

Capon Bridge Middle School

2020-2021 School Plan

Our school plan has been developed utilizing the requirements and recommendations provided by the [*West Virginia Schools Re-entry Toolkit: Covid-19 Guidance*](#) and [*Hampshire County Schools Re-Entry Plan Guidance for Covid-19*](#).

As new information becomes available, guidelines and protocols given in this document may change. Above all, the safety of our students and staff remains our top priority during the upcoming school year as we provide the best education possible for all students. The administration and staff at Capon Bridge Middle School appreciate the support and cooperation of our staff, students, and families as we navigate this school year together. The following notes outline the procedures that will be followed to begin the 2020 school year.

Health and Wellness Emphasis

- Staff and students (with support from parents) will monitor their own health daily via health screening form and temperature checks
- Students and staff required to wear face coverings (*exceptions in classroom areas where distance can be maintained and movement is minimal)
 - Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings (see *Hampshire County Schools Re-Entry Plan Guidance for Covid-19*).
- Students who are ill are asked to stay home and complete lessons virtually
- Custodians will follow county cleaning protocols and training
- Increased cleaning of restrooms, high traffic areas, and frequently touched surfaces
- Water fountains will not be in use; water containers will be available to refill water bottles

- Students are permitted to bring their own disposable or refillable water bottles from home (water only); some bottled water will be available at school for student use if needed
- Emphasis on hand washing
- Student health training
 - Students will be taught safety procedures including traveling safely, maintaining social distancing in the school and classroom, using materials, classroom-specific procedures, etc.
- Students who become sick at school will be quarantined in their classroom or assigned area, and parents will be called to pick them up immediately

Symptomatic Students:

As students return to school, we may see the seasonal allergy, cold, sinus symptoms we often see this time of year, in addition to possible COVID symptoms. Should a student become ill while at school, the student will be supervised at all times. The student may be kept in his/her classroom or escorted to a designated area until a parent, guardian, or designated adult can pick them up. Medical follow-up may be recommended. Parent and guardian cooperation and adherence to this guidance is important to assist us with keeping students and staff healthy and safe.

Staff Duty Day

- Teachers—7:40-3:40
- Bus duty times: 7:30-7:40
- Aides—each aide schedule flexed to meet student needs
- Staff to wear masks/ face shields for protection
- Sign-in Process—
 - Complete Health Screening at home if possible
 - Enter via main doors
 - Temperature check
 - Sign-in book in foyer (one staff at a time)
 - Head directly into building via main hall (avoid office if possible)
 - Access mailboxes from hall entrance (one staff at a time)
 - Follow all Health Department guidelines for health and quarantine procedures

Student Entrance

- Parent drop-off times: 7:30-7:45
- Students will enter via student entrance door, report directly to cafeteria, and sit by grade and HR group with rows/ space in between
- Students will be dismissed from cafeteria by HR group at 7:40 to homeroom classrooms; any student arriving to school after 7:40 will report directly to homeroom classroom
- Students required to wear face coverings in halls, cafeteria, gym, and any time social distance cannot be maintained in mixed groups

Breakfast

- Breakfasts will be bagged and placed in HR baskets by cafeteria staff—every student should take breakfast (free)
 - (Any staff who helps assist with meals will be permitted a free meal)
- Students are not permitted to trade or give away food
- Related Arts team to deliver HR breakfast baskets to HR's and monitor late arriving students in hallway (only teachers may transport breakfasts).
 - Davis—6th grade
 - Potter—7th grade
 - Anderson—8th grade
 - Stewart—Cafeteria
- HR teachers fill out total #'s on Point of Service form and include adult meals
- Aide, secretary, or designated teacher to enter breakfast numbers
- Trash bag thrown in large trash cans in each wing by Related Arts or HR teacher (students may not assist with this task)

Homeroom/ Student Support

- HR teachers to monitor student wellness forms daily; teacher or aide will take temperature readings as needed
 - If wellness form is not signed by parent, students will complete their own wellness form.

- Email nurse/secretary about sickness alert--do not send student out of classroom
- Based on symptoms, parents will be notified, and students will be monitored in classroom or be escorted to designated location to wait for parent
- Maintain student health confidentiality
- Related Arts team to return baskets to cafeteria and HR packets to office at 8:15
- Students to complete Advisory lessons, iReady, study hall tasks

Lockers

- Students will not use lockers this year. Students will be permitted to carry backpacks into all classrooms.

