

## **Highland Middle School**

### **Safe Return to School Operational Procedures Plan**

**Please see EMSISD Learning Plan for district specific guidelines:**

<https://www.emsisd.com/domain/7428>

#### **General**

- Within the first days of school, all students will receive age-appropriate personal hygiene lessons regarding hand washing, social distancing, and physical contact.
- Students will be given opportunities for frequent handwashing throughout the day.
- Hand sanitizing product will be available.
- Shared equipment and devices will be cleaned between usage.
- Each employee will immediately wash hands and/or use hand sanitizer upon entering a classroom.
- Every employee entering a room will wear face covering.
- Each teacher will have cleaning supplies to clean high contact areas frequently.
- All students are encouraged to bring a water bottle.
- Students who need to access the nurse during the school day will follow normal nurse protocol. Students who may be experiencing symptoms of COVID 19 will follow district protocol (as explained in the EMS ISD safety plan form link above).

#### **Face Covering**

- Students are asked to bring a face mask, covering, or gaiter. These items will be supplied by the campus if a student does not have them.
- While transitioning to common areas and to classrooms, all adults and students will wear face coverings.
- When working in groups, all adults will be asked to wear face covering.
- When working in groups, all students will be asked to wear face covering.
- Students in Choir/Band/Fine Arts will always wear face coverings. They remove them while they are actively playing/singing, but the must put them back on once their activity is over, or while transiting to another activity.
- Students in EMS-ISD athletics/PE must always wear face masks unless actively exercising. This includes locker rooms, and when they are not able to 6 feet social distance. Students will always keep their masks with them. They remove them while actively exercising, but they must

put them back on once their activity is over, or while transitioning through stations.

### **Arrival**

- Students dropped off in car lanes, biking or walking may arrive between 7:45AM – 8:15AM. Car drop off will be in the front of the school only. Students will enter through designated doors to avoid congestion. Students dropped off in the car lane will enter through door #1. Walkers and bike riders will enter through door #17 in the back of the building. Bus riders will enter through door #25 by the bus lane.
- While waiting for the building to open, students are asked to wear a face mask and follow socially distancing guidelines. Doors will not open until 7:45.
- To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students to class in the school.
- Bus Drop off will be in the bus area and students will enter door #25. Busses will drop off students between 7:45AM and 8:15AM.
- All students will wear a face mask when arriving and when dismissing.
- Students who choose to eat a school breakfast will report directly to the cafeteria where they will pick up a sack breakfast. Staff will seat students in a designated breakfast area. As they finish eating, students will be dismissed individually to report to 1<sup>st</sup> period classrooms.
- All other students will go straight to their 1<sup>st</sup> period classroom. In the classroom, they will independently read, study, or complete homework until the 8:15 bell.
- In order to maintain health and safety conditions, students will not be allowed to loiter in hallways or common areas and will be expected to wear face masks.

### **Dismissal:**

- Students will follow a staggered dismissal schedule to limit the number of students in the hallways.  
Students will be dismissed by grade level and required to exit the door appropriate to their situation (Walkers, bus riders, or parent pick-up)
- To encourage social distancing and mitigate congestions, no parent or family member may do walk-up student pick up at the campus.
- In order to avoid clustering after school, parents should pick up in a timely manner (School is dismissed at 3:30)

- Children of parent picking up, or children dismissed from High Country Elementary should remain in their vehicle, and not loiter or play in the front of the building.

### **Classrooms**

- Teachers should remove unneeded furniture and rugs to allow for maximum distance between students seating. Personal items should be taken home to allow for thorough cleaning of classrooms.
- Students are assigned a desk or table area in the classroom. Students will sit in their assigned space while in the classroom.
- All students will wear face masks in the normal classroom setting. Removing masks for activities requiring that will be at the teachers direction.
- Teachers will have cleaning supplies for use in the classroom.

### **Cafeteria**

- Students will be walked to the cafeteria by their proceeding period teacher.
- Students will sit only with their assigned classmates with distancing as much as possible. Students will sit at assigned table according to their proceeding period teacher.
- Students will be dismissed by table to enter the serving lines.
- Markings will be placed on the floor in the cafeteria serving line to promote social distancing.
- Students will be required to wear a face mask unless they are eating or drinking.

