

# KENNEDY MIDDLE SCHOOL RETURN TO SCHOOL PLAN

HOME OF THE CLIPPERS

2020-2021



## RETURN TO SCHOOL PLAN

KMS will have two learning options for families. Students can opt to be fully virtual students and complete all coursework online. Or students can choose to be in person. However, to start the year, we will be running a hybrid schedule for our in person option. Under a hybrid model, students are in the building 1-3 days each week and working remotely for the remainder of the days. The in-person schedule will change periodically based on current viral spread in the area, state requirements, and Board of Education mandates.

### VIRTUAL SCHOOL

- Students will earn letter grades via our traditional grading scale.
- All courses will be taught, created, and monitored by KMS teachers.
- Students can play sports, participate in extra-curricular activities, and access counseling/support services in the building.
- It will be more structured and rigorous than the emergency remote online school from last year.
- Every effort will be made to enroll students into virtual sections of their desired classes. However, depending on demand and the nature of a course, a virtual section may not be available.
- The schedule for live (synchronous) sessions for virtual students is below.



# KENNEDY MIDDLE SCHOOL VIRTUAL CLASSROOM PROCEDURES AND POLICIES

## VIRTUAL CLASSROOM PROCEDURES FOR STUDENTS

- Check your Schoology and Email daily for communications from teachers and staff members at KMS.
- Teachers and staff are available to you during school hours (Monday - Friday, 8:35-3:30). While they may respond to you outside of that timeframe, a response should not be expected.
- Each teacher will provide you with office hours throughout the week where you can reach out with questions, requests, or receive additional help and instruction. This schedule of office hours will be posted in Schoology for your reference.
- When logging on for classroom Google Meets always use your first and last name. Attendance will be taken using this information.
- All chats are accessible to the teacher, so inappropriate comments will be treated as they would in the classroom.
- All assignments for the week will be due on Friday by 3:30 PM unless otherwise indicated. Late assignments will only be accepted for 1 week after their due date. Any assignment turned in more than 1 week late will be marked collected only and will not be scored. If not turned in after 1 week the assignment will be scored a zero. No late work will be accepted after 2 weeks. Exceptions to these policies may be made for medical situations and will be handled on a case-by-case basis.
- Check PowerSchool each Monday for the prior week's assignment grades to be updated. All teachers will indicate what has been collected by Monday at the end of the school day, and will begin updating assignments with scores as they are able.
- When contacting a teacher by email remember to utilize appropriate etiquette. Begin your email with a greeting, respectfully ask your question or make your request, and sign off with your name.

## SYNCHRONOUS CLASS SCHEDULE FOR VIRTUAL LEARNING

**There are 7 hours listed because we have an advisory period/lunch built into the schedule. Students will only have 6 classes assigned.**

| Monday  | Tuesday  | Wednesday   | Thursday   | Friday  |
|---|--|---|--|---|
| FLEX DAY  | Hours 1, 2, and 3 meet synchronously with their teachers   | Hours 4, 5, 6 and 7 meet synchronously with their teachers.   | Hours 1, 2, and 3 meet synchronously with their teachers   | Hours 4, 5, 6 and 7 meet synchronously with their teachers.   |
| Students are able to work on any class and meet with any teacher needed by making an appointment.   | 1st: 8:35-9:31am<br>2nd: 9:35-10:31am<br>3rd: 10:35 - 11:31am<br><br>Office hours for Hours 4, 5, 6, and 7 | 4th: 11:35 - 12:31pm<br>5th: 12:35 - 1:31pm<br>6th: 1:35 - 2:31pm<br>7th: 2:35-3:30<br><br>Office hours for Hours 1, 2, and 3 | 1st: 8:35-9:31am<br>2nd: 9:35-10:31am<br>3rd: 10:35 - 11:31am<br><br>Office hours for Hours 4, 5, 6, and 7 | 4th: 11:35 - 12:31pm<br>5th: 12:35 - 1:31pm<br>6th: 1:35 - 2:31pm<br>7th: 2:35-3:30<br><br>Office hours for Hours 1, 2, and 3 |
| <b><i>Daily office hours are for any student to meet with their teacher regarding questions, progress, assignments, assessments, or feedback. Any student failing a course is REQUIRED to meet with their teacher on a weekly basis to determine a plan for earning credit.</i></b> |  |   |  |   |



## HYBRID SCHOOL

### Representative Weekly and Daily Schedules for 6-8 at 25%)

Under the 25% Hybrid Model, we are looking at it as more of a remote learning schedule with a touch of in person. KMS students will have a consistent weekly schedule of at least one day on campus and 4 days of remote learning. During on-campus learning, students will have staggered dismissal times. During remote learning, Students will have a set schedule and times to log in remotely for each of their core assigned courses. They will have practice and extension assignments in their exploratory classes.

