



RING LARDNER MIDDLE SCHOOL 2020 - 2021 SCHOOL REOPENING PLANS

INTRODUCTION: Niles Community Schools students will be asked to learn while the state of Michigan is under the MI Safe Start Plan during the 2020 - 2021 school year. Berrien County’s phase designation will impact the learning format that can be offered to students at Ring Lardner Middle School during the academic calendar and the designated phase may change throughout the school year. Below is a broad comparison chart to assist families in comparing the nature of each phase’s learning plan at Ring Lardner Middle School.

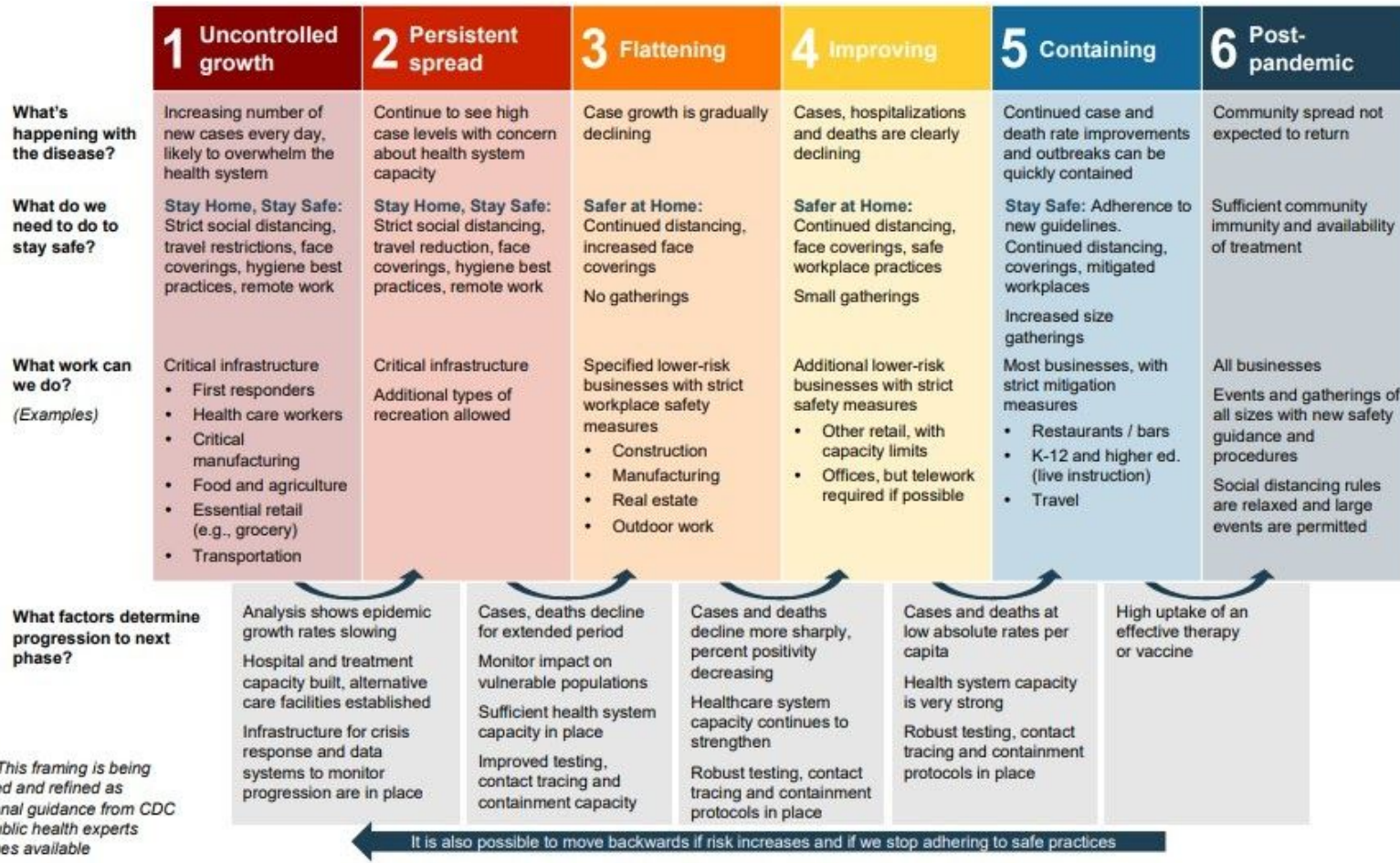
First Week of School Schedule

August 31st, 2020	Return to School Conferences for parents and students at all Buildings: 12pm-8pm, No School for Students
September 1st, 2020	Return to School Conferences for parents and students at all Buildings: 12pm-8pm, No School for Students
September 2nd, 2020	<ul style="list-style-type: none"> ● 6th grade students will report for in person instruction ● <i>7th and 8th graders will report for remote instruction on Google Classroom.</i>

September 3rd, 2020	<ul style="list-style-type: none"> All Grade Levels Report for in person instruction.
September 8th, 2020	<ul style="list-style-type: none"> All Grade Levels Report for in person instruction.

	PHASE 3	PHASE 4	PHASE 5
LEARNING FORMAT	FULL REMOTE LEARNING (SCHOOL BUILDING CLOSED TO PUBLIC)	DAILY IN PERSON LEARNING WITH STRINGENT SAFETY PROTOCOLS	DAILY IN PERSON LEARNING WITH STRINGENT SAFETY PROTOCOLS
CLASS TRANSITIONS	N/A (STUDENTS WILL ATTEND SCHOOL REMOTEY)	COHORTED CLASS GROUPS. STUDENTS WILL STAY IN SAME ROOM (TEACHERS TRAVEL) ENRICHMENT COURSES in classrooms as well.	COHORTED CLASS GROUPS. STUDENTS WILL STAY IN SAME ROOM (TEACHERS TRAVEL) ENRICHMENT COURSES in classrooms as well.
PERSONAL PROTECTION EQUIPMENT	N/A (STUDENTS WILL ATTEND SCHOOL REMOTEY)	FACE MASKS REQUIRED (SCHOOL WILL PROVIDE FREE MASKS IF DESIRED) AND SOCIAL DISTANCING FACILITATED	FACE MASKS REQUIRED (SCHOOL WILL PROVIDE FREE MASKS IF DESIRED) AND SOCIAL DISTANCING FACILITATED
FOOD SERVICE	FREE WEEKLY DRIVE THRU MEAL PICK-UP PROCESS (BREAKFAST & LUNCH) WILL BE AVAILABLE TO ALL FAMILIES	CONTACTLESS BREAKFAST AND CONTACTLESS HOT LUNCH OPTIONS WILL BE AVAILABLE FOR PURCHASE	CONTACTLESS BREAKFAST AND CONTACTLESS HOT LUNCH OPTIONS WILL BE AVAILABLE FOR PURCHASE
TRANSPORTATION	N/A (STUDENTS WILL ATTEND SCHOOL REMOTEY).	BUS ROUTES PROVIDED (MASKS REQUIRED ON BUS)	BUS ROUTES PROVIDED (MASKS REQUIRED ON BUS)
ATHLETICS & EXTRACURRICULAR ACTIVITIES	NO ATHLETICS MAY OCCUR EXTRA CURRICULAR ACTIVITIES CAN MEET REMOTEY	ATHLETICS MAY OCCUR WITH STRINGENT SAFETY PROTOCOLS EXTRACURRICULAR ACTIVITIES CAN MEET REMOTEY or OUTSIDE if in person	ATHLETICS MAY OCCUR WITH STRINGENT SAFETY PROTOCOLS EXTRACURRICULAR ACTIVITIES CAN MEET REMOTEY or OUTSIDE if in person
ALTERNATIVE 2020 - 2021 100% ONLINE VIRTUAL SCHOOL - Virtual Vikings OPTION AVAILABILITY	AVAILABLE TO ALL NCS STUDENTS FREE OF CHARGE	AVAILABLE TO ALL NCS STUDENTS FREE OF CHARGE	AVAILABLE TO ALL NCS STUDENTS FREE OF CHARGE

MI SAFE START PLAN



Note: This framing is being updated and refined as additional guidance from CDC and public health experts becomes available



Ring Lardner Middle School RETURN TO LEARNING

Phase Three: Fall 2020 Reopening Plan

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(No Masks Required - Students Learning Remotely)

Remote Learning - Communication:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> • Check email daily for updates and announcements from the school's staff. • Monitor students' assignments, assessments, and feedback in the district provided learning management system (Google Classroom). • Monitor Grades and Attendance in PowerSchool. • Communicate general inquiries to staff members using the district provided learning management system (Google Classroom) or teachers' email addresses. • Contact the building office immediately with questions regarding the use of district provided technology or issues/concerns with the district provided technology. <p>Students:</p> <ul style="list-style-type: none"> • Communicate questions and concerns immediately to staff members using the district provided learning management system (Google 	<p>Professional Staff:</p> <ul style="list-style-type: none"> • Post a course description/syllabus in the district provided learning management system (Google Classroom) that outlines the purpose and scope of the course. This is to be completed upon the conclusion of the first week of school, no matter the phase. • Post norms and expectations for remote learning in the district provided learning management system (Google Classroom). This is to be completed upon the conclusion of the first week of school, no matter the phase. • Post daily announcements, directions, and reminders using the district provided learning management system (Google Classroom), matter the phase. • Post assignment and assessment due dates on the district provided learning management system (Google Classroom). Respond to student and parent/guardian inquiries as soon as possible, no matter the phase.

