The Hazelwood School District was impacted in an unprecedented way by the emergence of the novel coronavirus (SARS-CoV-2), the causative agent of COVID-19. The profound negative impact of loss of in-person learning on the well-being of children has been well documented and thus we are preparing for the return of students to school for the 2020-2021 school year.

Since this pandemic has not ended, our schools need to be prepared to reduce the chance that anyone will acquire this infection during the school day and armed with protocols and procedures to respond to a case of infection. This implementational/operational plan is to ensure that schools have procedures and practices in place to mitigate the risk of exposure and infection and protocols to respond to a case of infection.

There are XX sections in this guide. This document is to be used as a supplement to the District Pandemic School Reopening Plan, actualizing the practices and procedures outlined in the plan. Each section will outline practices and procedures that will be in place that speak to the section topic. The topics are as follows:

- Arrival (page 3)
- Social Distancing (page 2)
- Face Coverings (pages 2-3)
- Restroom Use (pages 3-4)
- Breakfast/Lunch (pages 5-6)
- Emergency Drills (page 6)
- Sick students/staff
- Library (page 8)
- Classroom Supplies (page 8)
- Hand Washing/Sanitizing (page 4)
- Social/Emotional Well Being (pages 6-7)
- Electives (pages 4-5)
- Dismissal (page 7)
Social Distancing

Southeast Middle School doors will have entrance and exit labels so students can easily identify which doors to use. Markers will be placed on the floor to remind students to practice social distancing.

Students will remain on the school bus until they are dismissed by an administrator or designee. The administrator or designee will board the bus and dismiss students by rows. Teachers will review this procedure with students during PBIS lessons during the first week of school. Procedures will be reviewed as necessary.

Parents who arrive at school with late students will be asked to call the school from their car. A staff member will come to their car to allow the parent to sign the student in and escort the student into the building.

Middle school grades are not mixed by floors so students will be informed to go directly to their first period class.

We will limit parent contact in the building. Parents must call to schedule an appointment. We will try to as much as possible to take care of everything that parents need over the phone. If it becomes necessary for them to come into the building, we will schedule an appointment with the parent. Upon their arrival to school, the parent will complete the Google self report form. Parents are asked to wear a face mask; if they do not have one, we will provide one for them.

Face Coverings

All middle school students and staff are required to wear a face mask. During PBIS lessons, teachers will review face mask procedures. Students who arrive at school without a face mask will be given one by school personnel. The bus driver will provide a mask to students at bus stops who are in need.

Essential visitors to the building will have to complete a Google form and wear a mask. If they do not have a mask, the office will provide them with one.
Students who do not comply with wearing a mask will be offered a mask, reminded of the expectations, and offered another mask. If a student still refuses to wear a mask, the student’s parent will be contacted to pick the student up for the remainder of the day to protect others.

**Arrival**

The Dean of Students, Assistant Principal, 7th Grade Home School Communicator, security, reading interventionist, math interventionist, and hall monitor will supervise students in the back of the school as the buses arrive. The adults will make sure students practice social distancing and follow directional signs into the building.

Doors will be labeled for entrance only. Directional signs on walls and floors will inform students of one-way direction and to remind them to practice social distancing.

To prevent mixing of students, all students will grab a to go breakfast and go directly to their first period. Students will not be allowed to go to their lockers at this time so they may maintain social distancing.

Staff will meet parents at cars to obtain a signature for students who arrive late. Staff will escort students into the building.

**Restroom Use**

Teachers will have assigned restroom times to escort their class. Only two students will be allowed in the restroom at one time. Students who have to use the restroom on an emergency basis will be escorted by an adult escort.

Teachers will create restroom schedules during grade level PLC meeting time during professional development at the beginning of the school year.

Restrooms will be sanitized hourly by custodians. Staff will provide a signature, date and time of restroom cleaning on a log sheet located on the restroom door.
Restrooms are located on each grade level floor which assist in maximizing social distancing.

**Hand Washing/Sanitizing**

Students will use hand sanitizing stations when they enter and exit the building; enter and exit classrooms, and before and after eating.

Hand washing and sanitizing expectations will be taught in PBIS lessons and reviewed during class as needed.

We will post signs in restrooms above sinks to remind students to wash their hands for at least 20 seconds.

Maintenance staff will be notified immediately when soap dispensers need to be refilled.

**Electives**

Elective classes will be dismissed on a staggered schedule by grade level and content to make sure they are following the social distancing process.

Teachers will sanitize all student desks after each class. Desk will be arranged three to six feet apart. Two desks will be stationed next to each other labeled desk A and desk B. ( ie- if teachers sanitize desk A students entering the class will use desk B).

Physical Education Classes will be divided into two sections by partition. Students may also be assigned to health class.

Music-Students must maintain social distance while in the classroom. Markers will be placed on the floor for placement of chairs so students can maintain social distancing.

Art- Up to 4 students per table will be assigned to the art room. Teachers will supply students with individual art supplies to use for the day. Students may not
share their supplies. Students are to store their supplies in their locker when not in use.

FACS and Gateway classes’ students will maintain social distance while in the classroom.