Hallways

- Students to remain 6 feet apart and are required to wear face coverings during transitions
- Main halls are one way (exceptions at end of day)
- Hallways will be marked with signs and directional arrows to remind students of social distancing and safe traveling procedures.
- Wing halls-- students walk to the right, 6 feet apart
- Staggered class dismissals to Related Arts/ lunch—teams determine process

Classrooms

- Space seats as far apart as possible (use green squares for reference)
- Desks face same direction
- Students remain in same classroom throughout core classes (teachers rotate with instructional resources on their cart)
- Assigned seating charts by teachers (teams to determine together)
- Minimize student movement in classroom (movement breaks may occur in hallway, gym—if available, or outdoors)
- Students clean desks and organize space at end of day

- Student may bring disposable or refillable water bottles from home (water only)
- Class bathroom breaks scheduled by teams- social distance required
- School library and classroom library materials will not be utilized/ checked out until cleared for student access

Related Arts

- Stagger dismissal by HR group
- Wipe equipment after each group
- PE--outside as much as possible; stagger instructional units to avoid equipment sharing between groups and grades
- Chorus--Singing permitted outside only, socially distanced
- Band—students use their own instruments only (instrument types may be limited); students must be socially distanced

Lunch

- HR groups escorted to cafeteria by teacher
- Tables face same direction
- Students sit with HR group
- Students enter line by row (HR group) and stand 6 feet apart (marked on floor)
- Kitchen staff will have protective barrier and will plate all food; students will not serve themselves any food
- Tables cleaned by kitchen staff/ custodian after each lunch shift
- Teachers pick up assigned group to go to established location for movement break/ intermission:
 - Outside if possible
 - Each group will have designated area
 - Socially distance
 - Encourage movement
- **Curbside Pickup for Virtual Students** – Students participating in virtual school may pick-up lunch and breakfast for the next morning each week day from 10:00-10:30 at the Student Entrance Door.

End of Day

- Students required to wear face coverings in halls and stay in line
- Students dismissed in a staggered manner by HR group; students will report directly to buses
 - 8th grade will exit from Related Arts using Student Entrance Door
 - 7th grade will exit using main hallway
 - 6th grade will exit using cafeteria hallway and Student Entrance Door

Athletes/ Parent Pick-ups

- Athletes sit with team members in cafeteria, masks on, spaced out on gym side of cafeteria
- Parent pick-ups spaced out in front of building/ hallway if necessary
- Late duty teacher and/ or aides monitor students until 4:00.

Parents/ Visitors

- All non-essential visitors are prohibited from entering the building. Essential visitors will be screened upon entry per Hampshire County Health Department and West Virginia Department of Health and Human Resources guidelines.
- Parents and visitors will be required to wear proper face coverings and have their temperature checked upon entering the building. Only one person at a time may be in the foyer entrance in order to maintain social distancing protocols.
- Parents will sign out their child in the foyer area.
- Parent conferences and scheduled meetings will occur via phone or computer
- Parent communication via Remind App, School Facebook page, Messenger calls, email, and Schoology
- PTO and LSIC meetings will be held virtually.

Grade Level Teams

- Approximately 3 duty periods per week dedicated to virtual lessons, student/ parent communication, Schoology, etc.

- Coaching—Coaches are available to assist individual teachers with Schoology, virtual lessons, standards-based activities, modeling, etc.
- Grade level instructional meetings weekly on Mondays with admin/ coach
- Team meetings weekly on Wednesdays
- Teams to complete assigned duties as directed

Technology

- All students will be issued a device and power cord to use for school work during the 2020-2021 school year. Devices must be submitted back to the school at the end of the school year.
- Students will take their laptops home daily and must bring the charged laptop to school each day.
- Students must submit signed AUP pages and computer agreement before taking their device and power cord home
- Students must take special care of school devices. Parents will be charged to repair or replace lost or damaged devices. No extra devices are available if devices are damaged or lost.
- Students will be provided their passwords for Schoology, email, and other essential platforms
- Schoology will be used for teachers to post lessons, instructional materials, assignments, and grades
- Internet boosters to be placed in all county schools, libraries, and possibly other community buildings for students to download/ access assignments as needed
- Laptops should be cleaned regularly with a disinfectant wipe.

Suggested School Supplies

*Each student will need own set of materials, as supplies may not be shared

- Lined Paper
- Folder for each subject
- Clear sheet holders
- Pencil bag
- Pencils/erasers/scissors/glue stick/ color pencils/ markers
- Small white board
- Expo markers
- Clip board
- Reusable, spill proof water bottle
- Ear buds
- Hand sanitizer
- Tissues
- Backpack large enough for laptop

*Students who do not have necessary supplies for class assignments will be provided necessary materials by the school.

Donations of these items are appreciated!