<p>Classroom) or teachers' email addresses.</p> <ul style="list-style-type: none"> • Participate in virtual meetings with staff as scheduled by the teacher. • Contact the building office immediately with questions regarding the use the district provided technology or issues/concerns with the district provided technology. 	<p>Administration:</p> <ul style="list-style-type: none"> • Ensure all students have the materials necessary to support remote learning. • Ensure all students have access to wifi internet service. • Ensure all district provided programs and applications are functioning properly throughout the period of remote learning. • Facilitate communication between students, parents/guardians, and professional staff. • Provide regular updates to students and parents/guardians regarding the status of the remote learning period and student progress.
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Remote Learning - Assignments & Assessments:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> • Identify a dedicated workspace within the home that students can utilize to complete remote learning. • Establish a home “school routine” to facilitate the successful completion of remote learning tasks before established deadlines. • Ensure students have access to wifi internet service. <ul style="list-style-type: none"> ○ Contact the building office if unable to secure access to reliable, high speed internet service. • Monitor students’ completion of daily remote learning assignments and assessments using the district provided learning management system (Google Classroom). • Encourage students to contact staff members with questions and 	<p>Professional Staff:</p> <ul style="list-style-type: none"> • Create daily online lessons that are engaging for students using a variety of pedagogical strategies and online practices. <ul style="list-style-type: none"> ○ Post lessons to the district provided learning management system (Google Classroom) by 7:30 am (6-12). • Communicate assignment directions, content, and resources to students and parents/guardians using the district provided learning management system (Google Classroom). • Be available to meet individually with students virtually and/or answer questions electronically from 12:30-2:35 (6-12) on scheduled school days. • Distribute formative and summative assessments that measure

<p>concerns related to remote learning assignments or assessments.</p> <ul style="list-style-type: none"> • Ensure students attend live instruction sessions from 7:45-11:45 (6-12). • If students cannot attend live sessions, ensure students view session recordings and complete accompanying assignments in Google Classroom/ECHO. <p>Students:</p> <ul style="list-style-type: none"> • Identify a dedicated workspace to complete remote learning. • Establish a “home school” routine to facilitate the successful completion of remote learning tasks before established deadlines. • Login to the district provided learning management system (Google Classroom) daily and complete all required assignments and assessments by established deadlines. • Frequently check student email accounts for course announcements, directions, and reminders. • Participate in live instruction as scheduled. 	<p>student learning using the district provided learning management system (Google Classroom).</p> <p>Administration:</p> <ul style="list-style-type: none"> • Ensure all students have the materials necessary to support remote learning. • Ensure all students have access to wifi internet service. • Ensure all district provided programs and applications are functioning properly throughout the period of remote learning. • Facilitate communication between students, parents/guardians, and professional staff. • Provide regular updates to students and parents/guardians regarding the status of the remote learning period and student progress. • Provide staff with professional development on how to best utilize the district provided learning management system (Google Classroom) • Monitor student task completion and assist teachers when needed. • Monitor staff promptness in providing feedback and assigning grades
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Remote Learning - Grades & Feedback

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> • Monitor students’ course grades using the district provided learning management system (Google Classroom). <ul style="list-style-type: none"> ◦ Contact the classroom teacher if in need of assistance checking scores. • Encourage students to contact staff members with questions and concerns related to remote learning assignments or assessments. • When needed, communicate inquiries to staff using the district provided learning management system (Google Classroom) or teachers’ email addresses. <p>Students:</p> <ul style="list-style-type: none"> • Login to the district provided learning management system (Google 	<p>Professional Staff:</p> <ul style="list-style-type: none"> • Provide formative feedback to students in relation to remote learning assignments using the district provided learning management system (Google Classroom) and email. • Grade summative assessments in a timely manner and provide feedback using the district provided learning management system (Google Classroom). • Follow appropriate grading procedures and processes for the period of remote learning, as established by the administration. Grading practices will mirror in person practices. <p>Administration:</p>

<p>Classroom) daily and complete all required assignments and assessments by established deadlines.</p> <ul style="list-style-type: none"> ● Monitor course grades using the district provided learning management system (Google Classroom). <ul style="list-style-type: none"> ○ Contact the classroom teacher if in need of assistance checking scores. ● Use the district provided learning management system (Google Classroom/) or email to contact staff members with questions and concerns related to remote learning grades or missing/incomplete assignments. 	<ul style="list-style-type: none"> ● Facilitate communication between students, parents/guardians, and professional staff. ● Ensure all district provided programs and applications are functioning properly throughout the period of remote learning. ● Provide regular updates to students and parents/guardians regarding the students' progress during the period of remote learning. ● Provide staff with professional development on how to best utilize the district provided learning management system (Google Classroom).
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Remote Learning - Meetings & Conferences:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> ● Communicate general inquiries to professional staff using the district provided learning management system (Google Classroom) or teachers' email addresses. ● Participate in virtual meetings when requested by a staff member. ● Notify the school if there is a personal technology barrier that would prevent participation in a virtual meeting prior to the scheduled appointment. . <p>Students:</p> <ul style="list-style-type: none"> ● Participate in virtual meetings as requested by staff members. 	<p>Professional Staff:</p> <ul style="list-style-type: none"> ● When invited, attend required virtual meetings and professional development. ● When appropriate, organize virtual meetings and invite relevant participants electronically. <p>Administration:</p> <ul style="list-style-type: none"> ● Ensure parents/guardians understand how to participate in virtual meetings.

Remote Learning Instructional Expectations

Overview: Teachers will provide high quality daily live lessons and assignments to all assigned classes via Google Classroom, and Google Hangout/Meet. :

Sample Schedules Remote Learning Schedules

Middle School	
Core 1	7:45-8:30
Core 2	8:35-9:20
Core 3	9:25-10:10
Core 4	10:15-11:00
Connections	11:00-11:15 (With Core 4)
RATS	11:15-11:45
11:45 Students are done for the day unless they are to meet with their teacher for tutoring. Students will still have assignments to complete on Google Classroom.	
Teacher Lunch	11:50-12:25
Prep	12:30-1:30
PLC or Individual/Small	1:35-2:35

	Group Virtual Tutoring Depending on day of the the Week		

Remote Learning - RLMS Office

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> ● Contact the RLMS office if a student tests positive for COVID-19 during the period of remote learning. ● Contact the RLMS office immediately to communicate issues/concerns with the district provided technology. ● Contact the RLMS office if in need of assistance when monitoring students' grades in the district provided learning management system. <p>Students:</p> <ul style="list-style-type: none"> ● Contact the RLMS office immediately to communicate issues/concerns with the district provided technology. ● Contact the RLMS office if in need of assistance when monitoring students grades in the district provided learning management system. 	<p>RLMS Office Staff:</p> <ul style="list-style-type: none"> ● Regularly respond to emails and monitor RLMS office voicemail messages. ● Assist staff with tasks as directed by the administration. ● Track and monitor student attendance throughout the period of remote learning. <ul style="list-style-type: none"> ○ Ensure staff submit timely and accurate records. ○ Contact families in the event of absence to inquire regarding the nature of the absence from remote learning. ○ Share attendance information with appropriate staff members. ● Assist families who communicate issues/concerns with the district provide technology. ● Assist families who require help monitoring students' grades in the district provided learning management system. ● Generate and distribute regular updates regarding students' academic progress during the period of remote learning. <p>Administration:</p> <ul style="list-style-type: none"> ● Supervise RLMS office staff and delegate tasks and projects to staff members as appropriate. ● Develop appropriate grading procedures and progress report practices for the period of remote learning. ● Facilitate communication between students, parents/guardians, and professional staff.

	<ul style="list-style-type: none"> • Ensure all district provided programs and applications are functioning properly throughout the period of remote learning. • Provide regular updates to students and parents/guardians regarding the students' progress during the period of remote learning. • Ensure all students and staff have access to a district provided laptop and charger. • Ensure all students have access to wifi internet service.
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Remote Learning - Food Service:

Student and Parent/Guardians Expectations	Staff Expectations:
Parents/Guardians: <ul style="list-style-type: none"> • Pick-up free, district provided breakfast and lunch meals. <ul style="list-style-type: none"> ◦ All children 18 and under are eligible for free meals. 	Administration: <ul style="list-style-type: none"> • Communicate that there will be free district provided breakfast and lunch meals, days, and times • Communicate other community resources to parents/guardians electronically.

After School - Athletics:

Student and Parent/Guardians Expectations	Staff Expectations:
<ul style="list-style-type: none"> • No school sponsored athletic activities, practices, and events may occur during Phase Three. 	<ul style="list-style-type: none"> • No school sponsored athletic activities, practices, and events may occur during Phase Three.

After School - Extracurricular Activities:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">● Be aware of which clubs/activities students are participating in remotely.<ul style="list-style-type: none">○ Available non-athletic extracurricular activities will be expected to occur online when possible in Phase Three.● Communicate general inquiries related to extracurricular activities to the staff advisor using teachers' email addresses.● Identify a dedicated workspace within the home that students can utilize to complete tasks and activities related to the extracurricular activity.● Ensure students have access to wifi internet service.<ul style="list-style-type: none">○ Contact the RLMS office if unable to secure access to reliable, high speed internet service.● Encourage students to contact staff advisors with questions and concerns related to specific extracurricular activities. <p>Students:</p> <ul style="list-style-type: none">● Participate in available clubs/activities that are being offered remotely.<ul style="list-style-type: none">○ Available non-athletic extracurricular activities will be expected to occur online when possible in Phase Three.● Communicate general inquiries related to extracurricular activities to the staff advisor using teachers' email addresses.	<p>Staff Advisors:</p> <ul style="list-style-type: none">● Facilitate school sponsored non-athletic extracurricular activities online when possible.● Wear a mask at all times while at the school building.● Post extra curricular announcements, directions, and reminders using the on google classroom..● Respond to student and parent/guardian inquiries as soon as possible. <p>Administration:</p> <ul style="list-style-type: none">● Ensure all students and staff have access to a district provided laptop and charger.● Ensure all students have access to wifi internet service.● Ensure all district provided programs and applications are functioning properly throughout the period of remote learning.● Facilitate communication between students, parents/guardians, and staff advisors.



