

West Middle School Hybrid Entry Plan

Hybrid Schedule

For students to see all teachers in the hybrid model, all middle schools need to adjust schedules. In remote learning, West was in Odd number class Monday/Thursday and Even number classes Tuesday/Friday. However, in the hybrid schedule will follow Odd number class Monday/Tuesday and Even number classes Thursday/Friday.

See schedule:

Hybrid Block Schedule			
ODD Classes – Monday & Tuesday		EVEN Classes – Thursday & Friday	
Monday - Last Name A-K in Building Last Name L-Z Remote		Thursday - Last Name A-K in Building Last Name L-Z Remote	
Tuesday - Last Name A-K Remote Last Name L-Z in Building		Friday - Last Name A-K Remote Last Name L-Z in Building	
P1	8:00 – 9:35	P2	8:00 – 9:35
P3	9:40 – 11:15	P4	9:40 – 11:15
Lunch	10:45 – 1:45	Lunch	10:45 – 1:45
P5	11:50 – 1:25	P6	11:50 – 1:25
P7	1:30 – 3:05	P8	1:30 – 3:05

All Online Learning Wednesday Schedule	
P1	8:00 – 8:35
P2	8:39 – 9:14
P3	9:18 – 9:53
P4	9:57 – 10:32
P5	10:36 – 11:11
Lunch	11:13 – 11:38
P6	11:42 – 12:17
P7	12:21 – 12:56
P8	1:00 – 1:35

Phase-in Process Proposal

October 12th: Start communications of Hybrid schedule changes

October 19th – 23rd: Identified Vulnerable Students

October 26th – 30rd: 6th grade returns (New hybrid schedule starts)

November 2nd – 3rd: Monday/Tuesday New West Students (Conferences)

November 9th: Full School in hybrid mode

Student Arrival

Students can enter the building starting at 7:45 (time is not set) when teachers are on duty. Students will be required to have a mask before entering the building, they will also have a temperature check at the door. Temperature checks will be monitored by staff (see below). Drop off locations will be communicated and marked for students and parents.

Drop Off Locations:

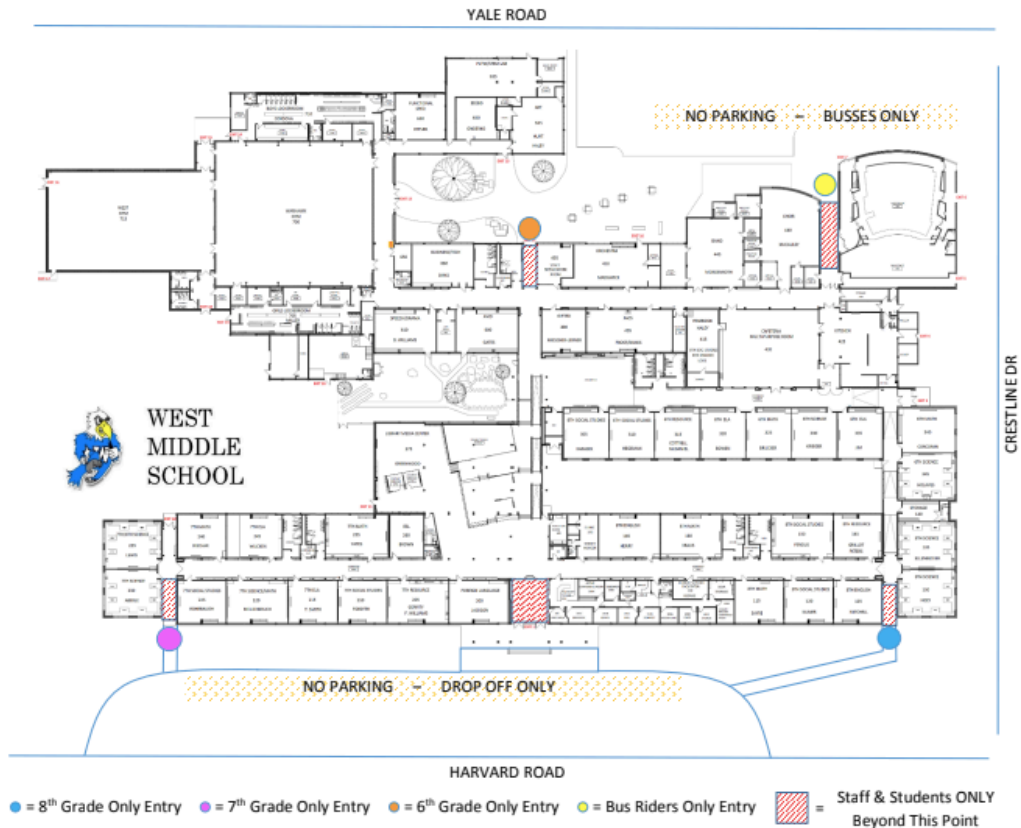
Theater Entrance – **Bus Riders and Breakfast Students**

