



***Back to School MHSS!***  
***The Parent & Student Guide to Reopening***  
***2020-2021***

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**Prior To Arrival at School**

- Parents MUST check their child/children and submit the [Student Health Screening Form](#) prior to leaving the home and within two hours of arriving at school. Here is the [Print Version Form](#).
- Students who have Physical Education class on any given day, should be dressed for PE when arriving at school.

**Arrival at School**

- Students will be admitted to the building at 7:10am. No students may enter the building prior to 7:10am.
- Classes begin at 7:25am.
- Entrance Designations for Students:
  - Freshman--Door #1 (front door)
  - Sophomores--Door #7 (art wing door)
  - Juniors--Door #35 (through the courtyard)
  - Seniors--Door #30 (cafe entrance)
  - \*Seniors who park in the front lot or the newly created side lot will also enter the building from door #7, the art wing door.
  - Senior “flex” and vocational students will use door #1 to enter the building as they arrive.

**Entering the School**

- All students will be asked to report directly to their first block class upon entering the building.
- Students should not congregate in hallways or other common areas of the building.

**Daily Student Schedule (Hybrid)**

- 7:25 - 8:25 AM: Block 1
- 8:30 - 9:30 AM: Block 2
- 9:35 - 10:35 AM: Block 5
- 10:40 - 11:40 AM: Block 6
- 11:45 AM - 12:31 PM: (Travel Home & Lunch)
- 12:31 - 2:02 PM: Additional pupil contact time with teachers for virtual office hours, meetings with counselors, case managers, administrators
- 2:10 PM: Athletic practices and co-curricular meetings

## **Cohort Schedule**

- Cohort 1 (A-K): Mondays/Tuesdays
- Cohort 2 (L-Z): Thursdays/Fridays
- \* Vocational students are in Cohort 2
- Wednesdays are virtual days for all students in both cohorts. Class attendance will be taken.
- A Day / B Day Schedule 9/14/20 to 10/09/20
- Students are expected to attend live virtual classes while following their appropriate daily schedule (i.e. A or B day)
- Alternating A/B schedule each week

Mon 9/14 <b>(A-Day)</b> <b>Cohort 1</b>	Tues 9/15 <b>(B-Day)</b> <b>Cohort 1</b>	Wed 9/16 <b>(A-Day)</b> <b>Virtual Day</b>	Thur 9/17 <b>(B-Day)</b> <b>Cohort 2</b>	Fri 9/18 <b>(A-Day)</b> <b>Cohort 2</b>
Mon 9/21 <b>(B-Day)</b> <b>Cohort 1</b>	Tues 9/22 <b>(A-Day)</b> <b>Cohort 1</b>	Wed 9/23 <b>(B-Day)</b> <b>Virtual Day</b>	Thur 9/24 <b>(A-Day)</b> <b>Cohort 2</b>	Fri 9/25 <b>(B-Day)</b> <b>Cohort 2</b>
Mon 9/28 <b>(District Closed)</b>	Tues 9/29 (A-Day) <b>Cohort 1</b>	Wed 9/30 (B-Day) <b>Cohort 1</b>	Thur 10/1 (A-Day) <b>Cohort 2</b>	Fri 10/2 (B-Day) <b>Cohort 2</b>
Mon 10/5 <b>(A-Day)</b> <b>Cohort 1</b>	Tuesday 10/6 <b>(B-Day)</b> <b>Cohort 1</b>	Wed 10/7 <b>(A-Day)</b> <b>Virtual Day</b>	Thur 10/8 <b>(B-Day)</b> <b>Cohort 2</b>	Fri 10/9 <b>(A-Day)</b> <b>Cohort 2</b>

## **Daily Instruction**

- Students will need to follow the shortened day schedule 7:25AM-11:40PM for all 5 days of the week whether they are in-person or virtual in addition to the afternoon supplemental schedule/teacher office hours.
- Students at home will be provided a video feed of the direct instruction for their classes.

