

NMS COVID-19 Framework 2020-2021

Reviewed February 26, 2021

This NMS plan provides our middle school families with a basic framework to reference as we update our building and our programs in response to COVID-19. The primary goal is to keep our students, families, faculty and community safe, while simultaneously keeping our learning environment open. The conditions surrounding COVID-19 continue to evolve. This reality presents challenges to planning, preparing, and maintaining school operations.

Norwell Middle School will continue to follow guidance from NWCS, the Indiana Department of Education (IDOE), the Governor's Office, the Indiana State Department of Health (ISDH), the Wells County Health Department, and our school nurses as we work to fine tune this framework.

This plan will be evaluated and modified as needed every two weeks or earlier. Results and any changes will be shared with NMS parents via instant connect email from Mr. Wilson, Principal. Parents are encouraged to email any questions or concerns to Mr. Wilson. These items will be part of the biweekly evaluation process.

A task force made up of one teacher from each team of teachers and related arts will be created to monitor the scheduling and interactions of cohort groups. The task force will meet every two weeks or earlier.

Mr. Wilson will be the communication director at NMS for any COVID related questions or concerns.

Social Distancing at NMS

- Student seating separated and facing forward when possible
 - Cafeteria seating separated in half by grade level teams, assigned seats the same as team cohort seating charts
 - Students will go directly to the classrooms from their bus or car
 - Before & after school lockers/restroom/breaks/passing schedules will be created by grade level teams to reduce the number of students in the restroom/hall at any given time
 - Locker assignments will be adjusted to enhance distancing (1, 2, 3, 4)
 - Staff and students will be required to wear masks during parts of the school day when social distancing is not possible
 - Masks will be required in Family Consumer Science (FACS) classroom, due to food preparation
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- **Cleaning, Sanitizing, and Hygiene at NMS**
 - Increased education pertaining to hand hygiene
 - Students and staff will be encouraged to wash hands:
 - Start of school
 - Prior to eating
 - After using restroom
 - Blowing nose
 - Coughing
 - Sneezing
 - Before/After using shared equipment
 - Hand sanitizer units will be available in each classroom and a variety of locations throughout the building
 - Increased cleaning of frequently used surfaces and equipment.
 - When possible, building will be sprayed twice a day with an approved and safe disinfectant
 - Classroom surfaces cleaned between student groups by teachers, teaching assistants, or students
 - Drinking fountains will be replaced with hands free bottle fillers
 - Students will be encouraged to bring water bottles to school/class

- **Health and Safety**

- Student cohort groups of approximately 25 will remain together throughout the day whenever possible. Assigned seating will be maintained in the cafeteria and in the classrooms
- Separate COVID symptom clinic space in the office area will be developed if needed
- Protocols put in place for tracking absences and standard questions generated for parents to answer when they call to report absences
- Staff will continue to supervise hallways and monitor student social distancing during morning entry, lunch, dismissal, and passing periods
- Morning Busing/Car Rider Routine:
 - Buses/Car Riders unload at traditional locations
 - Car Riders will enter door #36
 - Bused students will enter high school doors 18 and 20
 - Two bus will unload at a time starting at 7:20 AM
 - High school CTE buses may drop off earlier to catch CTE shuttles
 - Car riders/buses arriving prior to 7:20 AM will report to middle school gym and sit in a designated area
 - Students released off busses at 7:20 AM and car riders arriving at or after 7:20 AM will report directly to their 1st period classrooms
 - Students staged in the gym will be released to their 1st period classroom at 7:20 AM
- Afternoon Bussing/Car Rider Routine:
 - Buses will load at traditional locations
 - 6th grade will take their belongings with them to their sixth and seventh period-related arts class. 6th grade will leave the related arts classrooms and directly exit for the buses (door 30) cars (door 33) at 2:30 PM
 - 7th grade will be released for their buses (door 30) cars (door 33) at 2:30 and 2:33 PM
 - 8th grade will be released for their buses (door 30) cars (door 33) at 2:27 PM
 - Car riders when exiting the building, keep mask on until entering your vehicle

- Restroom:
 - Each grade level will have a restroom area assigned to them
 - 6th Grade Cavaliers: Northeast – Upstairs
 - 6th Grade Troubadours: Southwest – Upstairs
 - 7th Grade Barons & Guardians – Southeast Upstairs
 - 8th Grade Excaliburs & Valiants – Southeast Downstairs
 - *Downstairs by Cafeteria/Gym – Open to all students

- Wells County Health Department will advise on protocol related to possible and positive cases within the school
- Close-contacts “symptoms-only” individuals, who themselves are not experiencing symptoms, will not be restricted from school
- As of December 03, 2020 quarantine from school may last up to 10 calendar days
- If a student is allowed to return to school prior to the end of a fourteen day quarantine, a mask will be worn 100% of the time to protect others in the building during the remaining fourteen days
- Essential volunteers may be allowed in school provided strict screening and safety protocols are followed (see attached document). All volunteers entering the building must be approved by administration.