**Ring Lardner Middle School
Phase Four: Fall 2020 Reopening Plan**

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(Masks Required for Students and Staff)**

Before School - Drop-off, Breakfast, & Supervision:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> ● Conduct a daily student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absences should be reported to the RLMS office. ● No building access beyond the office will be permitted for visitors in order to minimize potential spread of COVID-19. <ul style="list-style-type: none"> ○ Necessary access to the building will be by appointment only ○ If you have an appointment, you must enter only through the office door, following established visitor protocol. ● Ensure successful transport of student to school: <ul style="list-style-type: none"> ○ Bus: Ensure students successfully board the bus following proper PPE and social distancing protocols. ○ Drop-off: Drop students off at designated drop off zones and follow instructions provided by designated staff members. ○ We encourage you to not to drop off until 7:15 at which time 	<p>Professional Staff:</p> <ul style="list-style-type: none"> ● Complete your own personal daily screening process prior to entry into the building. ● All staff must individually badge into the building each time entering the building. ● Wear a mask at all times while in the building. ● Report to designated supervisory locations by no later than 7:15 am. ● Supervise hallways and classrooms to ensure students are reporting immediately to assigned homeroom classrooms. Ensure students are not congregating in hallways or common spaces. ● Contact the RLMS office if a student is observed to have a fever or COVID-19 related symptoms. The student will be removed from the area immediately. <p>Bus Drivers:</p> <ul style="list-style-type: none"> ● Wear a mask at all times while students are on the school bus. ● Provide student riders with reminders of school bus expectations and

the building will be open.

- Please remind students to follow social distancing and mask protocols at all times when on school property.

Students (Bus Riders)

- Sanitize hands and wear an approved face mask on the bus.
- Sit in an assigned seat on the bus for the duration of the trip.
- Adhere to all bus rules throughout the entire ride.
- Exit the bus when directed by the driver.
- Enter the middle school through the designated grade level entrance:
 - Grade 6: Door #1 for those not needing breakfast or Door #2 for those choosing to pick up breakfast
 - Grade 7: Door #1 for those not needing breakfast or Door #2 for those choosing to pick up breakfast
 - Grade 8: Door #24 for those not needing breakfast or Door #2 for those choosing to pick up breakfast
- Enter the building, continue to wear a face mask while in the building, and travel directly to students' designated homeroom classroom (do not stop at lockers).

- Sanitize hands when entering the homeroom classroom, sit at the assigned seat, and eat breakfast (if applicable) until class starts.

Students (Car Drop-off)

- Enter the middle school through the designated grade level entrance:
 - Grade 6: Door #12 for those not needing breakfast or Door #13 for those choosing to pick up breakfast
 - Grade 7: Door # 4 for those not needing breakfast or Door #3 for those choosing to pick up breakfast
 - Grade 8: Door #4 for those not needing breakfast or Door #3 for those choosing to pick up breakfast
- Wear an approved face mask at all times while in the building, enter the middle school, and travel directly to students' designated homeroom classroom (do not stop at the locker).
- Sanitize hands when entering the homeroom classroom, sit at the assigned seat, and eat breakfast (if applicable) until class starts.

safety guidelines.

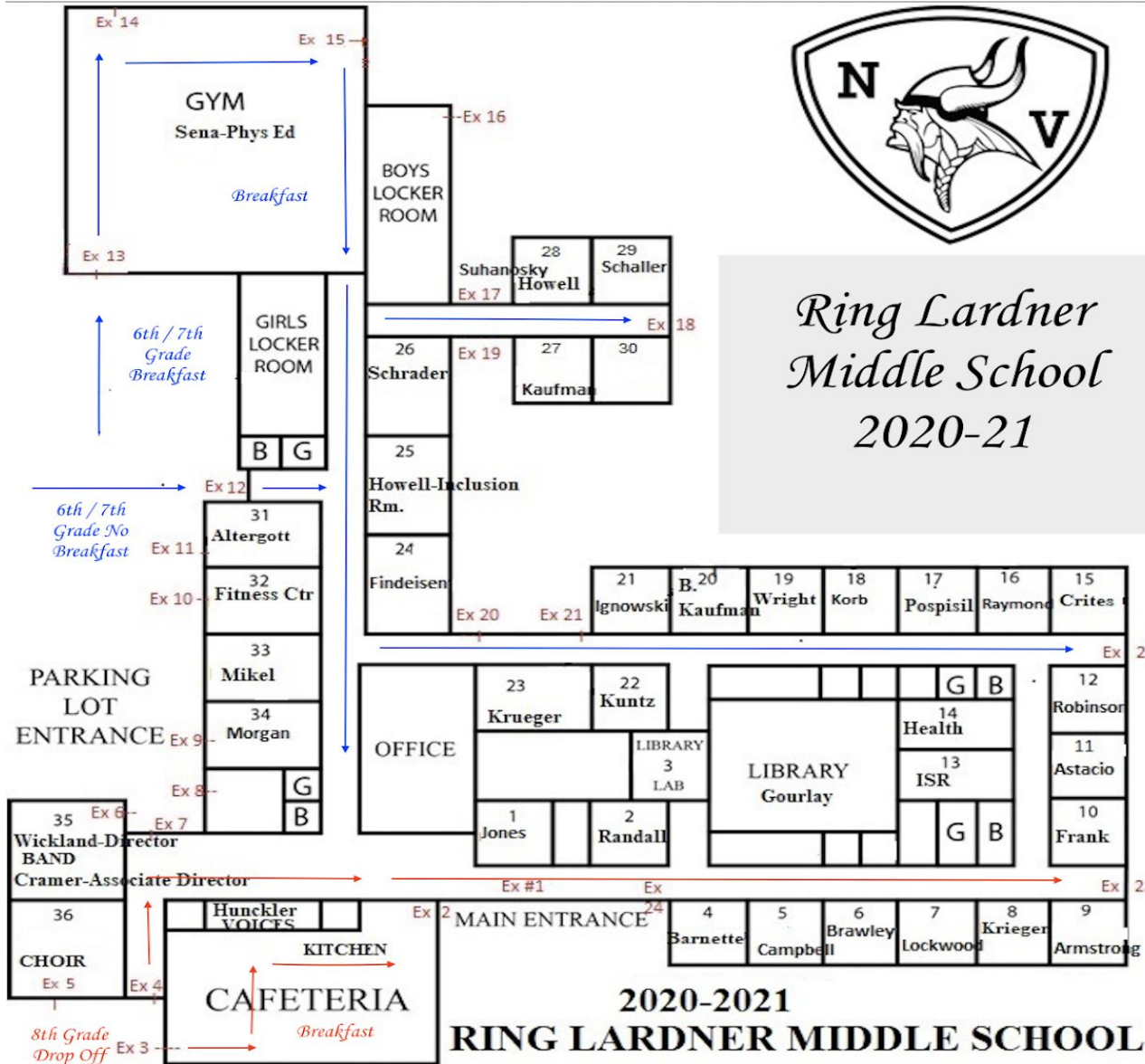
- Report repeated expectation violators to the RLMS office for disciplinary consequences.
- Ensure the bus is disinfected following the completion of each route using cleaning and disinfecting protocols.

Administration:

- Ensure designated doors are propped open for arrival at 7:15 am.
- Ensure adequate supervision is provided in drop-off locations, entrances, hallways, and homeroom classrooms.
- Ensure proper signage is installed in hallways and common areas to promote social distancing and quality hygiene.
- Provide expectations, communications and reminders.
- Provide expectation violation warnings to students and parents/guardians.
- Issue disciplinary consequences for repeated expectation violators.
- Ensure designated student entry doors are closed after arrival.