### **Hallways**

- While transitioning to common areas and to classrooms, all adults and students will wear face masks.
- Students will be required to walk on the right side of the hallway when transitioning to not hinder traffic flow.
- Students should use "round-a-bouts" at intersections.
- Foot traffic in stairwells students will follow the "walk on the right" traffic pattern.
- Students will not be allowed to loiter during passing periods, and no physical contact will be allowed.
- Staff will be strategically placed in the halls during passing periods to increase efficiency of traffic flow and monitor behaviors of students.

### **Athletics/Library**

- Gyms will be used for PE with social distancing as much as possible. Outdoor areas may be used for PE when weather permits. Activities chosen for PE should

use little shared equipment. If equipment is used, it should be sanitized between class usage.

- Students may access the library before school via a pass issued by the first period teacher. The library will post an occupancy limit (20), and students may only enter until that limit is reached.
- The library will be available to students for checking out and returning books only. Students may not stay and read in the library.
- Teachers bringing a class to the library must ensure that the class follows the same safety protocol expected in the classroom.

### **Personal Protection Equipment**

- Students pre-K through grade 12 are asked to bring a face mask as part of basic school supplies. Masks or cloth face coverings will be required to be worn while at school and will be supplied by the campus if a student does not have them. Students may be allowed to wear face shields in addition to masks, but masks will be required as described below.
- All adults will be required to wear a face covering. When working alone with no one in the same room, adults may temporarily remove the face covering. If someone enters the room, employees should put on their face covering. For employees, face coverings must adhere to Board Policy DGA(LOCAL).
- While transitioning to common areas and to classrooms, all adults and students will wear face coverings.
- Students and staff will use face shields and plastic desk dividers during small group guided reading and phonics lessons. Early reading skills are based on sounds combining to make syllables and words, and it is vital for beginning and developing readers to see the teacher's mouth as he/she forms words and syllables. It is just as important for the teachers to see students' mouths to correct sound errors and formations. For this reason, students and teachers will not wear masks during small group guided reading however, additional safety precautions will be put into place during these lessons.
- Students and staff may use face shields during instruction that necessitates instructional modeling in areas other than guided reading. Students may need practice with articulation, fluency, and modeling on how to make proper sounds. Face shields provide staff and students the opportunity to more accurately demonstrate movement of the lips, mouth, and tongue to make sounds. This also may include delivery of specialized therapies such as speech, occupational therapy, physical therapy, and dyslexia.

- Students will not be required to wear face coverings at recess or when actively exercising in PE/athletics. Students will be encouraged to maintain social distancing when possible during these activities. Students will wear masks in transition to/from these areas.
- Students will wear face coverings in Music/Art/Fine Arts unless otherwise specified by the teacher according to activity and distancing.
- Lanyards will be provided for elementary students to attach masks when not in use.
- Teachers and staff may wear face shields when outdoors and performing work that would be problematic to accomplish with a face mask, such as greeting students and families during morning drop-off and afternoon pickup. Staff should remain socially distanced from others and should put their mask on before going back inside the building.
- Plastic desk partitions will be used in classrooms to provide additional separation of students. Where partitions are not feasible, additional precautions to maximize distancing will be made.

### **Visitors and Deliveries**

- To maintain the cleanliness and sanitation procedures on our campus, at this time there are no parents, volunteers, tutors, or outside vendors (assemblies, programs, etc.) allowed in the school, cafeteria, or classrooms.
- In the case of a Special Education ARD, 504 parent meeting, or other school required meeting, virtual meetings will be offered as an option.
- Anyone entering the building must wear an appropriate face covering.
- To avoid large gatherings, we will plan alternate celebrations and special days to encourage parental involvement.
- For school related deliveries, items will be delivered to the front office while wearing a face covering and maintaining social distancing. Lunch deliveries are strongly discouraged at this time. If necessary, lunch deliveries will be left on a table in the school foyer with an identifying name on the lunch.
- If a student has a medical appointment or needs to be signed out early, parents/guardians will enter the main office wearing a face covering and maintaining social distancing.