

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 for our students has been well documented, and as a result, we are now preparing for their scheduled return.

Since the pandemic is ongoing, Northwest Middle School plans to take every reasonable precaution to ensure the safety of its students, staff and school community. In doing so, the Implementation and Operational Opening Framework was developed. This Framework will serve as our guide for the aforementioned work.

There are 13 sections in the Implementation and Operational Reopening Framework. 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 all sections topics. The topics are as follows:

- Arrival (pages 2-3)
- Social Distancing (pages 3)
- Face Coverings (pages 3-4)
- Restroom Use (page 4)
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Arrival:

The school will start at 8:00 AM and end at 3:00 PM.

Buses and car riders will be allowed to arrive and unload on campus at approximately 7:50 a.m each school day. Children should not be released from cars until 7:50 am. Buses will unload at their designated drop-off points located on the side and in the back of the building. An assistant principal or designee will dismiss students from each bus. The Building Principal, Dean of Students and HSD Security will be located at the main entrance of the building to assist with the flow of student traffic. Vehicles will unload one at a time at the main front entrance. This will be supervised by the school security officer. An assistant principal and a building aide will supervise Breakfast Stations to assist cafeteria staff with distributing breakfast. Upon entering the building, students will sanitize their hands, check-in at the breakfast station for their breakfast and report directly to their Academic Excellence class (AE-1st Block Class).

STUDENT LOCKERS WILL NOT BE AVAILABLE FOR USE FOR THE REMAINDER OF THE SCHOOL YEAR.

Masks are required to be worn by ALL students and staff prior to entering the building and throughout the school day. If a student does not have a mask, one will be provided prior to entering the building. Hand-Sanitizing Stations will be available to students and staff immediately upon entering the building as well.

Walkers and car riders:

Walkers and car riders will enter the building through the main entrance doors. Those students will pick up their breakfast from carts located at designated pick-up points close to the main entrance. Students will then proceed to their AE class. All students will follow floor signs and traffic patterns in order to ensure proper safety through social distancing.

Teachers:

Teachers who are not assigned to specific hallways or outside duty, will be stationed immediately outside their respective classrooms to assist with the flow of student traffic in the halls. **All teachers will be available to supervise students by 7:50 a.m. each school day.**

Late Arrivals:

Parent(s)/Guardians who arrive late with students must call the school from their vehicle to inform the main office staff. Late arrival students will enter the building through the main entrance and will be directed by the main office staff.

Office Visits:

We will limit parent contact in the building. Parents must call to schedule an appointment. We will try as much as possible to take care of everything that parents need over the phone. Upon

their arrival to school, the scheduled parent will complete the Google Self-Report form. Parents are asked to wear a face mask; if they do not have a mask, one will be provided for them.

Social Distancing:

Hallways - All hallways will be marked with Social Distancing signage. Teachers and administrators will be in each grade-level hallway to supervise students.

Elevator Use - No more than two individuals are allowed on the elevator at any time (stickers will be visible on the floor of the elevator for social distancing). No students will be allowed on the elevators without prior authorization.

Classrooms - All student desks will be placed a minimum of 3 feet apart whenever possible. Teachers will be instructed not to rearrange furniture. All additional furniture (couches, chairs, etc.) will be removed by the teacher prior to onsite learning. Teachers and students will follow social distancing practices throughout the class time.

Cafeteria-

Breakfast: Students will not eat breakfast in the cafeteria. They will pick up their breakfast at their designated entryway in the morning and take it straight to their 1st block class to eat.

Lunch: In order to ensure social distancing in the cafeteria, for each grade level, one team will eat in their classrooms and one team will eat in the cafeteria (ie. 8A will eat in the classroom and 8B will eat in the cafeteria one week; the following week 8B will eat in the classroom and 8A will eat in the cafeteria). Grade level teams will switch off weekly between the cafeteria and the classroom. Lunches will be delivered to students who are eating in their classroom. There will be one lunch period for each grade level (3 lunch periods). Elective teachers will supervise students eating in the classrooms.

Gym - Gyms will only be used for PE purposes for individual activities. Locker rooms will not be used. Students will be encouraged to dress appropriately on their PE days. Equipment will be sanitized after each use by the teacher.

Face Coverings:

- Students without masks will be provided masks as they board the bus. Students who arrive at school without a mask will be given a mask by administrative personnel before they enter the building.
- All students will receive instructions on the first day of school on proper wearing of their mask and will be required to wear a mask for the duration of the school day. Lessons will be provided through demonstration and video instruction on proper mask wearing through PBIS and classroom lessons daily.