Ring Lardner
Middle School
2020-21



2020-2021
RING LARDNER MIDDLE SCHOOL

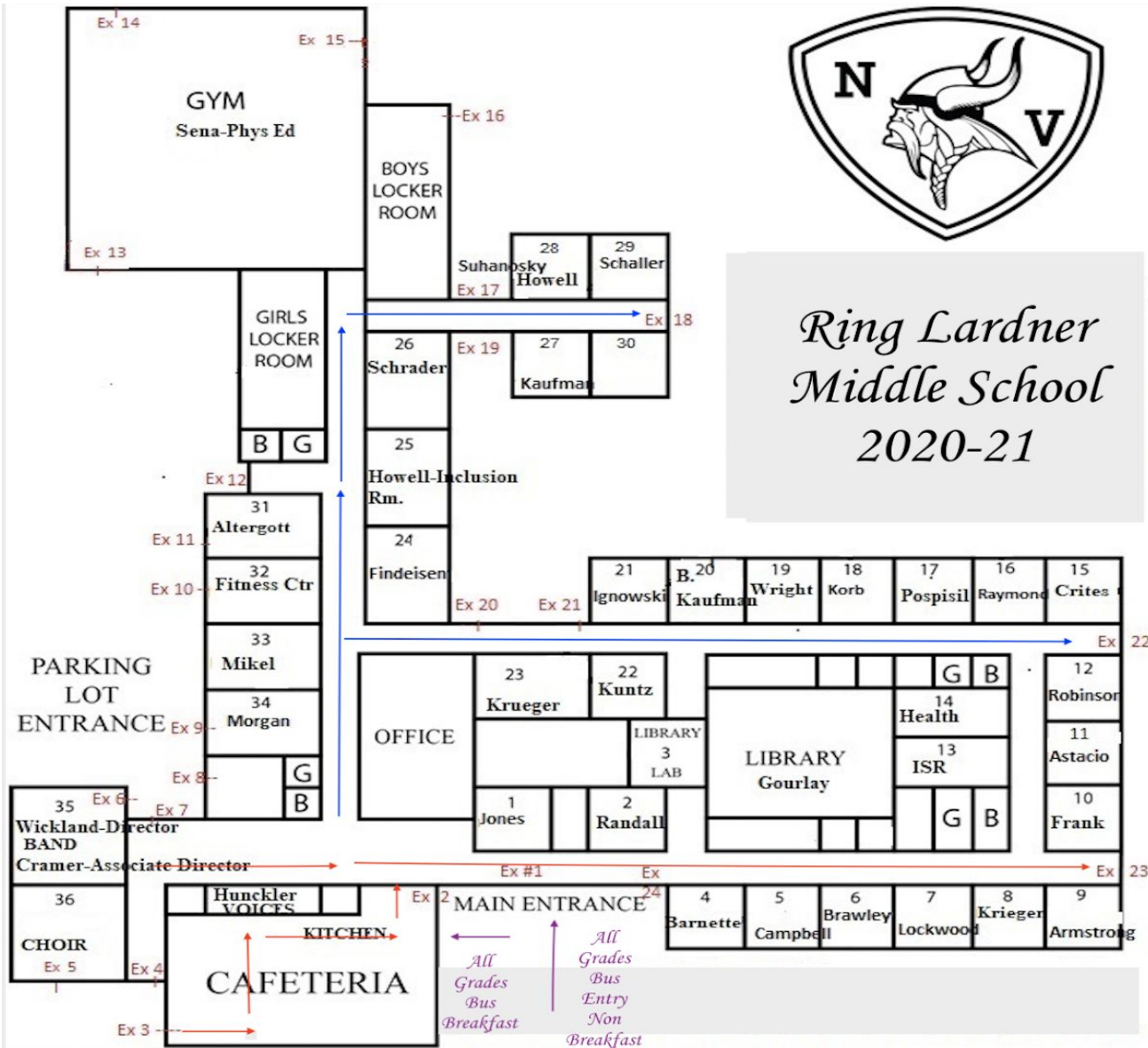
Parent Drop Off / Walkers Map

CONFIDENTIAL: DRAFT #3 14

Revised 6/23/2020



Ring Lardner Middle School 2020-21



Bus Drop Off Map

**Busses will Drop off three at a time to staggar entry*

Revised 6/23/2020

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During School - Instructional Time (The Classroom):

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">• Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absences should be reported to the RMS office.• Please encourage students not to share food or drink at any time while at school. <p>Grade 6, 7 & 8 Students:</p> <ul style="list-style-type: none">• Wear a mask at all times while on school property.• Follow all sanitizing, social distancing, and appropriate hand washing protocols.• To help stop the spread of COVID-19 make every attempt to limit contact with other surfaces in the school building.• Do not share personal items or food with other students.• Stay in cohorts throughout the entirety of the instructional day (core academic classes, intervention time, lunchtime, and anytime outdoors during school hours).• Sit in an assigned seat and practice social distancing from peers whenever possible.	<p>Professional Staff:</p> <ul style="list-style-type: none">• Wear a mask at all times while in the instructional space.• Ensure classroom desks are organized into and are arranged in a manner that provides adequate distance from other students.• Ensure students maintain distance whenever possible.• Eliminate shared classroom materials that cannot be disinfected between individual uses.• Keep the classroom door and windows closed to maximize airflow.• Disinfect door handles in between classes.• Issue restroom passes when requested by students in a staggered manner to limit clustering.• Provide expectation communications and reminders to students.• Report repeated expectation violators to the RLMS office for disciplinary consequences. <p>Administration:</p> <ul style="list-style-type: none">• Ensure classroom furniture is physically distanced.• Ensure proper signage is installed in classrooms to promote social distancing and quality hygiene.• Ensure supplies are readily available for custodians and teaching staff.• Provide expectations, communications and reminders.• Provide expectation violation warnings to students and parents/guardians.• Issue disciplinary consequences for repeated expectation violators.

During School - Hallways & Common Areas:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">● Encourage students to utilize social distancing practices and wear masks properly while at school.● Ensure students have all learning materials packed in their backpack before departing for school each day.● Check to ensure students only bring necessary items to school.● Provide students with a transparent reusable water bottle.<ul style="list-style-type: none">○ Water fountains will not be available for student use.○ Water filling stations will be turned on. <p>Students:</p> <ul style="list-style-type: none">● Wear a mask at all times.● Report immediately to homeroom classrooms upon arrival to school.<ul style="list-style-type: none">○ Students may not visit lockers without permission from a staff member.● Carry a transparent reusable water bottle throughout the day as water fountains will not be available for use (water filling stations will still be turned on).● Adhere to all expectations in the RLMS Student Handbook and Code of Conduct.● Follow all signage directions in the hallways and common areas.● When possible, stay to the right when traveling down hallways.● Students may not share personal items/food with other students.● Students will be encouraged to follow proper hygiene protocols (handwashing and sanitizing) when entering or leaving a room.	<p>Professional Staff:</p> <ul style="list-style-type: none">● Supervise hallways during transition periods to ensure students are reporting immediately to assigned classrooms. Ensure students are not congregating in hallways or common spaces.● Provide expectation communications and reminders to students.● Report repeated expectation violators to the RMS office for disciplinary consequences.● Ensure classroom doors are propped open to reduce the possibility of contact transmission during transition periods. Suggest having a single student per day to manage door opening from inside.● Students and staff will be encouraged to follow proper hygiene protocols (handwashing and sanitizing) when entering or leaving a room. <p>Administration:</p> <ul style="list-style-type: none">● Ensure classroom doors are propped open to reduce the possibility of contact transmission during transition periods.● Ensure adequate supervision is provided in all hallways and common areas during transition periods.● Ensure proper signage is installed in hallways and common areas to promote social distancing.● Provide expectation communications and reminders to students.● Provide expectation violation warnings to students and parents/guardians.● Issue disciplinary consequences for repeated expectation violators.● Supervise the cleanliness of all hallways, lockers, and common areas.● Ensure students and staff to follow proper hygiene protocols (handwashing and sanitizing) when entering or leaving a room.

During School - RLMS Office & Medical Isolation Room:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">● Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absence should be reported to the RLMS office.● No building access beyond the office will be permitted for visitors in order to minimize potential spread of COVID-19.<ul style="list-style-type: none">○ Necessary access to the building will be by appointment only○ If you have an appointment, you must enter only through the office door, following established visitor protocol.● Ensure emergency contact information is up to date in the event the RLMS office staff needs to contact a parent/guardian.● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit COVID-19 symptoms.● Read all email and SMS text communications from the RLMS office regularly.<ul style="list-style-type: none">○ Respond to messages promptly when appropriate. <p>Students:</p> <ul style="list-style-type: none">● Wear a mask at all times.● Only students with prior permission will be permitted in the office area.● Use designated entrances and exits doors when visiting the RLMS office to limit cross traffic or bottle necking when traveling.● Follow social distancing guidelines when in the RLMS office.● Wear a school provided surgical grade mask when exhibiting a fever or other COVID-19 symptoms.	<p>Professional Staff (RLMS Office Staff):</p> <ul style="list-style-type: none">● Wear a mask at all times while in the school building.● Ensure the RLMS office workspace is kept clean. Sanitize common surfaces regularly throughout the day.● Ensure social distancing protocols are followed whenever possible.● Isolate any student who possesses a fever of 100.4°F and/or COVID-19 related symptoms in the designated isolation area in the RLMS office.<ul style="list-style-type: none">○ Contact sick students' parents/guardians and facilitate student pick-up from the school isolation room by the gym entrance.○ Contact administration immediately to notify them of illness.● Ensure the designated isolation area is disinfected by a custodian immediately after the space is vacated by the ill student.● Ensure doors to the designated isolation area are closed to ensure maximum airflow to the area when not in use. <p>Administration:</p> <ul style="list-style-type: none">● Install protective barriers as needed in the RLMS office to protect employees working in the isolation area.● Ensure proper signage is installed in the RLMS office and medical isolation room to promote social distancing and quality hygiene.● Ensure regular cleaning and disinfecting takes place in the RLMS office and medical isolation area.● Ensure seating areas are properly physically distanced in the RLMS office.● Ensure the medical isolation room is properly supervised when in use.

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During School - Lunch Service:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> ● Teach students healthy and hygienic eating habits. ● No visitors will be permitted to eat lunch with students. ● Outside food deliveries will not be permitted during lunch service. ● As normal, student lunch accounts will be handled by food services, please visit Niles Community Schools website for student account information. <p>Grade 6, 7, 8 Students:</p> <ul style="list-style-type: none"> ● Eat lunch and with cohort peers in a designated classroom. <ul style="list-style-type: none"> ○ At the start of the day, students will be required to make a lunch choice so that the order can be filled. ○ Students who have ordered lunch will have a lunch delivered to the classroom. ● Wash and/or sanitize hands prior to eating. ● Stay seated during the duration of the lunch period. ● Do not share food with peers during lunch. ● Students may take off mask to eat while sitting in their assigned seats ● Request permission to leave the classroom and utilize the restroom. ● No recess will be provided at lunch. ● The RLMS cell phone policy will be enforced during lunch. 	<p>Professional Staff (Supervisory Duty):</p> <ul style="list-style-type: none"> ● Supervise designated eating areas to ensure students are social distancing during lunch service. ● Wear a face mask while circulating around designated eating areas. <ul style="list-style-type: none"> ○ Social distance from students as much as possible. ● Provide expectation communications and reminders to students. ● Report repeated expectation violators to the RLMS office for disciplinary consequences. ● Monitor and issue passes for restroom use during lunchtime. <p>Professional Staff (Lunch Break):</p> <ul style="list-style-type: none"> ● Wear a mask while traveling in the hallway and wash hands prior to eating lunch. Sanitize the eating location prior to the start of lunch. ● Staff may take off masks to eat lunch. ● Social distance with colleagues while eating lunch during designated lunch break. <p>Cafeteria Staff:</p> <ul style="list-style-type: none"> ● Wear masks during food preparation and while serving all meals to students and staff. When possible, stay behind protective barriers. ● Serve all food to students. <ul style="list-style-type: none"> ○ Students will not self-serve any food items. ○ No à la carte options will be offered to students. <p>Administration:</p>