## **Student Expectations**

- **Expectations for In-Person Learners:**
  1. Follow classroom rules as defined by the teacher
  2. Follow grading policy established by the classroom teacher
  3. Follow signage and directions throughout the building
  4. Adhere to the district code of conduct
  5. Contact their teachers, counselors/case managers during office hours for additional assistance as needed

### **Expectations for Remote Learners:**

1. Log-in to all instructional blocks **at the scheduled start times.**
2. Follow classroom rules as defined by the teacher
3. Follow grading policy established by the classroom teacher
4. Adhere to the district code of conduct
5. Participate in teacher, counselor/case manager office hours as needed for assistance

## **Attendance**

- Hybrid Virtual and Full Virtual Students are required to join their class daily at the class's scheduled meeting time.
- Teachers will take daily and period attendance for both in-person and virtual students.
- Middletown High School South also understands that there may be days that there is a loss of internet or power outages. We ask the parents and students to communicate and coordinate with their teachers.

## **Dismissal**

- Students will be released from their last block class and asked to use the nearest exit door to their classroom.
- Students are asked to stay in their classes until their dismissal is announced.
- Students should not congregate outside the building once they are dismissed.

## **Face Masks**

- All staff, students, and visitors are required to wear face covering while on campus and in the school building. Mask Breaks, outside of the school building, can occur if 6' social distancing is established.
- Outside mask breaks will be granted on an "as needed basis" by teachers.
- There will be progressive discipline for those students who refuse to wear a mask without approval from the school nurse, without approval from the building principal, and a doctor's note expressing the health reason for not wearing a mask.
- Gaiter-type face coverings, bandanas, and scarfs are not permitted.

### **Student Screening Procedure**

- Students should be prepared to have their temperature checked (using a no-contact method) prior to entering the building.
- If a student's temperature is between 99.3 and 100.3, they will be rechecked at our entrance.
- If a student's temperature is at or above 100.4, students will be asked to report to our health office and examined by our health staff.

### **Parent Contact Information**

- Each parent/guardian should update their Emergency Contact Information prior to the start of school.
- Parents/guardians and individuals listed on the emergency contact list will be expected to be able to pick-up a student within 30 minutes of being contacted by the school.

### **Disinfecting and Hand Sanitizing**

- Hand Sanitizer will be in every classroom for students to use.
- Disinfectant wipes and gloves will be available in all classrooms, students will have the opportunity to clean their desks.

### **Stairwells, Hallways, and Passing Time Procedures**

- Hallways will be two directional and students will be reminded to "stay to the right".
- All staff and students are expected to remain as far to the right as possible when traveling the hallways at any time.
- Stairwells are unidirectional and have been designated as "up" or "down" with labels.



### **Student Lockers, Backpacks**

- Students will not be using lockers at this time.
- Backpacks & Purses: Students will be permitted to bring and wear a backpack, with their school and personal belongings, throughout the entire school day.

## **Visitor/Guest/Parent Arrival Guidelines & Procedures**

- Middletown High School South will maximize the number of virtual parent meetings via Google Meet, Zoom, etc. in order to minimize visitors to the school. This pertains to IEP, 504, I&RS, etc. meetings along with parent/teacher conferences, meetings with administration, etc.
- PFA meetings will be conducted virtually to eliminate meetings being conducted at the schools in the evenings or during the school day.
- Parent drop-off of student items will be limited to ONLY medical items and/or eye glasses and to be dropped off at the main entrance. All other drop-offs are not permitted.
- If it becomes necessary for a parent, visitor, or guest to enter the building, the following guidelines will be followed:
  - All visitors will be required to make an appointment with the appropriate personnel with the approval of the building principal.
  - A health screening of each visitor will be conducted.
  - Hand sanitizer will be made available for visitors to use.
  - Masks must be worn at all times by parents, visitors, and guests.
  - Visitor Keys/License will be collected by school security personnel in a safe manner.
  - A “**Stay In Car**” procedure will be established:
    - Visitors will be asked to wait in their vehicle until the time of their meeting.
    - Upon arrival at the school, visitors will be asked to call the school office.
    - The school offices will call the waiting visitor when it is time for them to enter the building.
    - Parents who are picking up a child for an appointment, because they are sick, or for other necessary reasons, will be asked to follow the “Stay In Car” procedure and wait for school personnel to escort their child/children to the parent’s vehicles.
    - Emergency situations may arise which will require a parent/relative to enter the building. Once entry is approved by the school nurse and/or building administrator, visitors will follow the outlined entry procedures for the building.

