

***McLEAN INDEPENDENT SCHOOL DISTRICT***

***RE-START PLAN***



***PRIDE IN EXCELLENCE***

***AUGUST 6, 2020***

The **purpose** of the following information is to communicate and connect with all stakeholders regarding McLean ISD's reopening plans for the start of the new school year. Because of rapidly changing information pertaining to the spread of COVID-19 in our state, we have been forced as a district to prepare multiple strategies and scenarios in order to be prepared for the upcoming year. With this in mind, this is a working plan in progress to ensure a quality education in the safest environment.

## **2020 – 2021 Instruction Plan**

### **Instructional Methods - Two Methods**

1. On-Campus Instructional Model
2. Asynchronous Remote Instructional Model

#### **On – Campus Instructional Model**

Is a traditional classroom setting with a teacher on campus. In this setting students would be returning to the classroom in-person for instruction. The district would follow these safety measures under considerations at this time:

- ❖ Daily temperature checks
- ❖ Physical distancing (as possible)
- ❖ Alternate meal locations
- ❖ Use of mask by students and staff (10 and older)
- ❖ Issuing chromebooks or laptops to secondary students
- ❖ Limited sharing of supplies/equipment
- ❖ Self-contain grade levels PK – 6<sup>th</sup>
- ❖ Limited gathering and school events (Virtual tools will be used to connect with students and parents)

#### **Asynchronous Remote Instructional Model**

This will be a blended approach to learning with remote access for student use. This instructional plan may include various forms of digital and online learning, video lessons, emails, app-based learning tasks, and may consist of instructional learning packets that students complete on their own. Some of the design considerations include the following components:

- ❖ Students will have a MISD teacher, but the majority of learning and practice will be completed by the student at home, using resources provided by the teacher and MISD
- ❖ All instruction will be delivered remotely through a blended learning model.
- ❖ Curriculum and resources are specifically designed and aligned to the district's

expectations/scope and sequence of the curriculum.

- ❖ Students will be expected to participate in district/state assessments to document student learning and growth.
- ❖ MISD teachers will communicate daily learning expectations in the district learning management system (Edmentum, Google Classroom, Edgenuity, Zoom, TEA Learning Management System)
- ❖ Students will turn in daily assignments to the teacher through the Learning Management System, email or delivery of a learning packet.
- ❖ Teachers will provide feedback to students and use district grading guidelines on all assignments.
- ❖ Attendance will be taken daily to fulfill local and state requirements. ***Student engagement with the LMS or other instructional avenues and/or any daily contact by the teacher with a student focused on supporting or monitoring student academic progress, as defined by the approved asynchronous instructional plan, will establish daily attendance. A student will be considered absent if the student does not have documented engagement with the LMS and/or daily contact with the teacher, and/or documentation of completion/turn in of daily assignments. A teacher or campus representative will input the student's daily attendance into the Student Information System (SIS) for the asynchronous method, based on the student's daily engagement with the LMS or other instructional avenue and/or the daily contact with the teacher, by marking the student remote asynchronous present or absent on that day.***

Just as if your child was attending a traditional classroom setting, the remote learning model is a shared partnership that involves the school, parent, and the student. The parent/guardian partnership will be critical to ensuring student learning success. As a partner in the learning, you will be asked to monitor and support them as they log-in and will be asked to ensure they are keeping up with daily lessons and classwork." We will be following the grading guidelines that are in the student handbook just as we would if your child was on campus in person. While educating children in this fashion is not ideal, the outcome for your child's learning is important and we as a district need your support to make it a positive learning experience.

### **Instructional Schedule**

In-Person Instruction 7:50 – 3:40

Asynchronous Remote Learning 7:50 – 4:00

### **Visitors / Parents**

For the safety of our students and staff. During the 2020-2021 academic year, outside visitation will be kept to a minimum. Visitors will only be allowed to enter through the high school main entrance. Only one visitor at a time will be allowed in the foyer, all other visitor's will remain outside until authorized to enter the building. No visitors at any time will be allowed in the academic hallway without the consent of the campus principal.