	<ul style="list-style-type: none"> • Ensure proper signage is installed in eating areas to promote social distancing and quality hygiene. • Provide expectation communications and reminders to students. • Provide expectation violation warnings to students and parents/guardians. • Issue disciplinary consequences for repeated expectation violators. • Supervise the cleanliness of all eating locations during lunch service.
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During School - Meetings & Conferences:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> • Communicate general inquiries to professional staff using teachers' email addresses. • Participate in virtual meetings when requested by the RLMS staff. • Notify the school if there is a personal technology barrier that would prevent participation in a virtual meeting prior to the scheduled appointment. . <p>Students:</p> <ul style="list-style-type: none"> • Participate in virtual meetings as requested by parents/guardians or school staff. • Wear a mask when attending in person meetings with staff members. • Follow all social distancing protocols when meeting with a staff member at school. 	<p>Professional Staff:</p> <ul style="list-style-type: none"> • When invited, attend required virtual meetings using district provided technology. • Wear a mask when attending in person meetings with staff members and/or students. • Follow all social distancing protocols when meeting with staff members and/or students. <p>Administration:</p> <ul style="list-style-type: none"> • Ensure parents/guardians understand how to participate in virtual meetings. • Ensure social distancing guidelines are followed when in person meetings are held between students and staff. • Ensure furniture and seating options permit social distancing throughout the building.

During School - Restrooms

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">● Teach students healthy and hygienic restroom habits. <p>Students:</p> <ul style="list-style-type: none">● Wear a mask at all times.● Obtain staff member permission to travel to the restroom during instructional time.● Follow all signage in the hallways, common areas, and restrooms.● Social distance while in the restroom as much as possible.● If all open restroom stalls are in use, exit the restroom and wait on social distance floor markings outside the restroom entrance.● Students are required to wash hands prior to leaving the restroom.	<p>Professional Staff:</p> <ul style="list-style-type: none">● Issue restroom passes to students when requested during instructional time.<ul style="list-style-type: none">○ When possible, stagger the use of the restroom to avoid clustering.● Provide expectation communications and reminders to students.● Report repeated expectation violators to the RLMS office for disciplinary consequences.● Ensure that students sanitize hands prior to leaving and upon return to the classroom. <p>Administration:</p> <ul style="list-style-type: none">● Ensure proper signage is installed in restrooms to promote social distancing and quality hygiene.● Provide expectation communications and reminders to students.● Provide expectation violation warnings to students and parents/guardians.● Issue disciplinary consequences for repeated expectation violators.● Supervise the cleanliness of all restrooms.

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After School - Pick-up & Bus Transportation:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> ● Ensure students understand how they are supposed to travel home at the end of each day. ● Adhere to the pick-up process of picking-up students at the end of the school day. <p>Students (Bus Riders):</p> <ul style="list-style-type: none"> ● Wear a mask after dismissal when traveling to the outdoor bus lines. Exit the middle school through the designated grade level exits. <ul style="list-style-type: none"> ○ Grade 6: Eagle Street pick up will exit through door 18, 17th street pick up will exit through door 1 ○ Grade 7: Eagle Street pick up will exit through door 22, 17th street pick up will exit through door 1 ○ Grade 8: Eagle Street pick up will exit through door 23, 17th street pick up will exit through door 24 ● Practice social distancing while lining up for the bus. ● Sanitize hands and wear a face mask on the bus. ● Sit in an assigned seat on the bus for the duration of the trip. ● Adhere to all bus rules throughout the entire ride. 	<p>Professional Staff:</p> <ul style="list-style-type: none"> ● Wear a mask at all times. ● If applicable, report to end of day designated supervisory locations. ● Supervise hallways, bus lines, and car pick-up to ensure students are not congregating in common areas and are following social distancing guidelines. <p>Administration:</p> <ul style="list-style-type: none"> ● Ensure designated doors are propped open for dismissal. ● Ensure designated doors are closed after dismissal. ● Ensure adequate supervision is provided in pick-up locations and bus lines. ● Ensure proper signage is installed to promote social distancing and quality hygiene. ● Provide expectations, communications and reminders. ● Provide expectation violation warnings to students and parents/guardians. ● Issue disciplinary consequences for repeated expectation violators.

<ul style="list-style-type: none"> • Exit the bus when directed by the driver. <p>Students (Pick-up):</p> <ul style="list-style-type: none"> • Wear a mask after dismissal when traveling to the Pick-Up area and waiting to be picked-up by a parent/guardian. • Exit the middle school through the designated grade level entrance: <ul style="list-style-type: none"> ○ Grade 6: Exit through door 12 ○ Grade 7: Exit through door 4 ○ Grade 8: Exit through door 3 • Adhere to social distancing guidelines in the hallways and outdoors while waiting for parents/guardians. 	
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After School - Athletics:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> • Communicate general inquiries to coaching staff using the district provided contact information for the coaching staff. • Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS). • Adhere to athletic competition spectator guidelines. <ul style="list-style-type: none"> ○ Large scale indoor spectator events are suspended. (Parents/guardians not permitted to watch in person) 	<p>Coaching Staff:</p> <ul style="list-style-type: none"> • Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS). • Wear a face mask and maintain six feet of social distancing at all times while supervising/coaching athletic activities, practices, and competitions. • Provide expectation communications and reminders to students and parents/guardians as applicable.

<ul style="list-style-type: none"> ○ Large scale outdoor spectator or stadium events are <u>limited to 100 people</u>. People not part of the same household must maintain six feet of distance from one another. ● Wear a face mask and maintain six feet of social distancing at all times while viewing athletic activities, practices, and competitions. ● Follow all posted signage at athletic venues/facilities and utilize designated entry and exit points to avoid clustering. <p>Students:</p> <ul style="list-style-type: none"> ● Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS). ● Upon arrival at the athletic venue, report directly to the designated check-in area that has been established by the coaching staff. ● Maintain a minimum of six feet of social distancing at all times while checking in and at all workouts. ● Utilize proper hand hygiene techniques before and after every activity, practice, or competitions. ● Utilize athletic equipment as directed by the coaching staff and help disinfect equipment as directed by the coaching staff. ● Designate a clearly marked water bottle for individual use. No sharing of this equipment will be permitted. ● Do not utilize handshakes, fist bumps, and other unnecessary non-athletic contact during activities, practices, or competitions. ● If school sponsored transportation is provided to or from an event, face masks must be worn during transport on the bus. 	<ul style="list-style-type: none"> ● Report repeated expectation violators to the BPS athletic director for disciplinary consequences. <p>Administration:</p> <ul style="list-style-type: none"> ● Ensure designated doors are propped open for activities, practices, and competitions. ● Ensure designated doors are closed after dismissal. ● Ensure adequate supervision is provided at athletic events. ● Ensure proper signage is installed to promote social distancing and quality hygiene. ● Provide expectations, communications and reminders. ● Provide expectation violation warnings to students and parents/guardians. ● Issue disciplinary consequences for repeated expectation violators.
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After School - Extracurricular Activities:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> ● All attempts will be made to conduct in person extracurricular activities while in Phase Four. ● In the event of any mandated changes to safe operating procedure, plans may be altered to provide online opportunities for extracurricular 	<p>Staff Advisors:</p> <ul style="list-style-type: none"> ● Facilitate approved, school sponsored non-athletic extracurricular activities using adopted protocols. ● Extracurricular activities/clubs should be conducted outdoors or remotely.A

events.

- Ensure students understand how they are supposed to travel home at the end of each day.
- Communicate general inquiries related to extracurricular activities to the staff advisor using the district provided learning management system or teachers' email addresses.
- Encourage students to contact staff advisors with questions and concerns related to specific extracurricular activities.

Students:

- Participate in available clubs/activities.
- Communicate general inquiries related to extracurricular activities to the staff advisor using the district provided teachers' email addresses.