- **NMS – traditional school day accommodations**
 - Student cohort groups of approximately 25 will remain together throughout the day whenever possible. Assigned seating will be maintained in the cafeteria, in the classrooms, and on buses
 - School Counselors will develop four cohort groups for each team based on the academic needs of students
 - Grade level teams will develop a plan for restroom visits, breaks, passing periods, etc. in order to reduce the number of students in any given area
 - Grade level teams will also develop common/similar seating charts that can be utilized throughout the day
 - Lockers will be assigned in a pattern that allows for increased distance between students (1,2,3,4)
 - School breakfast is free to all students. Middle school students may pick up a breakfast in the high school cafeteria when they arrive at school
 - Grab and go breakfast will be available
 - Students will eat in the middle school cafeteria

- Students will sit at individual tables
 - Lunch procedures will be adjusted to best allow for social distancing in the cafeteria
 - Cafeteria lines/seating split in half by grade level teams
 - Right Lunch Line: 6th Grade Troubadours, 7th Grade Barons, 8th Grade Excaliburs
 - Left Lunch Line: 6th Grade Cavaliers, 7th Grade Guardians, 8th Grade Valiants
 - Classroom seating charts will be utilized in the cafeteria
 - At the conclusion of lunch, teachers will pick their class up in the cafeteria
 - Microwave ovens in the cafeteria will not be available for use
 - School lunch is free for all middle school students
 - If a student is required to be quarantined for COVID-19 related issues, or an extended illness, they may be added to online learning for the time they are away from school. Mr. Wilson or Mrs. Morgan must approve short-term online learning.
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- **NMS – online option for NMS coursework**
 - Parents may choose for their child to enroll in online coursework in place of physically attending school
 - Opting for the online coursework may require a 9-week (quarter) commitment. However, changes during the 9-week (quarter) will be considered on a case-by-case basis
 - Online students will be scheduled into the core content courses:
 - Math
 - Science
 - Social Studies/US History
 - Language Arts
 - Online students will not be scheduled into Related Arts courses
 - Related Arts enrichment materials will be provided for online learners to access if desired
 - Students who choose the online option will not be permitted to participate in extracurricular or co-curricular activities
 - Engagement in all classes each day is a requirement for online students
 - Students that are not performing appropriately in their classes, may lose the option of remote learning

- Students that are not performing appropriately in their classes may be placed on probation for a set number weeks to show improvement. If improvement is not made, the student may lose the option of remote learning
 - Daily class attendance will be taken each period and recorded
 - NMS handbook policies will be in effect for online learners
 - Parents will report absences to the NMS office as usual
 - NMS teachers will provide progress reports to parents each 4 1/2 weeks in addition to their common practice of entering scores into PowerSchool regularly
 - Online learners will be partnered with an NMS student mentor when possible to enhance and support their online learning
 - Live or recorded/posted lessons will be offered daily for each course on the student's schedule
 - Schoology/Teams will continue to be the platform for online learning
 - Communication among parents, students, and teachers will be critical to the success of the online learner
 - If a traditional student becomes ill and is required to be out of school for an extended period of time, that student may be transferred to this online platform
 - Paper/Pencil is not an option for online learners
 - Online option students will be required to take standardized tests at Norwell Middle School
 - If traditional school is placed on a two- hour delay, online option students will follow the 2-hour delay also
 - A new student to Norwell Middle School that choose the online option must physically attend Norwell Middle School for their first day of school to complete orientation.
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- **NMS – Remote Learning Plan in the event of school closure**
 - Online students will be scheduled into the core content classes according to their schedule at the time of the closure:
 - Math
 - Science
 - Social Studies/US History
 - Language Arts

- Two Related Arts Courses

- Students will follow a daily remote learning schedule that matches the school day schedule prior to the closure
- Students who were previously enrolled in the online option will have related arts classes added to their schedule at the start of the next 9 weeks (quarter) of school
- Engagement in all classes each day is a requirement for online students
- Daily class attendance will be taken each period and recorded
- NMS handbook policies will be in effect for online learners
- Parents will report absences to the NMS office as usual
- NMS teachers will provide progress reports to parents each 4 1/2 weeks in addition to their common practice of entering scores into PowerSchool regularly
- Live or recorded/posted lessons will be offered daily for each course on the student's schedule
- Schoology/Teams will continue to be the platform for online learning
- Communication among parents, students, and teachers will be critical to the success of the online learner
- Paper/Pencil is not an option for online learners