## HYBRID (VIRTUAL) CLASSROOM PROCEDURES FOR STUDENTS

- Check your Schoology and Email daily for communications from teachers and staff members at KMS.
- Teachers and staff are available to you during school hours (Monday - Friday, 8:35-3:30). While they may respond to you outside of that timeframe, a response should not be expected.
- Each teacher will provide you with office hours throughout the week where you can reach out with questions, requests, or receive additional help and instruction. This schedule will be posted in Schoology for your reference.
- When logging on for classroom Google Meets always use your first and last name. Attendance will be taken using this information.
- All chats are accessible to the teacher, so inappropriate comments will be treated as they would in the classroom.
- All assignments for the week will be due on Friday by 3:30 PM unless otherwise indicated. Late assignments will only be accepted for 1 week after their due date. Any assignment turned in more than 1 week late will be marked collected only and will not be scored. If not turned in after 1 week the assignment will be scored a zero. No late work will be accepted after 2 weeks.
- Check PowerSchool each Monday for the prior week's assignment grades to be updated. All teachers will indicate what has been collected by Monday at the end of the school day, and will begin updating assignments with scores as they are able.
- When contacting a teacher by email remember to utilize appropriate etiquette. Begin your email with a greeting, respectfully ask your question or make your request, and sign off with your name.

## HYBRID (IN-PERSON) CLASSROOM PROCEDURES FOR STUDENTS

- Students will charge their Chromebook EVERY SINGLE NIGHT to be prepared for the next day!
- Students need to turn their phones on silent (or off) and put them away unless indicated by teacher!
- Students will come to class with all supplies and materials (lockers will not be used).
- Student's masks (dress code approved) will be covering their nose and mouth upon entry and throughout the entire class.
- Students will line up outside of the classroom and wait for teacher to enter.
- Teachers will sanitize student's hands upon entry.
- Students will go straight to their assigned seat and remain seated.
- Students will maintain social distancing throughout the class.
- Students may not leave their seat without the teacher's permission (including sharpening pencils, Kleenex, garbage, bathroom, etc.).
- Students will provide their own supplies, they may not share with other students.
- If a student leaves the classroom, they must sanitize upon their arrival back to the classroom.



## FIRST TWO WEEKS OF IN-PERSON HYBRID

Here is the schedule for the first two weeks of in-person hybrid learning:

### FIRST AND SECOND WEEK OF HYBRID (WEEK OF SEPT 7 AND SEPT 14)

AM

PM

| Monday   | Tuesday  | Wednesday   | Thursday   | Friday  |
|--|--|---|--|---|
| Students don't report (9/7 is Labor Day and 9/14 is teacher PD)                  | "A" group reports for half day in person (Hrs. 1-7)  | "B" group reports for half day in person (Hrs. 1-7) | "C" group reports for half day in person (Hrs. 1-7)  | "D" group reports for half day in person (Hrs. 1-7) |
|  | Hours 1, 2, and 3 meet synchronously with their teachers<br><br>1st - 1:00-1:30pm<br>2nd - 1:40-2:10pm<br>3rd - 2:20-2:50pm<br><br>Staff Meeting (voluntary) 2:50-3:15pm | Staff Meeting (voluntary) 2:50-3:15pm               | Hours 4, 5, 6 and 7 meet synchronously with their teachers<br><br>4th - 1:00-1:30pm<br>5th - 1:40-2:10pm<br>6th - 2:20-2:50pm<br>7th - 3:00-3:30pm | Staff Meeting (voluntary) 2:50-3:15pm               |
| <b><i>Synchronous time in the afternoon can be instructional or informal</i></b> |  |   |  |   |

There are 7 hours listed because we have an advisory period/lunch built into the schedule. Students will only have 6 classes assigned.

## IF WE ARE FORCED TO GO COMPLETELY REMOTE...

If schools are either forced to close or LSPS closes for an extended period for any reason, our students will have synchronous time with their teachers and the ability to meet with teachers during virtual office hours following the schedule below. If we are forced to go remote, ALL students (both virtual and hybrid/in-person) will follow this schedule.

