building on the same day, and classroom coverage is needed, staff may be reassigned to cover these classrooms. ● Teachers will plan and deliver Advisory lessons to the students who are learning in-person. Advisory choice boards will be available for the students who are fully remote as well as those who are on their home learning days for the hybrid model. ● Teachers will plan and deliver RTI 5 days a week for all students |
| Lunch | <ul style="list-style-type: none"> ● Students will be eating breakfast and lunch in the classrooms. ● Students and staff must follow district protocol around washing of hands/sanitizing before and after eating. ● Students are permitted to remove their masks while they are at their desks, eating. **If a student needs to get up for any reason, he/she will have to put the mask back on before getting up. |

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| | <ul style="list-style-type: none">● Students will have access to grab and go breakfasts from the cafeteria. These will be carried to the classroom by students and consumed in the classroom at student desks● Students who wish to get lunch from the cafeteria will transition to the grade level hallway, select a grab and go lunch, return to the classroom and consume the meal at their desks.● Staff not assigned to cover a classroom during the lunch period will be assigned to monitor the hallways, stairwells and lobby areas.● Each classroom will have a barrel which will be used to dispose of trash |
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