



## Face-to-Face School Plan

**School:** O. Trent Bonner Middle School      **Date Submitted:** Tuesday, October 13, 2020

### **Guidelines for all schools:**

- 1) Wear a face mask in school and on the bus. If needed, masks are provided to students.  
The following type of face masks will not be allowed:
  - Gaiter style masks (neck 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 (Responsibilities for staff)
- 5) All students will be expected to comply with the guidelines as listed in numbers 1 through 4 and with the 2020-2021 DPS Student CORE (Code of Responsibilities and Expectations).
- 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, including the stairwells.
- 8) No visitors outside the school division will be allowed entry during the school day.
- 9) Middle 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?**

Arrival Time: 07:05 a.m. Dismissal Time: 02:05 p.m., (i.e., Virtual and Face-to-Face) with 55 minutes per core class and 45 minutes per exploratory class. Teachers and Staff are scheduled to arrive at 06:50 a.m. through 02:20 p.m. See below:

<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>
<b>Homeroom</b> 07:05 a.m.-07:35 a.m.	<b>Homeroom</b> 07:05 a.m.-07:35 a.m.	<b>Homeroom</b> 07:05 a.m.-07:35 a.m.
<b>Core 1</b> 07:40 a.m.-08:35 a.m.	<b>Core 1</b> 07:40 a.m.-08:35 a.m.	<b>Core 1</b> 07:40 a.m.-08:35 a.m.
<b>1st Exploratory</b> 08:40 a.m.-09:25 a.m.	<b>Core 2</b> 08:40 a.m.-09:35 a.m.	<b>Core 2</b> 08:40 a.m.-09:35 a.m.
<b>2nd Exploratory</b> 09:30 a.m.-10:15 a.m.	<b>Core 3</b> 09:40 a.m.-10:35 a.m.	<b>Core 3</b> 09:40 a.m.-10:35 a.m.
<b>Core 2</b> 10:20 a.m.-11:15 a.m.	<b>1st Exploratory</b> 10:40 a.m.-11:25 a.m.	<b>Lunch</b> 10:40 a.m.-11:10 a.m.
<b>Lunch</b> 11:20 a.m.-11:50 a.m.	<b>2nd Exploratory</b> 11:30 a.m.-12:15 p.m.	<b>Core 4</b> 11:15 a.m.-12:10 p.m.
<b>Core 3</b> 11:55 a.m.-12:50 p.m.	<b>Lunch</b> 12:20 p.m.-12:50 p.m.	<b>1st Exploratory</b> 12:15 p.m.-01:00 p.m.
<b>Core 4</b> 12:55 p.m.-01:50 p.m.	<b>Core 4</b> 12:55 p.m.-01:50 p.m.	<b>2nd Exploratory</b> 01:05 p.m.-01:50 p.m.
<b>Dismissal</b> 01:50 p.m.-02:05 p.m.	<b>Dismissal</b> 01:50: p.m.-02:05 p.m.	<b>Dismissal</b> 01:50 p.m.-02:05 p.m.

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

Staff will be assigned specific locations throughout the building as follows:

- School Bus (Unloading): Commons Area (Temperature Check Point 1)
- Car Riders (Unloading): Main Entrance (Temperature Check Point 2)
- Grade Level Deployment to Classrooms
  - Grade 6: Stairwell closest to the cafeteria
  - Grade 7: E-Wing
  - Grade 8: F-Wing
- Westwood Side Entrance (Temperature Check Point 3)
- Classroom Supervision (All Homeroom Teachers)
- B-Wing (Band, Orchestra, Music instruments drop-offs)
- Library Media Center (Media Specialist)
- Dismissal (2:05 p.m.), Using the Public Address System, students will be released one bus at a time
- Westwood staff must be available for both drop off and pick up in shared Westwood and Bonner school bus court

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

Class sizes have been reduced to meet social-distancing guidelines (i.e., the 6 feet apart mandate). Teachers have been instructed to downsize their classrooms of furniture and/or equipment that will not restrict daily instruction. Estimated accommodations are 8-10 students.