### SYNCHRONOUS CLASS SCHEDULE FOR REMOTE LEARNING

| Monday  | Tuesday   | Wednesday  | Thursday                  | Friday  |
|---|---|--|---------------------------|---|
| FLEX DAY<br><br>Students are able to work on any class and meet with any teacher needed by making an appointment. | 1st Hour<br>10:00-10:30   | 4th Hour<br>10:00-10:30                            | 1st Hour<br>10:00-10:30   | 4th Hour<br>10:00-10:30                         |
|   | 2nd Hour<br>10:45-11:15   | 5th Hour<br>10:45-11:15                            | 2nd Hour<br>10:45-11:15   | 5th Hour<br>10:45-11:15                         |
|   | 3rd Hour<br>11:30-12:00   | Lunch<br>11:30-1:00                                | 3rd Hour<br>11:30-12:00   | Lunch<br>11:30-1:00                             |
|   | Lunch<br>12:00-1:30   | 6th Hour<br>1:00-1:30                              | Lunch<br>12:00-1:30       | 6th Hour<br>1:00-1:30                           |
|   | Office Hours<br>1:30-3:00   | 7th Hour<br>1:45-2:15<br>Office Hours<br>2:15-3:30 | Office Hours<br>1:30-3:00 | 7th Hour<br>1:45-2:15<br>Office Hours 2:15-3:30 |
|   | <b><i>Daily office hours are for any student to meet with their teacher regarding questions, progress, assignments, assessments, or feedback. Any student failing a course is REQUIRED to meet with their teacher on a weekly basis to determine a plan for earning credit.</i></b> |  |                           |   |

## Students with IEPs/504s

Specific guidance will be given once the state releases their recommendations and requirements. Students IEPs and 504s should be followed as much as possible in a virtual/hybrid environment.

## Lockers

For the time being, students will not be assigned lockers. Backpacks should be utilized to hold materials and belongings during the day.

## Student Dismissal

There will be staggered dismissal times at the end of each hour. When students are dismissed at the end of the school day, they will be asked to exit out the nearest exterior door, weather pending.

## Student Arrival

To eliminate the gatherings of students. Students will be assigned a door number to enter at. This will be determined by who they have 1st hour. 1st hour teachers will pick them up at the door.



## Assigned Seats

When in a classroom, students will have assigned seats. This will help with contact tracing, if necessary.

## Entering Classrooms

Students will be asked to line up in front of their teacher's classroom, following social distancing guidelines, and having hand sanitizer put on before they enter the classroom. We will have markings on the floor to indicate where they should stand.

## Bathroom Breaks/Hall Passes

To decrease the number of students utilizing bathrooms during pass time, teachers should be lenient when it comes to allowing students to leave the room during class time. No physical hall passes (lanyards, tags, etc.) should be used in order to reduce contamination of the pass.

## Hallways

Hallways will be lined down the middle to encourage all students to walk to the right in grade level wings. All common hallways will be one-way hallways. There will be arrows on the floor to provide direction.

## Outdoor Learning Spaces

Teachers will have access to outdoor learning spaces. We will have the ability for teachers to sign up for a certain outdoor space, for a certain hour of the day.

## 6th Grade Orientation

Orientation will be recorded and emailed to parents/students. 6th grade will be allowed to schedule a time to come into the building during the week of August 24 a few students at a time to walk around and get a feel for the middle school.



### Club Registration

Our typical registration, schedule pick-up and club sign up event will be canceled this year. Students can get their schedule online. Club advisors should create a virtual sign up form that we can send out. As of right now, all after-school activities will need to be run remotely as much as possible.

### Breakfast and Lunch

Students will still be able to obtain breakfast and lunch from our cafeteria. Our Food Service department will send out information regarding ordering and pickup so no child goes hungry on days that he/she is not in school.

Once we get up to full days, our cafeteria will be utilized for lunch. Seats will be labeled so students know where to sit to ensure social distancing.

### Opening Teacher Days

Teacher work days are scheduled for September 2/3. Right now, there is no in-person requirement. However, some of that time is traditionally used to prepare your room and you are still expected to have your room ready by September 8th. But you can do that before September 2/3 if you so choose. Some of those teacher work days will also be spent getting you familiar with the LSPS plan and the MCHD guidelines (two documents you will be expected to really absorb and follow explicitly). We will, of course, have a staff meeting at some point on one of those days but it will be virtual. And remember that we want to meet with all of you in person to discuss your room set up and answer any questions you may have regarding the upcoming school year.

### Quarantine/Sick Room

If the district is unable to procure medical trailers to place outside of our building, the AP Conference Room will be the space occupied by our Medical Assistant and any students or staff who are feeling unwell.



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