- Parents or other essential visitors will be provided with a paper mask upon entrance of the building. Visitors refusing to wear a mask will be asked to wait outside the building or leave the school grounds. **No one will be allowed into the building without a mask.**
- Students who do not comply with the face covering procedures will be referred to an administrator and a parent will be notified to encourage the student to comply. If a student continues to not comply, a parent/guardian will be required to pick up the student.

Restroom Use:

- **Procedures for social distancing before, during and after restroom use:**
 - Stalls will provide adequate social distancing and separation for students. Signs will be posted to remind students of proper hand washing procedures.
- **Procedures for limiting the number of students in a restroom at one time:**
 - Two students will be allowed in the restroom at a time.
- **Procedures for having the restrooms sanitized after restrooms are used:**
 - Custodians will sanitize restrooms, door handles, handrails, and main traffic areas at the following designated times:
 - The beginning of each class period
 - After each transition
- **Procedures that limit mixing of student groups:**
 - Students will use the restrooms that are closest to their classroom. A restroom schedule will be created by teachers during professional development and grade level collaboration meetings for each classroom to follow prior to students returning to school. Students who need to use the restroom outside of their designated classroom time will be escorted and supervised by the hall monitor or designated staff member. Teachers will document all passes with student names and times to inform tracing reports if necessary.

Bell Schedule:

**Hazelwood Northwest Middle School
2021 - 2022 Regular Schedule**

6th Grade			7th Grade			8th Grade		
Period	Start Time	End Time	Period	Start Time	End Time	Period	Start Time	End Time
0	7:50 AM	8:00 AM	0	7:50 AM	8:00 AM	0	7:50 AM	8:00 AM
1	8:00 AM	8:45 AM	1	8:00 AM	8:45 AM	1	8:00 AM	8:45 AM
2	8:50 AM	10:10 AM	2	8:50 AM	10:10 AM	2	8:50 AM	10:10 AM
3	10:15 AM	11:35 AM	3	10:15 AM	12:10 PM	3	10:15 AM	12:10 PM
Lunch 3	11:40 AM	12:10 PM	Lunch 2	11:00 AM	11:30 PM	Lunch 1	10:20 AM	10:50 AM
4	12:15 PM	1:35 PM	4	12:15 PM	1:35 PM	4	12:15 PM	1:35 PM
5	1:40 PM	3:00 PM	5	1:40 PM	3:00 PM	5	1:40 PM	3:00 PM



Breakfast/Lunch:

- **Procedures for students to have access to breakfast while maintaining social distancing:**
 - Students will pick up their grab and go breakfast upon arrival and take it to their AE class. Social distancing spots will be used to keep students apart. Lanes will be designated through the use of tables/carts as students enter the building. An administrator, counselor, and two elective teachers will assist with supervision.

Breakfasts-

- Breakfast will start at 7:50AM on student attendance days for all students.
- Students will sanitize their hands, check in at the breakfast station for their breakfast and report directly to their AE class. Breakfast stations will have tables setup to ensure 6 feet of social distancing. Breakfast will consist of no-contact-grab-and-go meals. Each student desk will be sanitized before and after breakfast each day.
- The nurse will provide a list of students with allergies for the kitchen manager. Each station will have a list of students with allergies. In general, the breakfast food served will not have allergens. On days when it does, the kitchen manager will identify the students who are allergic and will make sure a different option is available to them. These students will be noted on the list given to the kitchen staff that day.
- Classroom breakfast clean-up will begin at **8:00AM to 8:05AM. Students and teachers will begin daily instruction at 8:00AM.**
- Student desks will be sanitized after students eat in the classroom using district provided products. Trash cans will be available in the classrooms for students to dispose of their trash. Custodians will pick up trash and disinfect trash containers after breakfast.

Lunches:

- Lunches will be split into three non-overlapping lunch periods in order to maximize social distancing : Team A will eat in the cafeteria while Team B will eat in their classrooms. The teams will switch after each week--Team A will eat in their classrooms while Team B will eat in the cafeteria. Teams will alternate between lunch in the cafeteria and lunch in the classrooms each week.