Parent/Teacher meetings will need campus principal approval to be held in the academic hallways.

All visitors who enter MISD will be required to adhere to the following procedures:

1. Wear a face covering as recommended by state and federal health officials.
2. Submit to a temperature scan before entering the building. If the temperature is greater than 100.4°F (38°C) entry to the building will be refused.

### **Facility and Maintenance Plans**

A collective team tackled the task of creating processes and procedures so that we provide as much detail as possible for a safe start to the new school year. As we are in uncharted territory, we will be revising these processes often and make the necessary changes as needed. Faculty and staff will model appropriate practices at the start of school to ensure safe practices are established for all.

In order to successfully log each and every person, (including staff, students, parents) into either the High School or Elementary please adhere to the following guidelines.

1. Staff will report to a designated station by their principals to log their name and temperature. Each day temperature will be collected on all employees.  
Secondary Staff – Principal's Office (no later than 7:30)  
Elementary Staff – Principal's Office (no later than 7:30)
2. All staff will enter at normal entry points
3. Students do not need to arrive before 7:45AM
4. A Sanitization station will be provided at each entrance
5. Face mask and/or shields required. (NOTE: Face masks should be provided by parents).
6. Cafeteria and maintenance employees will check in with Rhonda Sparling.

Upon entry into either building all staff and any visitors will be asked to write your name in the log, take your temperature, and put your face covering on. Face covering must be on prior to entrance of facility.

### **Entrance**

- ❖ The CDC considers a person to have a fever when he or she has measured temperature of 100.4°F (38°C). Anyone whose temperature is at or above (100.4) will be sent home. Parents will be contacted immediately to schedule pick-up.
- ❖ Cafeteria and maintenance employees will check in with Rhonda Sparling.
- ❖ All Students will be checked in by their principal at their designated entrance.

7<sup>th</sup> – 12<sup>th</sup> Grade students will enter the High School entrance across from the Ag. Building and report to their classroom.

PK-6 Grade students will enter the double doors in front of the elementary and report to their classroom.

### **Cafeteria**

- ❖ Sanitation methods -recommended CDC protocols for cleaning areas will be followed by all staff members. The following link contains CDC protocols, which we will be following by all to the best of our ability.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- ❖ Cleaning/Sanitation will be completed after each seating.

### **Breakfast**

Students in grades PK – K will arrive on campus and go directly to their classroom. They will have breakfast served to them in the cafeteria at approximately 7:55 am.

Students in grades 1<sup>st</sup> – 6<sup>th</sup> will arrive on campus and go directly to their classroom. They will have breakfast served to them in the classroom at approximately 7:55 am.

- ❖ Students in grade 7<sup>th</sup> - 12<sup>th</sup> who choose to eat breakfast will have breakfast served to them in the cafeteria from 7:35 – 7:50 am. Those students who choose not to eat breakfast will report to their first period classroom.
- ❖ All students will follow the same CDC guidelines and maintain a safe social distance of 6' at all times while in the cafeteria.

### **Lunch**

- ❖ Lunches will be staggered starting 10:55-12:14 daily
- ❖ Students and staff will have rotations to allow for social distancing across the area. Students will not be seated directly across or beside another student. Spacing will be marked on tables to identify areas for seating. If needed alternative areas will be used to serve lunch to allow for social distancing.
- ❖ For remote learning students meal pickup will be from 11:30 - 12:00 at the double doors across from the backside of the new gym. Parents need to contact the school by 9 a.m. to allow the school to plan for the number of meals that will be needed for those students. Please note that the student must be enrolled in the school district to receive a meal.

- ❖ Food distribution- PPE will be utilized by all cafeteria staff while serving food. Students rotate through the line by staff directives so that minimal numbers are in proximity to each other. Others will wait at tables, hallways, or classroom to be called. Spacing will be marked on the floor to identify distancing.