## **Classroom Desks, Tables, and Seating Assignments**

- Where 6 foot social distancing is not possible, all student desks, tables and chairs will be arranged facing one direction.
- Disinfectant wipes and gloves will be available for use in between classes

## **Field Trips & Extra-Curricular Activities**

- Field trips, assemblies, and other large gatherings are suspended at this time.
- All clubs/activities that are normally run during the course of the school year will be held in accordance with the Middletown Township School District phased reopening protocols.
  - Clubs may be able to meet in person according to social distancing guidelines, during the specified phase implemented, depending on club size and indoor restrictions.
  - If social distancing guidelines cannot be met, then clubs will meet virtually.

- For any clubs that do meet in person, students will have the option of attending virtually.
- In-school assemblies, celebrations, recognitions, or ceremonies, at any level, will be conducted virtually.

### **Book Return Procedure**

- During the week of 9/14, students will return any school-issued books during their assigned Health/PE class to tables labeled in the cafeteria.
- Health/PE teachers will stagger their classes' arrival in the cafeteria, and they will not begin before 7:45am to avoid overlap with the use of the room for arrival purposes
- Books must sit for at least 48 hours before anyone else touches them.
- Teachers can collect books after Monday 9/21 at 11:40am, as long as it has been 48 hours since they were last handled.
- Teachers can re-issue books after 7am on Thursday 9/24, as long as it has been 48 hours since they were last handled.
- For students opting for all virtual instruction, materials must be returned during the week of 9/14/20 during the following times/locations:
  - Both High Schools: 9/16 between 8:00 am - 12:00 pm to above locations.
  - High School South: 9/17 and 9/18 between 1:00-4:00 pm to Door Number 30
- For students opting for all virtual instruction, teachers will notify students by 9/18 if materials need to be picked up from the school. Pickup times will be communicated by 9/21 via Naviance and the school website.

### **Planning for Success While at Home Learning Virtually**

- Set up an at-home learning space
- Create and stay with a schedule & routines
- Set personal and academic goals
- Plan appropriate times for breaks, lunch, and school work
- Know your school schedule and log on early
- Know how and when to contact your teacher or counselor for your academic or social/emotional needs
- Find time in the afternoon & evening to recharge
- Exercise, take a walk, or get your body moving.

### **Social & Emotional Learning Supports and Programs**

- MHSS will develop push-in and pull-out supports and programs during the course of the in-person and virtual school days.
- MHSS guidance counselors, case managers, and student assistance counselor will develop and deliver ongoing SEL activities during the in-person and virtual school days.
- MHSS's guidance office has a compilation of SEL/Mental Health resources and supports throughout the district, including partnerships with community collaborators and providers and the expansion of the district's Mental Health Board.

- For additional information regarding our counselors and other social, emotional supports, please visit the [Middletown South's Guidance page](#) and/or [Mr. Letson's Student Assistance Coordinator page](#).

### ***Special Education and Related Services***

- Students in special education self - contained programs (LLD, MD, BD or Autism) will attend school five days per week according to the early dismissal schedule of 7:25 - 11:40. Special class programs will start on September 14th.
- Students with disabilities in general education/resource classes will attend school two days per week following the days/times of their assigned cohort. The addition of a third day will be determined as expediently as possible via collaboration between the case manager, parent and principal. The addition of Wednesday in person instruction for applicable students may start as soon as Wednesday, October 7, taking into consideration the school holiday on September 28th.
- In person related services will be scheduled for days when the students are attending school in - person. Parents may opt for virtual related services by contacting their child's case manager and related service providers. The feasibility of providing a particular student's related services outside of the assigned school days and hours will be determined as promptly as possible via collaboration between the parent, case manager and therapist. Please reach out to your child's case manager and/or therapists for information specific to your child.