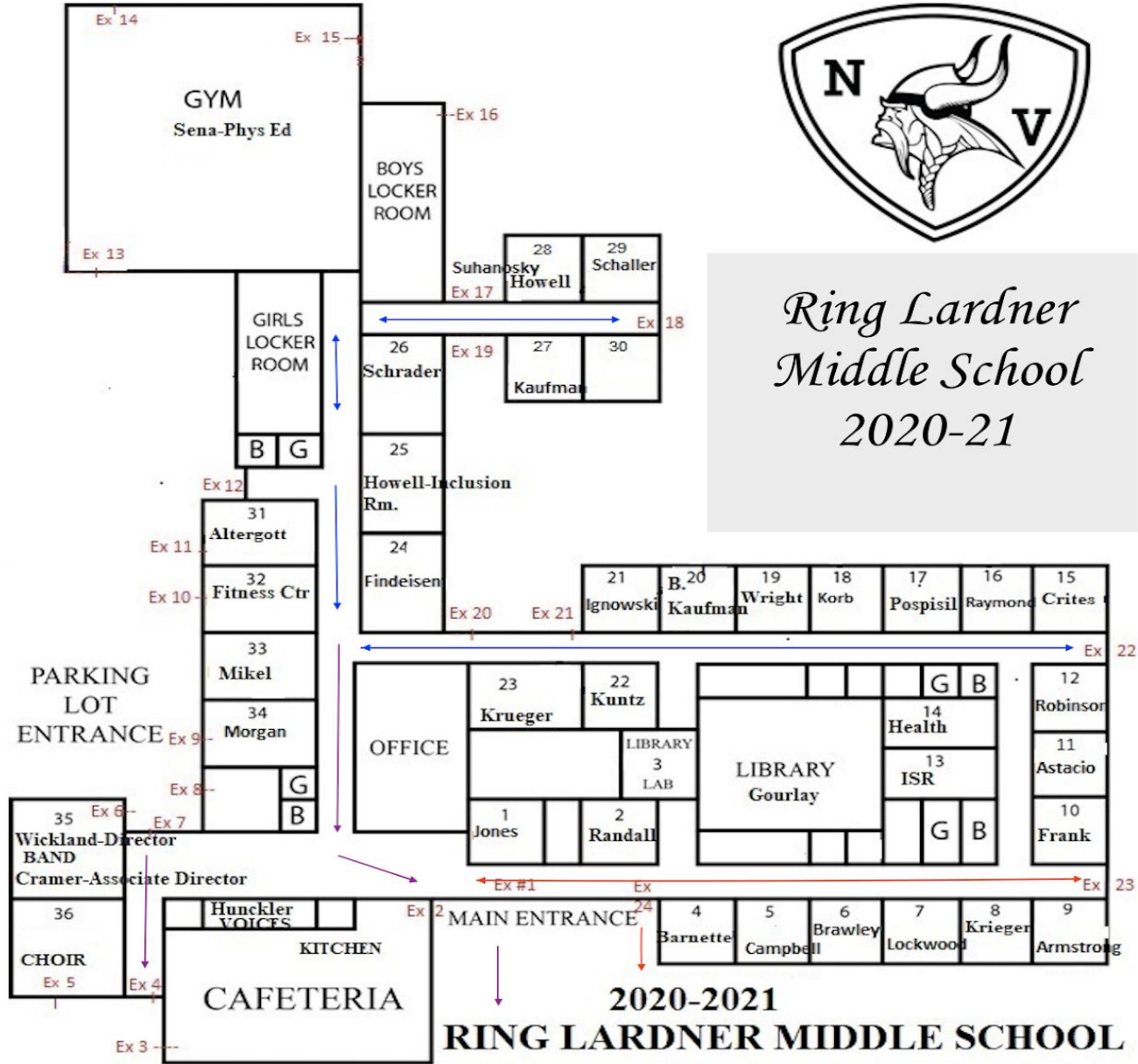
- Wear a mask at all times while at the school building. Maintain social distancing when outdoors.
- Post extra curricular announcements, directions, and reminders.
- Respond to student and parent/guardian inquiries in a timely manner.

Administration:

- Ensure all district provided programs and applications are functioning properly.
- Facilitate communication between students, parents/guardians, and staff advisors.



*Ring Lardner
Middle School
2020-21*



Bus PM Pick Up

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Ring Lardner Middle School Phase FIVE: 2020 Reopening Plan

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Before School - Drop-off, Breakfast, & Supervision:

Student and Parent/Guardians Expectations	Staff Expectations:
Parents/Guardians:	Professional Staff:

- Conduct a daily student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absences should be reported to the RLMS office.
- No building access beyond the office will be permitted for visitors in order to minimize potential spread of COVID-19.
 - Necessary access to the building will be by appointment only
 - If you have an appointment, you must enter only through the office door, following established visitor protocol.
- Ensure successful transport of student to school:
 - Bus: Ensure students successfully board the bus following proper PPE and social distancing protocols.
 - Drop-off: Drop students off at designated drop off zones and follow instructions provided by designated staff members.
 - We encourage you to not to drop off until 7:15 at which time the building will be open.
 - Please remind students to follow social distancing and mask protocols at all times when on school property.

Students (Bus Riders)

- Sanitize hands and wear an approved face mask on the bus.
- Sit in an assigned seat on the bus for the duration of the trip.
- Adhere to all bus rules throughout the entire ride.
- Exit the bus when directed by the driver.
- Enter the middle school through the designated grade level entrance:
 - Grade 6: Door #1 for those not needing breakfast or Door #2 for those choosing to pick up breakfast
 - Grade 7: Door #1 for those not needing breakfast or Door #2 for those choosing to pick up breakfast
 - Grade 8: Door #24 for those not needing breakfast or Door #2 for those choosing to pick up breakfast
- Enter the building, continue to wear a face mask while in the building, and travel directly to students' designated homeroom classroom (do not stop at lockers).
- Sanitize hands when entering the homeroom classroom, sit at the assigned seat, and eat breakfast (if applicable) until class starts.

Students (Car Drop-off)

- Enter the middle school through the designated grade level entrance:
 - Grade 6: Door #12 for those not needing breakfast or Door

- Complete your own personal daily screening process prior to entry into the building.
- All staff must individually badge into the building each time entering the building.
- Wear a mask at all times while in the building.
- Report to designated supervisory locations by no later than 7:15 am.
- Supervise hallways and classrooms to ensure students are reporting immediately to assigned homeroom classrooms. Ensure students are not congregating in hallways or common spaces.
- Contact the RLMS office if a student is observed to have a fever or COVID-19 related symptoms. The student will be removed from the area immediately.

Bus Drivers:

- Wear a mask at all times while students are on the school bus.
- Provide student riders with reminders of school bus expectations and safety guidelines.
- Report repeated expectation violators to the RLMS office for disciplinary consequences.
- Ensure the bus is disinfected following the completion of each route using cleaning and disinfecting protocols.

Administration:

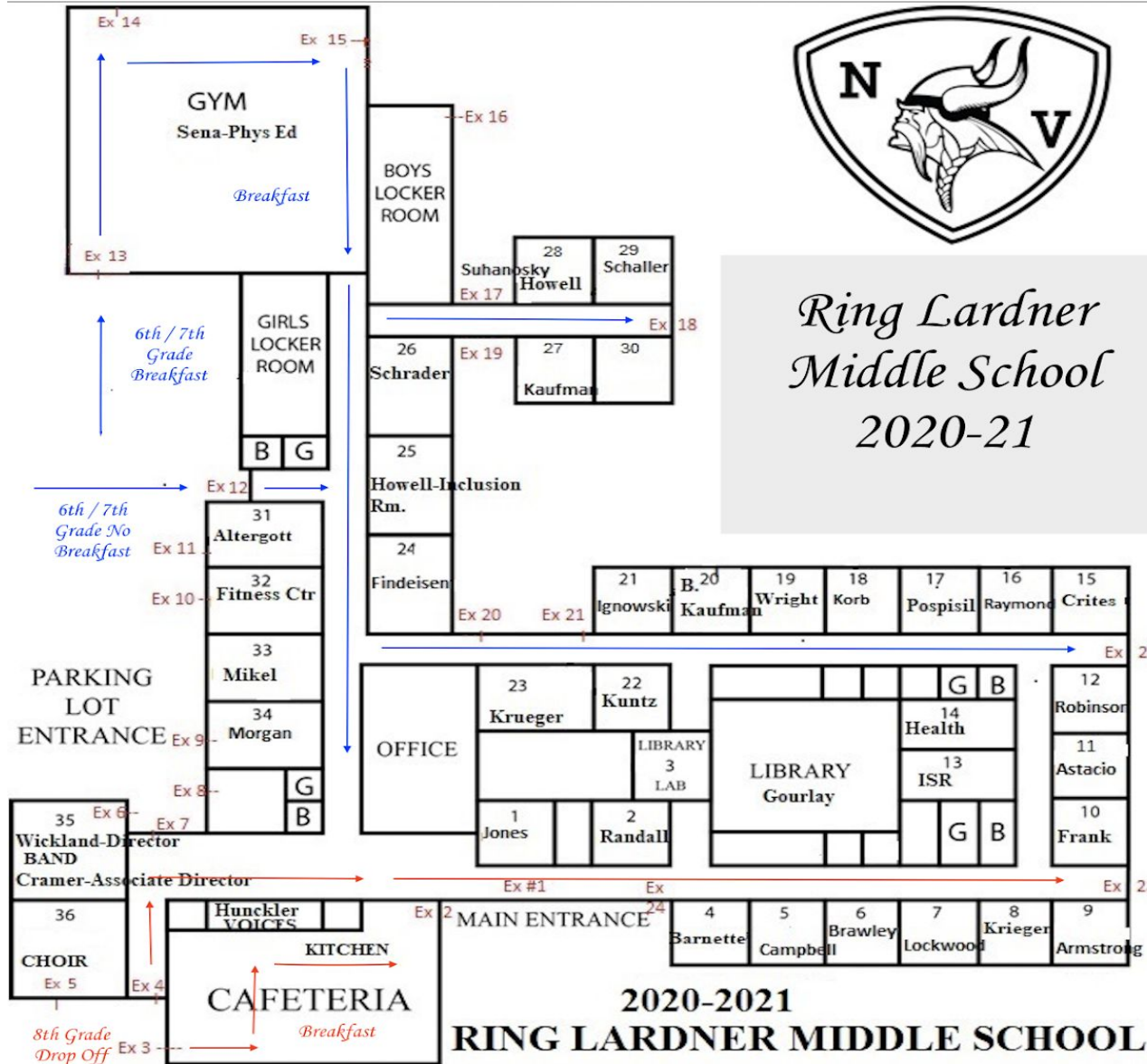
- Ensure designated doors are propped open for arrival at 7:15 am.
- Ensure adequate supervision is provided in drop-off locations, entrances, hallways, and homeroom classrooms.
- Ensure proper signage is installed in hallways and common areas to promote social distancing and quality hygiene.
- Provide expectations, communications and reminders.
- Provide expectation violation warnings to students and parents/guardians.
- Issue disciplinary consequences for repeated expectation violators.
- Ensure designated student entry doors are closed after arrival.