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

Breakfast will be delivered in the hallways, where our students can receive food class by class. Lunch will be delivered in the hallways, where our students can receive food class by class. Students will be required to consume these meals in the classrooms. Teachers may take their students outside during lunch. Students will not talk while eating breakfast or lunch. Once students have finished eating, masks will be placed back on before talking.

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

Teachers will have students line up while ensuring social distancing. Custodians will be responsible for cleaning students' desks. Students will exit their classrooms and line up with masks while maintaining social distancing. The next class will enter and be seated.

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

- Administrators, along with campus security personnel will monitor the hallways throughout the school day.
- At no time will any student leave a classroom unsupervised.
- Grade Level Teams will coordinate staggered extended change times.
- Teachers will group students by Exploratory classes then escort classes to the Exploratory wings (i.e., B-Wing and C-Wing).
- At the conclusion of 2nd Exploratory class, Exploratory Teachers will escort students back to core classes.

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

Restroom breaks will be assigned by classroom teachers. One class at time will be allowed in the restroom. Students will comply with CDC guidelines by standing 6 feet apart, washing hands, and wearing face masks. Restrooms will be cleaned hourly by our custodial staff. The school building will be thoroughly cleaned by custodial staff following CDC guidelines.

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

- Media Specialists: Plans lessons with core and exploratory teachers; co-teaching
- School Counselors: Wellness checks, support attendance by contacting parents (phone calls), monthly newsletters, conducting counseling sessions as appropriate, 504 Plan
- Campus Security: Temperature checks, supporting in the safe transition of students traveling to and from Westwood Middle and Bonner Middle (e.g, ELs, Orchestra students)

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

A separate area within the School Nurse's Clinic, labeled Clinic Annex, will serve as our wellness room. Parents will be required to transport their child home if their students have a temperature of 100.4 or greater. The School Nurse will provide supervision of the wellness room.

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

**Fire Drills:** Perform as normal, but maintain social distancing, wear masks and hand-sanitation once you return to the class. Everyone will take their time and be safe.

**Lockdown Drills:** Teachers will verbally explain what to do in a real situation so students understand their responsibilities. VERBAL INSTRUCTION ONLY.

**Earthquake:** Students will perform the drill while maintaining social distancing.

**Tornado Drill:** Teachers will teach the process VERBALLY.

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

The following courses will be offered in both Virtual and Face-to-Face: Art, Keyboarding, Lab Explorations, Virginia Rules, Virginia Passport, Physical Education, and Computer Science.

The following courses will require teachers to provide both Virtual and Face-to-Face instruction at the same time because they are year long courses or have limited offerings: Band, Orchestra, Chorus, Spanish I, Digital applications and Computer Science.

Teachers should communicate with parents via telephone regarding any student who drops below a 70%. Teachers should set daily office hours so that there is a time for students and parents to ask questions.

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

**a. Teaching and modeling safety guidelines:**

- O. Trent Bonner Middle School's administrators, teachers and staff will participate in a school-wide assembly to address and model safety guidelines as outlined by the Centers for Disease Control and Prevention (i.e., practicing social distancing by remaining 6 feet apart, frequently washing hands, temperature checks, and wearing face masks).

**b. Addressing students' social and emotional needs:**

- In addition to Bonner staff, School Counselors, Mental Health workers, and School Psychologists will be available to provide positive outlets for students to express their emotions.

**c. Training and enforcing the school-wide expectations and Student CORE:**

- Bonner staff will review the school-wide expectations and Student CORE as deemed appropriate.
- Bonner staff will consistently enforce the VTSS/PBIS school-wide initiative: Be Respectful, Be Responsible, and Be Ready to Learn. VTSS/PBIS posters are displayed in all classrooms and stationed throughout the school building.

**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 the Pandemic Coordinator. 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.