Courtyard Ramp Entrance – **6th grade**

West Front Entrance – **7th Grade**

East Front Entrance – **8th Grade**

Main Office Entrance – **Staff/Substitutes/Teachers**



When Students and Staff Arrive on Campus:

Students will be released from busses one bus at a time coordinated by building administration. Upon arrival, students proceed straight to class (no lockers in use). **Student will be able to carry their backpacks throughout the day.**

- Students wear masks on busses and as they enter the building
- Classified staff flex to cover/supervise when teachers are meeting

- Signage and/or other delineation regarding where to stand if waiting outside of the building will be in place.
- May use common spaces if adverse weather exists (social distance in the Warhawk gym)

Breakfast

Breakfast will be offered in a grab-n-go style. Students can enter for breakfast at 7:30. The cafeteria will be monitored for social distancing. Seating is arranged to follow social distancing protocol. Students can bring home lunches to school.

- Use disposable items (i.e. utensils, dishes)
- Simplified menu- shorter menu cycle for the initial weeks of reopening
- Entrances/Exits identified for students
- Designate Flow of Traffic, marked with floor stickers.
- Ensure distancing - identify space for 6 feet apart during meal pick-up and seating
- Students follow social distancing to pick up/eat lunch in the cafeteria

Hallways

When Students and Staff Move About Campus/Transitions we will follow healthy protocols. Students will have limited transitions in the block schedule to reduce transitions. Other recommendations followed at West:

- One-way hallways/stairways where possible
- Arrows on wall/floor to designate traffic flow
- Staff will monitor hallways for social distancing
- Students will wear masks in hallways
- Allot more time for students with medical needs
- Possible rolling passing period to reduce the number of students in the hallways.
- Provide physical guides, such as decals on floors and sidewalks and signs on walls, to ensure staff members and students remain 6 feet apart.

Classrooms

Classroom arrangement is important in curbing the spread of COVID-19. Special arrangements will be made by staff to have a safe student/staff environment.

- All staff should reconfigure work/classroom spaces to accommodate 6 feet of social distance.
- When possible, assign student seating and limit student movement in the classroom.
- As much as possible, furnishings with fabric and other hard to clean fabrics and rugs should be removed from the classrooms.
- Utilize outdoor spaces for instruction purposes when possible.
- If possible face all desks in the same direction.

Restrooms

Restroom usage will be monitored and sanitized throughout the school day. The following recommendations will be adhered to during the instructional day.

Bathroom use during passing will be prohibited due to social distancing issues.

- It is recommended that students use restrooms during instructional time to reduce the number of interactions in the hallway.
- Classrooms with individual bathrooms should utilize those spaces rather than common spaces.

Lunchroom

Seating has been identified and the cafeteria layout has been determined. Seat signage will designate seating areas for students. Social distancing floor patches are ready to identify student paths for grab-n-go lunch. Lunch will be broken into 6 lunch periods instead of 3 to decrease the number of students at lunch. The West Theater will work as an overflow space if needed. Also, the following will be important to lunchroom safety:

- Use disposable items (i.e. utensils, dishes)
- Simplified menu- shorter menu cycle for the initial weeks of reopening
- Entrances/Exits identified for students
- Ensure distancing - identify space for 6 feet apart during meal pick-up and seating
- Students follow social distancing to pick up/eat lunch in the cafeteria
- Students eat in the cafeteria, outside, and/or theater - based on social distancing guidelines
- Identify student seating with visuals on seats/benches
 - 6-foot social distancing in line and when eating lunch
- Thorough disinfection of surfaces
- No outside guests to join their student for meals

Current Lunch Schedule:

LUNCH SCHEDULE		
M-T-R-F	ODD	Traffic Flow
10:45 - 11:10	Henry, Hoey, Kilmer, Lewis, Sayre	100 hall to main ramp to 400 hall to cafe; exit 300 hall to 100 hall
11:10 - 11:35	Ellenbecker, Fergus, Kraus, Lo	100 hall to main ramp to 400 hall to cafe; exit 400 hall to main ramp to 100 hall
11:40 - 12:05	Brucker, Holaves, Jim, Karasek	300 hall to cafe; exit to 300 hall
12:05 - 12:30	Hurt, Frost, Madgwick	600 hall to 400 hall to cafe; exit 400 hall to 600 hall
12:35 - 1:00	Bowen, Corcoran, Hegeman, Kr	300 hall to cafe; exit 300 hall
1:00 - 1:25	Cordova, Miller, Team Harvard	600 hall to 400 hall to cafe or 200 hall to main ramp to 400 hall to cafe; exit 400 hall to main ramp to 200 hall (8th grade classes will not release until 7th grade has moved to next class; 6th grade is contained in 300 hall)
LUNCH SCHEDULE		
M-T-R-F	EVEN	Traffic Flow
10:45 - 11:10	Team Lightning	300 hall to main ramp to 400 hall to cafe; exit 400 hall to main ramp to 300 hall
11:10 - 11:35	Team Thunder	300 hall to cafe; exit 300 hall
11:40 - 12:05	Team Elite	100 hall to main ramp to 400 hall to cafe; exit 300 hall to 100 hall
12:05 - 12:30	Team Yale	200 hall to main ramp to 400 hall to cafe; exit 400 hall to main ramp to 200 hall
12:35 - 1:00	Team Epic	100 hall to 300 hall to cafe; exit 300 hall to 100 hall
1:00 - 1:25	Team Harvard	200 hall to main ramp to 400 hall to cafe; exit 400 hall to main ramp to 200 hall (6th grade classes will not release until 7th grade has moved back to 200 hall; 8th grade are contained in 100 hall during class change)

Cameron Schmidt

Locker Rooms/Common Spaces

Students and staff need to be aware of common space use and responsibilities. These spaces include the Office, Gym, C-commons, and the West Media Center.