#13 for those choosing to pick up breakfast

- Grade 7: Door # 4 for those not needing breakfast or Door #3 for those choosing to pick up breakfast
- Grade 8: Door #4 for those not needing breakfast or Door #3 for those choosing to pick up breakfast
- Wear an approved face mask at all times while in the building, enter the middle school, and travel directly to students' designated homeroom classroom (do not stop at the locker).
- Sanitize hands when entering the homeroom classroom, sit at the assigned seat, and eat breakfast (if applicable) until class starts.



*Ring Lardner
Middle School
2020-21*



**2020-2021
RING LARDNER MIDDLE SCHOOL**

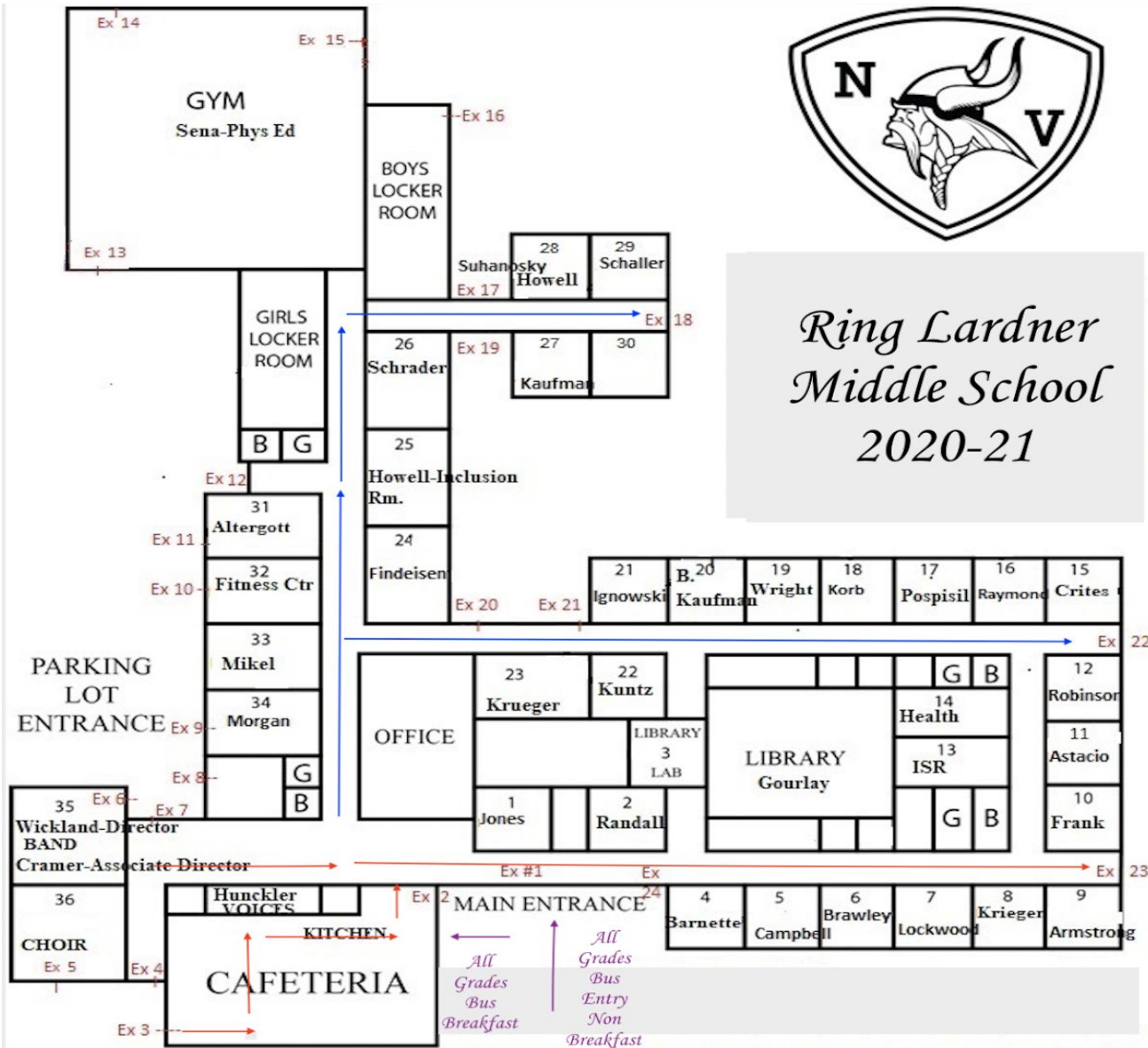
Parent Drop Off / Walkers Map

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Revised 6/23/2020



Ring Lardner
Middle School
2020-21



Bus Drop Off Map

**Busses will Drop off three at a time to staggar entry*

Revised 6/23/2020

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During School - Instructional Time (The Classroom):

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">• Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absences should be reported to the RMS office.• Please encourage students not to share food or drink at any time while at school. <p>Grade 6, 7 & 8 Students:</p> <ul style="list-style-type: none">• Wear a mask at all times while on school property.• Follow all sanitizing, social distancing, and appropriate hand washing protocols.• To help stop the spread of COVID-19 make every attempt to limit contact with other surfaces in the school building.• Do not share personal items or food with other students.• Stay in cohorts throughout the entirety of the instructional day (core academic classes, intervention time, lunchtime, and anytime outdoors during school hours).• Sit in an assigned seat and practice social distancing from peers whenever possible.	<p>Professional Staff:</p> <ul style="list-style-type: none">• Wear a mask at all times while in the instructional space.• Ensure classroom desks are organized into and are arranged in a manner that provides adequate distance from other students.• Ensure students maintain distance whenever possible.• Eliminate shared classroom materials that cannot be disinfected between individual uses.• Keep the classroom door and windows closed to maximize airflow.• Disinfect door handles in between classes.• Issue restroom passes when requested by students in a staggered manner to limit clustering.• Provide expectation communications and reminders to students.• Report repeated expectation violators to the RLMS office for disciplinary consequences. <p>Administration:</p> <ul style="list-style-type: none">• Ensure classroom furniture is physically distanced.• Ensure proper signage is installed in classrooms to promote social distancing and quality hygiene.• Ensure supplies are readily available for custodians and teaching staff.• Provide expectations, communications and reminders.• Provide expectation violation warnings to students and parents/guardians.• Issue disciplinary consequences for repeated expectation violators.

During School - Hallways & Common Areas:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">• Encourage students to utilize social distancing practices and wear masks properly while at school.• Ensure students have all learning materials packed in their backpack before departing for school each day.• Check to ensure students only bring necessary items to school.• Provide students with a transparent reusable water bottle.<ul style="list-style-type: none">◦ Water fountains will not be available for student use.◦ Water filling stations will be turned on. <p>Students:</p> <ul style="list-style-type: none">• Wear a mask at all times.• Report immediately to homeroom classrooms upon arrival to school.<ul style="list-style-type: none">◦ Students may not visit lockers without permission from a staff member.• Carry a transparent reusable water bottle throughout the day as water fountains will not be available for use (water filling stations will still be turned on).• Adhere to all expectations in the RLMS Student Handbook and Code of Conduct.• Follow all signage directions in the hallways and common areas.• When possible, stay to the right when traveling down hallways.• Students may not share personal items/food with other students.• Students will be encouraged to follow proper hygiene protocols (handwashing and sanitizing) when entering or leaving a room.	<p>Professional Staff:</p> <ul style="list-style-type: none">• Supervise hallways during transition periods to ensure students are reporting immediately to assigned classrooms. Ensure students are not congregating in hallways or common spaces.• Provide expectation communications and reminders to students.• Report repeated expectation violators to the RMS office for disciplinary consequences.• Ensure classroom doors are propped open to reduce the possibility of contact transmission during transition periods. Suggest having a single student per day to manage door opening from inside.• Students and staff will be encouraged to follow proper hygiene protocols (handwashing and sanitizing) when entering or leaving a room. <p>Administration:</p> <ul style="list-style-type: none">• Ensure classroom doors are propped open to reduce the possibility of contact transmission during transition periods.• Ensure adequate supervision is provided in all hallways and common areas during transition periods.• Ensure proper signage is installed in hallways and common areas to promote social distancing.• Provide expectation communications and reminders to students.• Provide expectation violation warnings to students and parents/guardians.• Issue disciplinary consequences for repeated expectation violators.• Supervise the cleanliness of all hallways, lockers, and common areas.• Ensure students and staff to follow proper hygiene protocols (handwashing and sanitizing) when entering or leaving a room.

During School - RLMS Office & Medical Isolation Room:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">● Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100.4°F should stay home and absence should be reported to the RLMS office.● No building access beyond the office will be permitted for visitors in order to minimize potential spread of COVID-19.<ul style="list-style-type: none">○ Necessary access to the building will be by appointment only○ If you have an appointment, you must enter only through the office door, following established visitor protocol.● Ensure emergency contact information is up to date in the event the RLMS office staff needs to contact a parent/guardian.● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit COVID-19 symptoms.● Read all email and SMS text communications from the RLMS office regularly.<ul style="list-style-type: none">○ Respond to messages promptly when appropriate. <p>Students:</p> <ul style="list-style-type: none">● Wear a mask at all times.● Only students with prior permission will be permitted in the office area.● Use designated entrances and exits doors when visiting the RLMS office to limit cross traffic or bottle necking when traveling.● Follow social distancing guidelines when in the RLMS office.● Wear a school provided surgical grade mask when exhibiting a fever or other COVID-19 symptoms.	<p>Professional Staff (RLMS Office Staff):</p> <ul style="list-style-type: none">● Wear a mask at all times while in the school building.● Ensure the RLMS office workspace is kept clean. Sanitize common surfaces regularly throughout the day.● Ensure social distancing protocols are followed whenever possible.● Isolate any student who possesses a fever of 100.4°F and/or COVID-19 related symptoms in the designated isolation area in the RLMS office.<ul style="list-style-type: none">○ Contact sick students' parents/guardians and facilitate student pick-up from the school isolation room by the gym entrance.○ Contact administration immediately to notify them of illness.● Ensure the designated isolation area is disinfected by a custodian immediately after the space is vacated by the ill student.● Ensure doors to the designated isolation area are closed to ensure maximum airflow to the area when not in use. <p>Administration:</p> <ul style="list-style-type: none">● Install protective barriers as needed in the RLMS office to protect employees working in the isolation area.● Ensure proper signage is installed in the RLMS office and medical isolation room to promote social distancing and quality hygiene.● Ensure regular cleaning and disinfecting takes place in the RLMS office and medical isolation area.● Ensure seating areas are properly physically distanced in the RLMS office.● Ensure the medical isolation room is properly supervised when in use.