6th Grade	7th Grade	8th Grade
11:40 am - 12:10 pm	11:00 am - 11:30 am	10:20 am - 10:50 am

- Lunch menu options will be provided at the beginning of each school day in order to ensure the safety of students with allergies and help expedite meal choices that will be clearly labeled (e.g., “turkey and cheese wrap,” “carrot sticks,” “sliced peaches” and other important indicators for food allergies or dietary restrictions e.g., top 8 allergens, kosher, vegetarian). The nurse will provide the kitchen staff with a list of students with allergies.
- Custodians will use EPA approved cleaners to clean and sanitize all food contact surfaces (e.g., lunch tables) before and after each lunch period.
- All student lunches will be supervised by staff. Supervising staff will report to their lunch supervisory duty 2-minutes before the designated student lunch period begins.
- Cafeteria and school staff will distribute pre-packaged lunches to students. Students will not reach into milk coolers or other bins to retrieve any food items. There will be multiple food pick-up points using tables to facilitate social distancing, as well as multiple drop-off points where students or a staff member can throw away disposable trays, utensils, and leftovers or return non-disposable food service items.
- Cafeteria and school staff will deliver lunches to students eating in their classrooms and collect the trash when they are finished.
- Students will remain seated as a class in assigned seats. Supervising staff will encourage students and staff to remain at least 3 feet apart at all times (e.g., standing in line and while eating). Additional guidance will be provided by the use of tape or graphics on floors and signs on walls.
- All required lunch forms will be documented by each supervising staff so that proper accounting can be made for cafeteria staff.
- Students will sanitize their hands in the classroom.
- After each transition, custodians will sanitize restrooms, door handles, handrails, and main traffic areas. Custodians will use EPA approved cleaners to kill all germs on surfaces after each transition.
- Students not eating will remain in their assigned seat and must wear a mask.

Emergency Drills:

Emergency drills will be limited to grade-levels so that we reduce the total number of students participating, such that social distancing will be maintained when and where possible.

Fire Drills:

- Drills will be conducted by grade level to ensure social distancing and safety requirements. All grade levels will participate in the drills throughout the year.

FIRST FLOOR -

- Rooms 101, 102, and 103 proceed to Library side-front exit to designated class areas.
- Rooms 104, 105, 106, 126, 127, and 128 proceed to the front main entrance, around the building on Library side to designated class areas.
- Rooms 107, 108, 109, 110, 111, and 112 proceed to Walgreen's side-front exit to designated class areas.
- Rooms 113, 114, 115, 116, 117, and 118 proceed to Walgreen's side-back exit to designated class areas.
- Rooms 119, 120, 121, 122, 123, 124, 125, 129 proceed to center-rear exit to designated class areas.
- Rooms 130, 131, 132, 133, 134, 135, and 136 proceed to Library side-rear exit to designated class areas.
- Library and Gym classes proceed to Library side-front exit to designated class areas.
- Cafeteria proceed to front main entrance, around building on Library side to designated class area

SECOND FLOOR -

- Rooms 201, 202, 203, 209, 210, and 211 proceed to the front stairwell, then to the front main entrance, around the building on Library side to designated class areas.
- Rooms 204, 205, 206, 207, and 208 proceed to the side stairwell then to Walgreen's side-front entrance, then around Walgreen's side to designated class areas.
- Rooms 216, 217, 218, 219, 220, and 221 proceed to the side stairwell then to Walgreen's side-rear entrance, then around Walgreen's side to designated class areas.
- Rooms 212, 213, 214, 215, 222, 223, and 224 proceed to Center-rear stairwell then, to Center-rear exit to designated class areas.

Earthquake Drills:

- Students will follow the same social distancing procedures in the classrooms during this drill. Students will move under or near their individual desks.

Severe Storm Drills:

- This drill will be conducted with a few selected classrooms at a time to maintain social distancing.
- Students will move out into the hallway and proceed to the first floor, making every effort to maintain social distancing. When in the hallway, students will face the wall, kneel or sit protecting their head and neck area by using their arms for cover.