- Strict adherence to social distancing will be enforced in this model.
 - Student socialization/congregation discouraged
 - Staff will monitor student masking/social distancing
- Consider the risk of exposure, the crossing of groups, and group size when planning
 - No all-school assemblies
 - No field trips
- Lockers are high touch surfaces and will not be used.
 - Signage outside informing visitors to wear a mask and wait in the vestibule for assistance.
 - Markings on the floor (6-ft)
 - Only essential personnel allowed in buildings
 - Office staff will sign visitors in or out
- Learning Pockets
 - Students from different classes should not occupy learning pockets at the same time.
 - Learning pockets will be disinfected after each use

Activities/Athletics/Clubs

Middle Schools will continue to offer KSHSAA activities within the guidelines of the USD 497 Board of Education and following the COVID-19 mitigation strategies previously shared with the Board of Education and community.

- Non-KSHSAA clubs and organizations will continue to function as possible.
- Curricular events will be assessed throughout the school year.

Student Dismissal

Students will exit the building at the closest door at the end of the day. This will need to be communicated with parents by the student because it is based on their schedule. Dismissal will go by grade level to reduce hallway contact.

Students will be required to have a mask exiting the building and supervised by staff.

West Middle School is Ready to Learn

Temperature Checks:

Each of the student arrival doors will have both thermal scanners and digital thermometers at the 5 main entrances (Signs will be in place). These areas will be monitored by Administration, Students Services, Learning Coach, WRAP Worker, and other personnel that is directly not responsible for students in the classroom.

Safety Signage:

Multiple CDC/Heath type signage as ordered and has arrived to the building. Sign include, but not limited to wash hands, wear masks, sanitation stations, social distancing, area closed, do not enter, do not use, and stagger seating. The signage will start being placed Oct 5th.

Hallway:

Signage for one way will be marked on the floor. Hallways will be taped down the middle as a guide. Due to multiple dead-end hallways, a circular pattern could not be developed. (This will look like construction) The taped center line will determine your direction and marked on the floor.

- Ramp – The steps will be southbound lane and the ramp will be northbound lane. This will be marked by directional floor stickers

Social Distancing Considerations for Students and Staff:

- Strict adherence to social distancing will be enforced in this model.
 - ✓ Student socialization/congregation discouraged
 - ✓ Staff will monitor student masking/social distancing
- Extra furniture and unnecessary materials will be removed from the classroom to increase the space available to provide distance between students.

Physical Barriers for Staff in close proximity:

- Explore installing physical barriers in areas such as reception and employee workspaces where adherence to physical distancing may be difficult.

Cleaning and Disinfecting:

Custodial teams will follow established cleaning procedures as outlined by the district in maintaining healthy and clean environments.

- Prioritize high touch areas including handles, handrails, counters and surfaces, tables, chairs, desks, etc.
- Hand sanitizer stations will be available in multiple locations throughout the school to encourage frequent use. Typical areas will include entryways, classrooms, cafeterias, gymnasiums, hallways, and offices.
- Provide cleaning materials for classrooms
 - Cleaner/Disinfectant
 - Cleaning Cloths

COVID PROTOCOL:

As soon as the school becomes aware of a student or employee that has been diagnosed with COVID-19, the custodial staff will be informed to close off the areas that person occupied until after cleaning and disinfecting. We will follow the guidance provided by the district flow charts. We have a room (old teachers' lounge) designated as an isolation room for possible COVID cases. Please, email if you need this information again.

Food Service:

- Meals will be a “grab and go” style with limited meal choices.
- All components will be pre-packaged
- Pre-packaged meals available for those onsite and meals can be picked up from grab - n- go sites for online learning days. Note: Meals will be served free of charge for as long as possible through Dec. 18, 2020.

Emergency Drills:

Practice and complete required emergency drills within the classroom setting to avoid cross grouping and communal areas.

- Discuss, practice, document drills
- Coordinate fire drill to the class schedule
- Conduct tornado drills in smaller groups to ensure social distancing
- The Principal or designee identifies the date(s) of all drills to ensure all students participate.

Visitors:

Only essential visitors are allowed to access the building and must do so by appointment only.

- Parents are discouraged from entering the building unless requested by the front office.
- Everyone entering the building will be required to wear a mask, answer COVID-19 screening questions, have their temperature checked, and follow other COVID-19 protocols.