



**Face-to-Face School Plans**

**School: Westwood Middle School**

**Date Submitted: 10/13/2020**

**Guidelines for all schools:**

- 1) Wear a mask in school and on bus (face masks (if needed) are provided to students)
  - The following type of face masks will not be allowed:
    - Gaiter style masks
    - Masks with vents
    - Bandana-style masks
- 2) Wash hands (hand sanitizer will be available in all classrooms and soap in restrooms)
- 3) Socially distance
- 4) Temperatures will be taken each morning and as needed
- 5) All students will behave by complying with the guidelines (1-4) and student code of conduct.
- 6) Breakfast and lunch will be provided in classrooms (bottled water will be provided to students throughout the school day)
- 7) Classroom doors will be kept open to increase ventilation
- 8) No visitors outside the school division will be allowed during the school day
- 9) Middle School and High School students will bring their chromebooks with them to school each day, fully charged.

**1. What is the new daily schedule for virtual and face-to-face?**

6th Grade Schedule		7th Grade Schedule		8th Grade Schedule	
7:00-7:40	Homeroom/ Breakfast	7:00-7:40	Homeroom/ Breakfast	7:00-7:40	Homeroom/ Breakfast
7:40- 8:35	Core 1	7:40-8:35	Core 1	7:40-8:35	Core 1
8:40-9:25	Exp 1	8:40-9:35	Core 2	8:40-9:35	Core 2
9:30-10:15	Exp 2	9:40-10:35	Core 3	9:40-10:35	Core 3
10:20-11:15	Core2	10:40-11:25	Exp 1	10:40-11:10	Lunch
11:20-11:50	Lunch	11:30-12:15	Exp 2	11:15-12:15	Core 4
11:55-12:50	Core 3	12:20-12:50	Lunch	12:20-1:05	Exp 1
12:55-1:55	Core 4	12:55-1:55	Core 4	1:10-1:55	Exp 2
1:55-2:05	Dismissal	1:55-2:05	Dismissal	1:55-2:05	Dismissal

**2. How will arrival and dismissal of students be handled (bus, car riders, walkers)?**

Buses will park in allotted spots, and buses will dismiss two at a time. 8th grade students will enter through the Arts Wing Door. 7th grade students will enter the Main Foyer Door, and 6th grade students - 6th Grade Caiman door. Car riders will enter the main front entrance. All temperatures of all students will be taken at the doors they enter.

Dismissal of students will be by one bus at a time through the school wide announcements with staff assisting outside and inside the building. Staff will be in the middle of the halls to enforce physical distancing and help loading of buses. Students will not be allowed to float in the hallways and will be expedited to buses.

**3. Describe how classrooms will be arranged and the average number of students in each classroom.**

Classrooms will be arranged for The average number of students per classroom to be 10.

**4. Meals will continue to be served in the community. Face-to-face students will be eating in their rooms with their teachers. How will this be accommodated?**

Breakfast will be facilitated by having students take items on breakfast stations as they enter the door. Lunch will be facilitated by being able to have lunch placed on stations on grade level halls. Dinner will be facilitated by having dinner stations by grade level exits as students dismiss to buses. When weather permits, classes can eat on campus grounds, otherwise students will eat in classrooms. Social and physical distancing will be during lunch in classrooms and other areas.

**5. How will class changes/transitions be conducted?**

All bathroom breaks will be as a group according to class and team schedules. There will be two students at a time in bathroom. Classes travel in a straight line, teachers walk students to exploratories, and exploratory/grade level teachers will stand in the middle of the hallway to make sure students are walking on the right side of the hallway to practice social distancing. Westwood students traveling to and from Bonner for classes will have temperature checks at Bonner, exiting Bonner, and as they re-enter Westwood. The pick up and drop off of these students will be with assistance from a security officer(s).

**6. How will students be monitored in the hallways?**

Transitions would allow students to move from room to room as whole groups are supervised by school staff. Teams and team leads will coordinate staggered extended change times between classes. Teachers will group students by exploratory then walk classes to exploratory. Students will walk on the right side of the hallway to enforce social distancing. When exploratory classes change back to core classes, students will follow signs from staff to minimize contact in the hallway. Students will transition intentionally to classes and will not be allowed to stop in unauthorized areas. This transition will be complete with red/green signs and 6ft apart markers; core teachers will be in hallways as students adhere to the right side of the hallway.

**7. What will be the guidelines for restroom use?**

To reduce transmission and limit contact, there will be protocols that only two students at a time can be inside the restroom. While using the restroom, students must have space between one another by skipping a stall. Each class will have a set time to use the restroom as a group. In times where a single student is excused from class to use the bathroom, vacant/occupied signs will be on outside of the door to limit contact. Students must be intentional when using the restroom and should not be using cellphones in the restroom. Certain stalls will be blocked in order to keep physical distance in the bathroom.

**8. If staff do not have responsibility for teaching, what duties will they be assigned?**

Virtual teachers will assist face to face staff in hallways and during transitions. Select exploratory teachers will assist with temperature checks and breakfast stations. School counselors will conduct student wellness checks, support attendance efforts with weekly phone calls, create monthly newsletters for parents, and hold 504 meetings as appropriate. The media specialist will plan and co-teach a series of lessons with teachers on a weekly basis.

**9. Where is the wellness room located and how will it be monitored when occupied?**

The wellness room is located inside Room B101. The school nurse is responsible for the supervision of this room.

**10. How will emergency drills be conducted?**

- Students will remain 6 feet apart as they travel outside for fire drills.
  - Earthquake Drill - students will duck, cover, and hold beneath their desks, which will be 6 feet apart.
  - Tornado Drill - teachers will teach the process VERBALLY (students will spread between the two wings of the grade level to duck, cover, and hold in the hallway floor).
  - Lockdown Drill - teachers will cover windows, lock doors, and turn off the lights. Verbal instructions.

- Fire Drill - Perform as normal, but maintain social distancing, wear masks and hand-sanitation once students return to the class.

### **11. How will singleton courses/exploratory be taught?**

Some courses will offer both a virtual class and a face to face class. These courses include Art, Keyboarding, Lab Explorations, VA Passport, Physical Education, Computer Science, & Virginia Rules. Other courses will require teachers to teach students virtually and face to face at the same time because they are year long courses or have limited offerings. These courses include Band, Music, French 1, French 8, Spanish 1, Spanish 8, Digital Applications & Computer Solutions.

### **12. How will the staff teach student expectations to ensure safety, order, and an environment conducive to learning?**

- a. Teaching and modeling safety guidelines
- b. Addressing students' social and emotional needs
- c. Training and enforcing the school-wide expectations and student conduct
- d. First week of practice in routines, expectations, and procedures
- e. PBIS/VTSS school wide implementation
- f. Visuals/Posters of rules, regulations, protocols
- g. Floor markings
- h. Modeling/Dry Run
- i. Pre-Recorded Videos, School public service announcements

### **13. How do we handle a positive case in the school system?**

When a teacher or student is confirmed to have Covid-19, the Principal will notify Mr. Billy Chaney, Director of Safety and Security. Contact tracing will begin immediately to identify any exposures. The staff and parents of that school will be notified of a positive case. If a student has been exposed, the student's parents will be notified. If a staff member has been exposed, he/she will be notified.