### **Gym/Athletics**

- ❖ Locker room – Groups of 10 – locker rooms in both gyms will be utilized to limit the number of students to 10 at any given time.
- ❖ Sanitation methods -recommended CDC protocols for cleaning areas will be followed by staff members.
- ❖ Staff will practice recommended CDC protocols while students are in their care, whether this is the athletic period or physical education.
- ❖ Cleaning/Sanitation will be completed after each activity. Athletic attire will be washed daily.

### **Playground/City Park**

- ❖ Cleaning/Sanitation will be completed after each visit. Area will be sprayed after class use, only 1 grade level will be in the area at a time. We will have a rotation schedule that classes will follow throughout the week. Teachers will monitor and work with students to practice social distancing.

### **Classrooms**

- ❖ Sanitation methods -recommended CDC protocols for cleaning areas will be followed by staff members.
- ❖ Cleaning/Sanitation will be completed throughout the day
- ❖ No sharing of supplies - students will have their own materials. Teachers will work with students to get what supplies they need if they do not have supplies.
- ❖ Teachers will accommodate to the best of their ability to space students throughout the classroom.
- ❖ Electrostatic Sprayer for Disinfectants and Sanitizers have been purchased for use in the buildings and the buses.

### **Hallways/Restroom**

- ❖ Sanitation methods -recommended CDC protocols for cleaning areas will be followed by staff members.
- ❖ Sanitation spray will be utilized frequently throughout the day.
- ❖ Lockers will be cleaned at the beginning of each day and sprayed throughout the day.
- ❖ Staff will work together to efficiently transition the students between class periods.
- ❖ Student paths will be marked to provide appropriate spacing as well as directional indication for students to follow.

- ❖ Staff will work with students on safety measures during restroom breaks.
- ❖ Minimal number of students in the restroom at any time.
- ❖ Spacing while handwashing – only one student at a time per sink
- ❖ Staff will have access to spray after class use. Maintenance staff will have scheduled cleaning throughout the day so that it is cleaned multiple times throughout the day.

### **Waterfountains**

- ❖ Closed – for students
- ❖ Staff may refill water bottles for students
- ❖ Students will be allowed to bring water bottles or clear plastic containers for water. ONLY water is allowed in classrooms. If more water is needed, a staff member will be of assistance.

### **Library**

- ❖ Libraries will remain open. Minimal number in library at a time. Open times will be in the morning and afternoon. Teachers will be allowed to take students in the library allowing no more than 10 in at a time.
- ❖ Area will be sprayed with sanitation frequently throughout the day.
- ❖ Books that are returned will be kept on a cart. Books will be sanitized.

### **UPDATED - Computer Labs**

- ❖ Sanitation methods -recommended CDC protocols for cleaning areas will be followed by staff members.
- ❖ Computers and laptops will be sanitized after each use.
- ❖ Student computer time will be scheduled so that students are appropriately spaced throughout the room.
- ❖ Students will be able to use laptops at various times and the same practices will be used for these tools as well.

### **Buses/Transportation**

- ❖ Student transportation will be provided for the 2020-2021 school year as normal. Pickup and drop off times will be altered slightly due to safety procedures if needed. The bus driver will communicate with parents.
- ❖ Student temperatures will be taken prior to boarding the bus. The CDC considers a person to have a fever when he or she has measured temperature of 100.4°F (38°C). Anyone whose temperature is at or above (100.4) will be sent home.
- ❖ All students will be required to use hand sanitizer before boarding the bus.
- ❖ Students will adhere to social distancing on the bus. Therefore, students will be seated in alternating seats on the bus. Students from the same household will be seated together if space is limited. Buses will be cleaned and sanitized at the end of each trip.
- ❖ Staff utilizing district vehicles will adhere to CDC protocols and vehicles will be

sanitized upon return by staff.

***The procedures that are stated in this document will remain in place until the number of active cases of COVID-19 drop below 20 in Gray County.***

We appreciate your patience and understanding during this time. No matter which school models we move forward with, be assured that we have an excellent staff fully committed to delivering a quality education in the safest environment.