

Westfield Middle School Site-Based Plan 2020

PHASE BREAKDOWN

Phase 1a:

All students are remote. Students are currently scheduled in teams; however, these team and teacher assignments will likely change when we move into a hybrid model. Students will be expected to log into their homeroom class at 8 am in the morning. They will sign into each of their classrooms following the Remote Bell Schedule and engage in a synchronous lesson for the first half of their class. They will then complete the asynchronous portion of their lesson for the second half.

Phase 1b:

Our Essential Learning Skills students will return in-person to the building every day. The remainder of the students will continue with their remote learning. All students will continue to follow their Remote Bell Schedule.

Phase 2:

Our Essential Learning Skills students from Phase 1b will continue to return every day. Additional, Level 1 and 2 English Language Learners will return daily along with either the A or B Cohort of the 7th grade. The 8th grade will continue to follow the Remote Learning Model. The 7th grade will follow the hybrid model. The week students are in-person, they will engage with their in-person teacher who will prepare them for the work they will complete in their remote week. The students who are fully remote will continue to engage remotely with their remote teachers.

Phase 3:

All other students return (8th grade returns with either an A or B cohort each day). The 8th grade will follow the hybrid model as well.

SCHOOL-BASED SAFETY PLAN

We will adhere to all WPS District Plans and Protocols.

Passing Time: Students will change classes throughout the day as they normally would. However, to facilitate these transition times, they will be released one classroom at a time and be expected to wait outside of their next classroom approximately 6 feet apart prior to entering the room.

Lockers: Lockers will not be used at this time. Students should be prepared to carry their backpack and coats to each of their classes and place their belongings on the back of their chairs to minimize walkway disruption.

Hallways/Stairwells: Our hallways will be one-way hallways moving in a clockwise direction around the building. We will have two “UP ONLY” staircases and two “DOWN ONLY” staircases to reduce face to face passing in close proximity.

Breakfast/Lunches: We will serve lunches in the lunchroom. Students will be seated 6 feet apart in the lunchroom and will adhere to social-distancing guidelines while waiting in line. Students will be permitted to take their masks off while eating. All students will have a recess daily after lunch. Students will be expected to adhere to social-distancing guidelines.

Water Fountains: The lunchroom water fountain will remain on, but will be disinfected between lunches and can only be used with reusable water bottles ONLY. All other water fountains will not be available for use.

Student Entry: Students will enter four entrances by teams. Entrances will be propped open for entrance into school to minimize contact with staff monitoring all entrances. Hand sanitizing stations will be at each entrance.

Student Exit: All doors will be propped open for the exiting of school. Students will exit in groups: bus students, pick-ups, and walkers.

Bell Schedule: Students will follow a 7 period day (5 academic classes: reading, writing, math, science, and social studies along with 2 specials) with each block approximately 42 minutes.

PE Protocol: Students will wash their hands before and after PE. Classes will be held outside, weather permitting. Wearing masks, students can be within 6 feet of one another. Not wearing masks, students must be 10 feet apart. If weather does not permit, classes will split between the gym (including the fitness room) and the cafeteria and engage in alternative activities.

Classroom Set-Up: All classrooms will be organized with desks 6 feet apart, a walk-way between rows, and a teacher work area separated by 6 feet. All extraneous furniture and materials will be removed from the classroom.

Band: Students will be spaced 10 feet apart on the front lawn. Students may not share or borrow instruments.

Chorus: Chorus will be offered only virtually this year.

Chromebook Procedures: Students will take chromebooks to and from school. It will be their responsibility to bring their chromebook daily and ensure that it is charged. Additional chromebooks will be in the library should a student require a replacement. All chromebooks will have covers that are the Property of Westfield Middle School.

Bathrooms: Hand sanitizing stations will be located outside of each bathroom. Every effort will be made to minimize the number of students in the bathroom at one time. Bathrooms will be cleaned approximately every two hours and sanitized at the end of every day.

Bus Safety:

- All students who enter the bus must wear a mask and keep it on for the duration of the bus ride.
- Each child will be assigned his/her own seat following social distancing protocols.
- Cameras will monitor student behavior to ensure all students remain safe.
- Busses will be wiped down between runs and disinfected at the end of each day

Supply Lists: *The primary delivery of instruction and mode for activities will be via the chromebook. However, in order to minimize screen time, teachers may require students to complete activities not on a device. The supplies below are a suggestion. Additionally, in order to support students returning to school in a mixed hybrid environment, chromebook headphones would be a wonderful resource as well as a small compact umbrella to facilitate mask breaks outdoors even under rainy conditions.*

- Headphones (chromebook compatible) with a microphone.
- Small, compact umbrella
- Pocket tissues
- Pens/Pencils
- Hand sharpener
- Glue stick
- Calculator
- Scissors
- Ruler
- Colored pencils
- Highlighters