



**Durand Middle/High School**  
**Return-to-School Plan**  
**2020-2021**

**Welcome back** to a new school year at Durand Middle/High School! We are excited to get the school year started and can't wait to see students in our buildings again! Going forward, it is important to demonstrate the flexibility displayed last spring to shift as guidance from the Department of Health, DPI and the CDC changes, and maintain our shared focus on student academic growth. Parents are a vital part of student success, and we cannot do this work without your partnership, and addressing concerns over student mental health. This reopening plan will not answer all your questions, but it will get us all started in the same direction.

### **The First Day**

In preparation for the first day of school, students will need to pick up their Chromebook at the school library from August 18-21 and August 25-26 between the hours of 9:00am-6:00pm.

At this time, classes will start in-person on August 27. All students will report directly to their first period class, with no congregating in the halls, commons or cafeteria. We will run our regular bell schedule with a few modifications to accommodate lunch outside the classroom. Further information will be coming out prior to the start of school. Students should know who their first period classroom teacher is. They can find that out by checking Skyward. Students will receive an updated class schedule in their first period on day one.

Your student's Power Hour Teacher will reach out to each family over the next few weeks. They will share their daily schedule, along with the best way to contact them if you have questions.

### **Future Days**

We are unsure what this school year has in store for us, but we feel confident that the partnerships developed with parents last spring will allow us to shift and adjust our plans as guidance changes. Regardless, students and parents will receive their communication through the Power Hour teacher and Skylert Messaging.

## **Student/Staff Safety Procedures:**

- Students will report to their *first period class upon arrival*. *No students will be allowed to congregate in the halls, commons, or cafeteria.*
- Students should always walk on the right side of the hall so we can have a good flow without bumping into each other. Follow the signage on the floor.
- Face Coverings (District will issue)
  - Students & staff required at all times in the classroom and halls.
    - Students will wear face coverings that cover the mouth and nose at all times while on campus.
    - A face covering that does not conflict with the dress code, does not contain a political message, or does not create social unrest will be allowed.
    - It is recommended to have two fresh face coverings daily, so you can change out in the middle of the day.
    - Facial coverings should be hand-washed with dish soap, rinsed out, and air dried daily.
- No lockers will be issued - this will prevent congregating.
- A single backpack will be allowed - stored under their chair/desk while in class.
- Visitors will not be allowed.
- Parents picking up students during the school day will call the office and their student will be sent out. Parents will not be allowed to come into the building unless there are extenuating circumstances.
- No textbooks issued unless no other option is available. Teachers will utilize e-textbooks when possible. If textbooks are issued, they should be taken home and left there.

## **Screening & Protocols:**

- To help prevent the spread of COVID-19 and to reduce the potential risk of exposure to each other, we ask that employees and parents to complete a self-screening which includes a temperature check and answering a set of questions related to symptoms including:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills

- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees fahrenheit.
- Known close contact with a person who is lab confirmed to have COVID-19

### **Health Protocols:**

- If a student/staff becomes ill at school or exhibit symptoms of COVID-19, they may be asked to go home or to the nearest health center.
- Students/Staff returning to school/work from an approved medical leave may be asked to submit a healthcare provider's note before returning to school/work.

If you have been diagnosed with COVID-19, you may return to work/school when all three criteria are met:

1. At least three days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
  2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
  3. At least seven days have passed since symptoms first occurred
- If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work/school until the three criteria listed above have been met.

### **Care Room (Quarantine Room):**

If an employee or student becomes ill with possible COVID-19 symptoms, staff will call the health room to report symptoms. The staff or student will report to the **nurse's isolation room** (within the Health room).

The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

### **School Nurse/Health Room (Non COVID Related):**

#### Teacher Triage in Classrooms

- Minor injuries that require a bandaid.
- A fridge/freezer in teacher work areas will be available if ice packs are needed.
- If a temperature check is needed, staff should call the health room before sending the student. The health room may ask what types of symptoms the student is displaying. If necessary, the School Nurse or assistant will meet the student outside the Health Room to complete a temperature check.
- The School Nurse may have thermometers to give to families who are in need.
- All students who receive medication will still be given medication as normal out of the health room.

### **Hand washing/sanitizing:**

Hand washing and hand sanitizing is extremely important throughout the day. All students and staff should practice frequent hand washing procedures. As students and staff enter the building there will be hand sanitizer stations that each person must use. Hand washing and/or hand sanitizing should be done:

- When entering the building.
- After using the restroom.

- After sneezing or coughing.
- Before & after eating lunch.

### **Social Distancing:**

Social distancing is an effective way to prevent potential infection. Durand-Arkansaw staff and students should practice staying approximately six feet away from others when possible and eliminating contact with others. Social distancing in the following areas should be practiced.

- Classrooms
- Bathrooms - hand dryers will be turned off and paper towel dispensers will be available
- Water Fountain - the fountain portion will be turned off but the water bottle dispenser will still work.
- Passing periods - all students/staff should turn right when leaving a classroom and walk in the same direction on the right hand side of the hall as instructed on the floor.

### **Classroom Expectations:**

All employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. Students will disinfect their own work area at the end of each class period. The following key points are highlighted below:

- The technology platform will be Google Classroom for all classes.
- Desks should be at least six feet apart or as far apart as possible to practice social distancing.
- Only laminated items are to be hung on the classroom walls.
- Cameras will be in each classroom for teachers to be LIVE with instruction for those students choosing Remote Learning and/or to record lessons and share on Google Classroom.