- Absolutely no talking (everyone must be able to hear instructions).
- An aisle must be kept open for emergency movement through the halls.
- Classrooms from the second floor will come down the designated stairs and fill in next to and behind first floor students (see severe weather locations below).
- Rooms 101,102, 103 Proceed to appropriate Gym locker Room.
- Rooms 104-110 Proceed to the hallway outside of your classroom (move towards the center of the 8th Grade narrow hallway).
- Rooms 111 & 112 Proceed to the hallway outside of 104 – 109 (move towards the center of the 8th Grade narrow hallway).
- Rooms 113-121 Proceed to the hallway outside of 115 – 123 (move towards the center of the 8th Grade narrow hallway).
- Rooms 122 & 123 Proceed to the nurse’s office.
- Rooms 124, 125, 126 Remain in classroom line up along brick walls.
- Rooms 130, 131, 132, 133 Proceed to the hallway outside of your classroom.
- Rooms 134, 135, 136 Proceed to the hall on the other side of the fire door. Be seated next to 133 - 130.
- Gym Proceed to the appropriate locker room.
- Library Proceed to Library Conference Room.
- Cafeteria Proceed to the appropriate locker room.
- Rooms 201, 202, 203, 204, 205, 206, 207, and 208 Proceed to side stairwell (near Room 206), then move down the hallway to the 8th Grade narrow corridor, then join students seated along the wall on the first floor outside of 128, 127, and 104 - 110.
- Room 209, 210, 211, 212, 213, 222, 223, and 224 Proceed to Center-rear stairwell, to Classrooms 124 and 125, line up along brick walls inside classroom (213 and 212 go into 125. 211 goes into 124).
- Rooms 214, 215, 216, 217, 218, 219, 220, and 221 Proceed to side stairwell (near Room 218), then move down the hallway to the 8th Grade narrow corridor, then join students seated along the wall on the first floor outside of 129 and 115-123.
- We will run the drills by grade level to reduce the number of students participating in the drill. All grade levels will participate in the drills throughout the year.

Active Intruder Drills:

- All drills will be conducted by grade level to ensure social distancing and safety
- Active Intruder drills will utilize an *options based protocol* (**4E--Educate, Evade, Escape, and Engage**) determined by relevant information. Participants will Evade (shelter-in-place), Escape, or Engage based on circumstances. When students shelter in place, the door window will be covered and students will be allowed to maintain social distancing during the drill.

Sick Students/Staff:

Students who are ill, will remain either in the nurse's isolation room or be escorted from the nurse's office to Room 115 (the other designated sick room). The room is located near the nurse's office and across from the gymnasium.

The nurse's aide or a designated BA/TA will wear personal protective equipment while supervising students/staff in that room at all times.

When the student's/staff's transportation arrives, he/she will be escorted out the back entrance doors to their vehicle. Room 115 will be cleaned and sanitized after each use.

Use of Library:

- Sanitization or book quarantine process- returned books will be sanitized and set aside in a bin to be quarantined for 3 days prior to returning to circulation.
- Teachers will need to contact the librarians for books to be borrowed from the library.
- Social distancing markers will be placed on the floor in the library as well as plexiglass shields for each of the librarians.
- The library will be reconfigured with the layout of its furniture to maintain social distance recommendations.

Classroom Supplies:

- Each student should have individual supplies of pencils, pens, paper, notebook, etc. Teachers will have extra supplies available for students and provide them as needed. Once given to the student, these supplies (paper, pencils, pens, etc.) are not to be returned to the teacher.
- Elective classes' (FACs, Music, PE) supplies, instruments, etc. will be sprayed down with EPA approved cleaners before and after handling. Elective teachers will have a plan in place for allowing students to wash hands before and after touching equipment.
- Students should wipe down Chromebooks throughout the day with district provided sanitizing wipes. Students are not to share Chromebooks or chargers.

Hand Washing/Sanitizing:

Touchless sanitizing stands will be provided at the entrance of the building. Sanitizing stations will also be placed in high traffic areas and hallways. Sanitizer will be available in each classroom, conference/meeting room, and the library for use by all students and staff. Visitors will be asked to sanitize their hands upon admittance to the building. After high touch activities, such as outside physical education or classroom "hands-on" activities, all students and staff will be required to sanitize their hands. Before and after eating lunch, students will be required to sanitize their hands in the classroom. Upon entering each classroom, students and staff will sanitize their hands using the designated sanitizing station located in the classroom. Each classroom will also have cleaning supplies.

Signage will be placed in all classrooms, bathrooms, and hallways to reinforce proper handwashing techniques. Handwashing techniques will be addressed through information sent to parents and students before the return to in-person learning. This information will continue to be shared and reinforced through school communications throughout the day via announcements, email, and various social media platforms. Staff will review proper hand washing procedures with students during the first week of in-person learning, and techniques will be reviewed on a timely basis to ensure understanding and compliance.

Sanitizing stations and soap dispensers will be checked every few hours to ensure each station remains full.

Multiple touch-free water stations are also available.

Social/Emotional Needs:

Social and emotional health has and will continue to take precedence in the virtual and in-person learning environments.