Breakfast/Lunch

Students will pick up breakfast as they enter the building and go directly to class. School counselors, the school social worker, home school communicators, and teachers will supervise students in the hallway to make sure they are following social distancing procedures.

Teachers will be responsible for sanitizing after students eat in the classroom. Larger trash cans will be provided in the classrooms. After breakfast and lunch, trash cans will be placed outside of the classroom for custodians to pick up trash and sanitize trash cans before placing them back into the classrooms.

Students will eat lunch in grade level classrooms so we will not mix any students groups. Rooms with students who have food allergies will have signage on the door. Teachers will explain the room is a food allergen room and no snacks are allowed in the room. Notices will be sent home with students so parents can be made aware of their child’s assignment to a food allergen room. The school nurse will provide a list of students with allergies to administration.

Students will eat lunch in their grade level classrooms. The following staff is available to cover teachers so they may have their lunch: 3 administrators, dean of students, 3 counselors, 3 home school communicators, social worker, 5 building assistants, reading interventionist, math interventionist, 2 art teachers, 3 music teachers, 3 PE teachers, and school librarian.

<table>
<thead>
<tr>
<th>6th Grade Lunch</th>
<th>7th Grade Lunch</th>
<th>8th Grade Lunch</th>
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<tbody>
<tr>
<td>Dr. Harris Brewer</td>
<td>Melanie Davis Katre Wright</td>
<td>Mr. Wright Mr. Hartley</td>
</tr>
<tr>
<td>Michelle Daniel Hartwell</td>
<td>Gregory Anderson Building Aide</td>
<td>Rhonda Watson Building Aide</td>
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</tbody>
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Emergency Drills

All drills will be conducted by grade level. Markings will be placed on the floor for students to use during earthquake drills and tornado drills so students will know exactly where they are to stand or sit.

Procedures for fire drills and other drills will be reviewed during Academic Excellence (AE) classes.

Sick Students/Staff

Students who arrive to school sick will go directly to the conference room located in the main office. The nurse aide or a building aide will supervise the student and contact the parent for immediate pick up.

Staff who become sick while at work will contact their assigned school administrator. The administrator will find coverage for the class and send the staff member to the school nurse. The school nurse will assess the staff member to determine if they are capable of driving home or need to be picked up. If it is determined that the staff member will need to be picked up, the staff member will wait in the conference room.

Social/Emotional Needs

School counselors will create a needs assessment poll that students can submit as a Google form that will let counselors and home school communicators know who needs counseling assistance for the day. The school psychologist will inform teachers on how to complete an AIMSweb screener that identifies students who
may have discipline, social emotional, or other mental health support. During PLC meetings, counselors, home school communicators, the social worker, and the school psychologist will review results from the screener and divide kids into groups for support.

Identified students who will receive services from BJC and Lutheran therapists. All counselors and home school communicators will also provide counseling to students.

School Counselors will keep a contact log to make sure that all students who are 100% virtual are contacted weekly to make sure they are making progress with their online learning and providing support to make sure they have access to counseling services if needed.

If a teacher thinks a student is struggling with learning due to the pandemic, the teacher will reach out to the student’s grade level counselor. The counselor will schedule a meeting with the student’s teachers, the school social worker and the home school communicator to identify strategies that can be used in the class. Counselors will have stress groups for students to learn ways to deal with stress related to pandemic. Counselors will recommend strategies to assist parents with helping students to deal with stress related to the pandemic.

Teachers who have students that are exhibiting social emotional behavioral concerns should contact the school counselor for immediate assistance. The counselor will identify a group or individual plan for the student.

**Dismissal**

Administrators assigned to the designated floors will walk from door to door down the hallway to dismiss students beginning at the farthest end of the hall. Students may only walk to the exit door. Students may not go to their lockers or restrooms during exit time. Each floor will be dismissed at staggered times so grades and floors will not mix and students can practice social distancing. As classes are dismissed, teachers will monitor students in the hallways, stairway, and outside until the building and school grounds are clear.

Students will be asked to immediately exit the building, and no students will be allowed to gather and wait. Students will be encouraged to meet siblings outside
near the sidewalk or designated spot (ie. tree). Bus riders will walk directly out of the building making sure to use the floor markers to stay 6 feet apart. Students will board the bus one at a time and take their assigned seat.

Car riders will walk out of the building making sure they are using the floor markers to stay 6 feet apart. Each student will exit the building one at a time and enter their car to leave for the day.

Early Dismissals - parents will call the school when they pull up for an early dismissal. A staff member will escort the student to the car, check the parent’s personal identification and allow the parent to sign the child out for an early dismissal.

Library

Southeast Middle School (SEMS) will not allow students to use the library. The librarian will visit the classroom to present information and bring a mobile library with her. When students are ready to return the books from the mobile library, the books will be placed on a cart and stored for 72 hours before wiping the books down and returning them to the shelf.

Classroom Supplies

All students will keep their supplies and not share. Students are responsible for keeping their Chromebooks clean. The art teacher will order supplies for each student to have. Students will bring their supplies to class with them.