- Classroom teachers will set communication and expectations with parents early for their office hours and best times to get a hold of them should we be required to move to 100% Remote Learning.
- Disinfectants will be placed in all classrooms to wipe down materials and work areas often.
- All desks/tables will be sanitized at the end of each class period.
- Students will not share school supplies with each other. Students will use only the materials they bring, or are assigned to them. Students are discouraged from sharing school supplies.

### **Shared Work Space/Lounge:**

All employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

Employees are encouraged to disinfect before and after each use of the copy machine or items used in the shared workspaces/lounge. Staff shall be the only ones getting the copies from the work room, no students. All employees will be mindful of how many adults are in the work space and practice social distancing. If employees are eating in the lounge they will disinfect their space before and after and practice social distancing. The rooms will be cleaned/disinfected nightly.

### **Bathroom Usage:**

- Will be allowed during passing periods or during the last 15 minutes of class.
- One person at a time during the last 15 minutes of class.
- Students must use their agenda with information completely filled out to use the bathroom during class period.
- Bathrooms in freshman hall and on the 2nd floor will be locked due to having to grab a handle to get out.
- Bathrooms will be sanitized after each passing period.

### **Lunch:**

- Middle School students will eat with their grade level, with some students assigned to the cafeteria, and some to the commons. 6th

Grade students, 7th Grade students, and 8th grade students will not all eat lunch at the same time.

- High School students will have some students assigned to the cafeteria, and some students assigned to the commons.
  - Initially, no gym access during lunch.
  - Middle School recess will be staggered by class to reduce the number of students on the playground area.

### GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least four times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

- Sanitizing
  - Students desks/tables will be sanitized at the end of each class period.

- Quad Stat 5 spray bottles and paper towels will be available in every classroom.
- Frequently grabbed surfaces (door handles, panic bars, etc...) will be sanitized hourly throughout the day by custodial staff.
- Bathrooms will be cleaned and sanitized after each passing period.
- Classrooms & offices will be cleaned and sanitized nightly with electro-static sprayers.
- Passing Periods/Walking patterns - All students/staff will turn right out of the classroom door and follow directional flow identified on the floor.

### **Drinking Fountains/ Bottle Filling Stations:**

- Water fountains are turned off throughout the school building until further notice, however, we will leave on the bottle filling stations so students can bring in their own water bottles and continue to use them as they have in the past

### **Discipline/ALAC room**

- The ALAC room is shut down to start the school year.
- Behavioral support will be provided as a push-in model: Principal/Counselor/School Psychologist goes to the classroom to give the student a break and try to redirect.
- Students that are unable to regroup and return to class will be sent home.

### **Open House/PT Conferences:**

To ensure all students, staff and parents are safe, we will be holding virtual meetings through Zoom or Google Meets for Parent/Teacher conferences or meetings. Power Hour teachers will reach out to parents prior to the start of school. Students will bring their supplies on their first day of school.

### **Bus Routes/Protocols:**

All students riding the bus will be expected to wear a face covering at all times during their ride. Any parent or guardian who walks their child to the bus door will also be asked to wear a face covering at that time. All students and parents who may have to wait at bus stops are asked to

practice social distancing. Hand sanitizer will be available for each student to use as they are entering and leaving the bus.

### **Academic & Home-based Instruction:**

- In-person Instruction - five days/week face-to-face instruction. This will be how we start the school year.
- Remote Learning - students would learn from home using Google Classroom platform, similar to last spring.
  - Teachers will provide live instruction.
  - Students will learn from home following their regular schedule. Students will be expected to be on camera or be marked absent.
  - A normal sequence of curriculum will be followed.
- Virtual Learning
  - Students will take classes through our Virtual Learning vendor.
  - Students will take classes 100% online.
  - District will cover costs for the classes & textbooks.
  - Grades will be issued to the school by the vendor when the student finishes a course.
  - The district will provide a liaison/coordinator to monitor student progress and assist with issues.
- Grading
  - Will remain normal for all learning environments.
  - Assessments will look different with each model.
- Attendance
  - Students must be on camera at all times during the period while Remote Learning or they will be considered unexcused absent.
  - Unexcused absences while Remote Learning will count toward habitual truancy.
  - All other attendance rules apply while Remote Learning.
- While Remote Learning, students missing class for an appointment must provide a note from the doctor. The note can be faxed to (715) 672-8930 by the doctor's office, or a picture of the note can be emailed to the school.
- While Remote Learning, students who are sick should have a parent call them in ill to avoid a phone call from our automated system.
- Technology
  - All teachers will use Google Classroom & Google Meets during Remote Learning.

- Teachers are encouraged to record lessons in Google.
- All teachers will have cameras in their room to provide Remote Learning.
- Communication methods with families
  - In-person learning - individual teachers will communicate with parents regarding concerns.
  - During 100% Remote Learning, Power Hour teachers will maintain communication with parents to reduce multiple calls. Parents can communicate with teachers individually if there are specific questions.
  - Virtual Learning - communication with parents will be done by virtual teacher and district liaison/coordinator
- All areas of the building will be considered for classroom space as needed, to accommodate social distancing with larger sections when the space is available. Room changes may be made throughout the year as needed.