The counselors, principal, assistant principals, dean of students, and social worker will visit classrooms at the start of the school year to introduce themselves so that students will know who they are. Our A.E. teachers, counselors, principal, assistant principals, and the dean of students will continue to provide lessons to our students on social-emotional health and well-being.

Mrs. Yolanda Tyler, Northwest Middle School Social Worker, will provide training to Northwest Middle School staff about procedures for contacting the Division of Family Services. In addition, when staff members sense social/emotional/behavioral concerns, they will follow the proper protocols for reporting.

Ongoing Professional Development and lessons will be provided for and by staff to enhance student transition back into the building.

The Administrative Team, counselors, nurses and social workers will be active in ensuring wellness of social/emotional needs of Northwest Middle School students and staff. The health and wellbeing of students and staff will be prioritized and constantly monitored, resources exhausted, and health spaces provided to ensure emotional health is maximized.

The District has created a Homework and Social/Emotional Support Line. The support line is a resource for homework help and access to general social/emotional needs. Hired staff will assist students and parents with basic questions and connect families with other resources as needed. The support line will offer families fast responses to important questions. Services will be available Monday through Thursday from 6:00 p.m. to 8:00 p.m. and Saturday 10:00 a.m. to 12:00 p.m. starting Monday, Feb. 1.

Electives:

Classrooms - Floors in all classrooms will be marked and desks will be placed as far apart as possible to increase social distancing (place holders will be marked on the floor). Teachers will be instructed not to rearrange furniture. All additional furniture (couches, chairs, etc.) will need to be removed by the teacher prior to onsite learning. Only furniture that allows for frequent surface cleaning will be allowed in classrooms. Teachers and students will follow social distancing practices throughout the class time. Students and teachers should remain 3 feet apart at all times.

During “hands-on” learning or physical activities, students and staff will maintain social distancing practices. Spaces will be marked on the floor for student work areas. All classroom equipment, learning utensils, tools, art supplies, desks, and classroom furniture will be cleaned and sanitized after each class session before a new class arrives. Students and staff will be encouraged to wear gloves before using equipment. Each classroom will have cleaning supplies available for use by students and staff.

Social distancing remains one of the best preventative measures for reducing the spread of COVID-19. Elective classes will be encouraged to utilize outdoor learning areas where social distancing protocols are available. All implements/tools will be numbered and signed out to students in each class. Students will not be allowed to share implements/tools. All resources must be cleaned at the end of each class, as well as each individual work area. Masks must be worn during all classes.

Dismissal:

- The school day will end at 3:00 pm, but with a staggered dismissal schedule.
- Students will be dismissed at the following times in the following order:
 - 3:00 PM- 6th Graders
 - Car Riders and walkers go out the front
 - Bus riders go out the back
 - 3:02 PM- 7th Graders
 - Car Riders and walkers go out the front
 - Bus riders go out the back
 - 3:04 PM - 8th Graders
 - Car Riders and walkers go out the front
 - Bus riders go out the back
- This process would allow for students to be dismissed in a manner that maintains social distancing in the hallways as well as when boarding buses.
- For those students who are going to be delayed due to late arriving buses, those students will be directed to the gymnasium (the designated waiting area).
- During dismissal, each teacher will be assigned to specific duty area to ensure that:
 - Students are boarding buses in a timely and safe manner

- Or, that they are leaving the building through the front doors if they are being picked up by private vehicle, or are walking home.
- Students will be escorted to the bus area by their classroom teachers, or escorted to the main dismissal door if they are not riding the bus.
- Teachers will continue to supervise the bus area until dismissal is complete.
- Those teachers who are providing extra supervision due to extra duty contracts (extra 30-minutes of supervision), will continue with their extra duty.
- Based on the need for student supervision at that time, those teachers will be directed to supervise in other areas as needed.

Discipline:

- School administrators will follow normal disciplinary procedures as outlined by HSD Student Handbook and Behavior Guide.
- Disciplinary procedures will remain the same with providing students with due process and completing investigations.
- In an event if multiple students are in the office due to discipline issues or to complete an investigation, social distance and students wearing their mask will be practiced. Staff who are conducting the investigation will have to practice social distance and wear their face mask.
- The administrative team will monitor how many students are placed in ISS to ensure social distancing.

Communication (Internal and External):

- Staff meetings and professional development may continue using the zoom format.
- We will continue to send out weekly communication to our families through email or auto-dial.
- Information about any school closures will be communicated by our District office.