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During School - Lunch Service:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> ● Teach students healthy and hygienic eating habits. ● No visitors will be permitted to eat lunch with students. ● Outside food deliveries will not be permitted during lunch service. ● As normal, student lunch accounts will be handled by food services, please visit Niles Community Schools website for student account information. <p>Grade 6, 7, 8 Students:</p> <ul style="list-style-type: none"> ● Eat lunch and with cohort peers in a designated classroom. <ul style="list-style-type: none"> ○ At the start of the day, students will be required to make a lunch choice so that the order can be filled. ○ Students who have ordered lunch will have a lunch delivered to the classroom. ● Wash and/or sanitize hands prior to eating. ● Stay seated during the duration of the lunch period. ● Do not share food with peers during lunch. ● Students may take off mask to eat while sitting in their assigned seats ● Request permission to leave the classroom and utilize the restroom. ● No recess will be provided at lunch. ● The RLMS cell phone policy will be enforced during lunch. 	<p>Professional Staff (Supervisory Duty):</p> <ul style="list-style-type: none"> ● Supervise designated eating areas to ensure students are social distancing during lunch service. ● Wear a face mask while circulating around designated eating areas. <ul style="list-style-type: none"> ○ Social distance from students as much as possible. ● Provide expectation communications and reminders to students. ● Report repeated expectation violators to the RLMS office for disciplinary consequences. ● Monitor and issue passes for restroom use during lunchtime. <p>Professional Staff (Lunch Break):</p> <ul style="list-style-type: none"> ● Wear a mask while traveling in the hallway and wash hands prior to eating lunch. Sanitize the eating location prior to the start of lunch. ● Staff may take off masks to eat lunch. ● Social distance with colleagues while eating lunch during designated lunch break. <p>Cafeteria Staff:</p> <ul style="list-style-type: none"> ● Wear masks during food preparation and while serving all meals to students and staff. When possible, stay behind protective barriers. ● Serve all food to students. <ul style="list-style-type: none"> ○ Students will not self-serve any food items. ○ No à la carte options will be offered to students. <p>Administration:</p>

	<ul style="list-style-type: none"> • Ensure proper signage is installed in eating areas to promote social distancing and quality hygiene. • Provide expectation communications and reminders to students. • Provide expectation violation warnings to students and parents/guardians. • Issue disciplinary consequences for repeated expectation violators. • Supervise the cleanliness of all eating locations during lunch service.
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During School - Meetings & Conferences:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> • Communicate general inquiries to professional staff using teachers' email addresses. • Participate in virtual meetings when requested by the RLMS staff. • Notify the school if there is a personal technology barrier that would prevent participation in a virtual meeting prior to the scheduled appointment. . <p>Students:</p> <ul style="list-style-type: none"> • Participate in virtual meetings as requested by parents/guardians or school staff. • Wear a mask when attending in person meetings with staff members. • Follow all social distancing protocols when meeting with a staff member at school. 	<p>Professional Staff:</p> <ul style="list-style-type: none"> • When invited, attend required virtual meetings using district provided technology. • Wear a mask when attending in person meetings with staff members and/or students. • Follow all social distancing protocols when meeting with staff members and/or students. <p>Administration:</p> <ul style="list-style-type: none"> • Ensure parents/guardians understand how to participate in virtual meetings. • Ensure social distancing guidelines are followed when in person meetings are held between students and staff. • Ensure furniture and seating options permit social distancing throughout the building.

During School - Restrooms

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none">● Teach students healthy and hygienic restroom habits. <p>Students:</p> <ul style="list-style-type: none">● Wear a mask at all times.● Obtain staff member permission to travel to the restroom during instructional time.● Follow all signage in the hallways, common areas, and restrooms.● Social distance while in the restroom as much as possible.● If all open restroom stalls are in use, exit the restroom and wait on social distance floor markings outside the restroom entrance.● Students are required to wash hands prior to leaving the restroom.	<p>Professional Staff:</p> <ul style="list-style-type: none">● Issue restroom passes to students when requested during instructional time.<ul style="list-style-type: none">○ When possible, stagger the use of the restroom to avoid clustering.● Provide expectation communications and reminders to students.● Report repeated expectation violators to the RLMS office for disciplinary consequences.● Ensure that students sanitize hands prior to leaving and upon return to the classroom. <p>Administration:</p> <ul style="list-style-type: none">● Ensure proper signage is installed in restrooms to promote social distancing and quality hygiene.● Provide expectation communications and reminders to students.● Provide expectation violation warnings to students and parents/guardians.● Issue disciplinary consequences for repeated expectation violators.● Supervise the cleanliness of all restrooms.

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After School - Pick-up & Bus Transportation:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> ● Ensure students understand how they are supposed to travel home at the end of each day. ● Adhere to the pick-up process of picking-up students at the end of the school day. <p>Students (Bus Riders):</p> <ul style="list-style-type: none"> ● Wear a mask after dismissal when traveling to the outdoor bus lines. Exit the middle school through the designated grade level exits. <ul style="list-style-type: none"> ○ Grade 6: Eagle Street pick up will exit through door 18, 17th street pick up will exit through door 1 ○ Grade 7: Eagle Street pick up will exit through door 22, 17th street pick up will exit through door 1 ○ Grade 8: Eagle Street pick up will exit through door 23, 17th street pick up will exit through door 24 ● Practice social distancing while lining up for the bus. ● Sanitize hands and wear a face mask on the bus. ● Sit in an assigned seat on the bus for the duration of the trip. ● Adhere to all bus rules throughout the entire ride. 	<p>Professional Staff:</p> <ul style="list-style-type: none"> ● Wear a mask at all times. ● If applicable, report to end of day designated supervisory locations. ● Supervise hallways, bus lines, and car pick-up to ensure students are not congregating in common areas and are following social distancing guidelines. <p>Administration:</p> <ul style="list-style-type: none"> ● Ensure designated doors are propped open for dismissal. ● Ensure designated doors are closed after dismissal. ● Ensure adequate supervision is provided in pick-up locations and bus lines. ● Ensure proper signage is installed to promote social distancing and quality hygiene. ● Provide expectations, communications and reminders. ● Provide expectation violation warnings to students and parents/guardians. ● Issue disciplinary consequences for repeated expectation violators.

<ul style="list-style-type: none"> • Exit the bus when directed by the driver. <p>Students (Pick-up):</p> <ul style="list-style-type: none"> • Wear a mask after dismissal when traveling to the Pick-Up area and waiting to be picked-up by a parent/guardian. • Exit the middle school through the designated grade level entrance: <ul style="list-style-type: none"> ○ Grade 6: Exit through door 12 ○ Grade 7: Exit through door 4 ○ Grade 8: Exit through door 3 • Adhere to social distancing guidelines in the hallways and outdoors while waiting for parents/guardians. 	
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After School - Athletics:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> • Communicate general inquiries to coaching staff using the district provided contact information for the coaching staff. • Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS). • Adhere to athletic competition spectator guidelines. <ul style="list-style-type: none"> ○ Large scale indoor spectator events are suspended. (Parents/guardians not permitted to watch in person) 	<p>Coaching Staff:</p> <ul style="list-style-type: none"> • Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS). • Wear a face mask and maintain six feet of social distancing at all times while supervising/coaching athletic activities, practices, and competitions. • Provide expectation communications and reminders to students and parents/guardians as applicable.

<ul style="list-style-type: none"> ○ Large scale outdoor spectator or stadium events are <u>limited to 100 people</u>. People not part of the same household must maintain six feet of distance from one another. ● Wear a face mask and maintain six feet of social distancing at all times while viewing athletic activities, practices, and competitions. ● Follow all posted signage at athletic venues/facilities and utilize designated entry and exit points to avoid clustering. <p>Students:</p> <ul style="list-style-type: none"> ● Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS). ● Upon arrival at the athletic venue, report directly to the designated check-in area that has been established by the coaching staff. ● Maintain a minimum of six feet of social distancing at all times while checking in and at all workouts. ● Utilize proper hand hygiene techniques before and after every activity, practice, or competitions. ● Utilize athletic equipment as directed by the coaching staff and help disinfect equipment as directed by the coaching staff. ● Designate a clearly marked water bottle for individual use. No sharing of this equipment will be permitted. ● Do not utilize handshakes, fist bumps, and other unnecessary non-athletic contact during activities, practices, or competitions. ● If school sponsored transportation is provided to or from an event, face masks must be worn during transport on the bus. 	<ul style="list-style-type: none"> ● Report repeated expectation violators to the BPS athletic director for disciplinary consequences. <p>Administration:</p> <ul style="list-style-type: none"> ● Ensure designated doors are propped open for activities, practices, and competitions. ● Ensure designated doors are closed after dismissal. ● Ensure adequate supervision is provided at athletic events. ● Ensure proper signage is installed to promote social distancing and quality hygiene. ● Provide expectations, communications and reminders. ● Provide expectation violation warnings to students and parents/guardians. ● Issue disciplinary consequences for repeated expectation violators.
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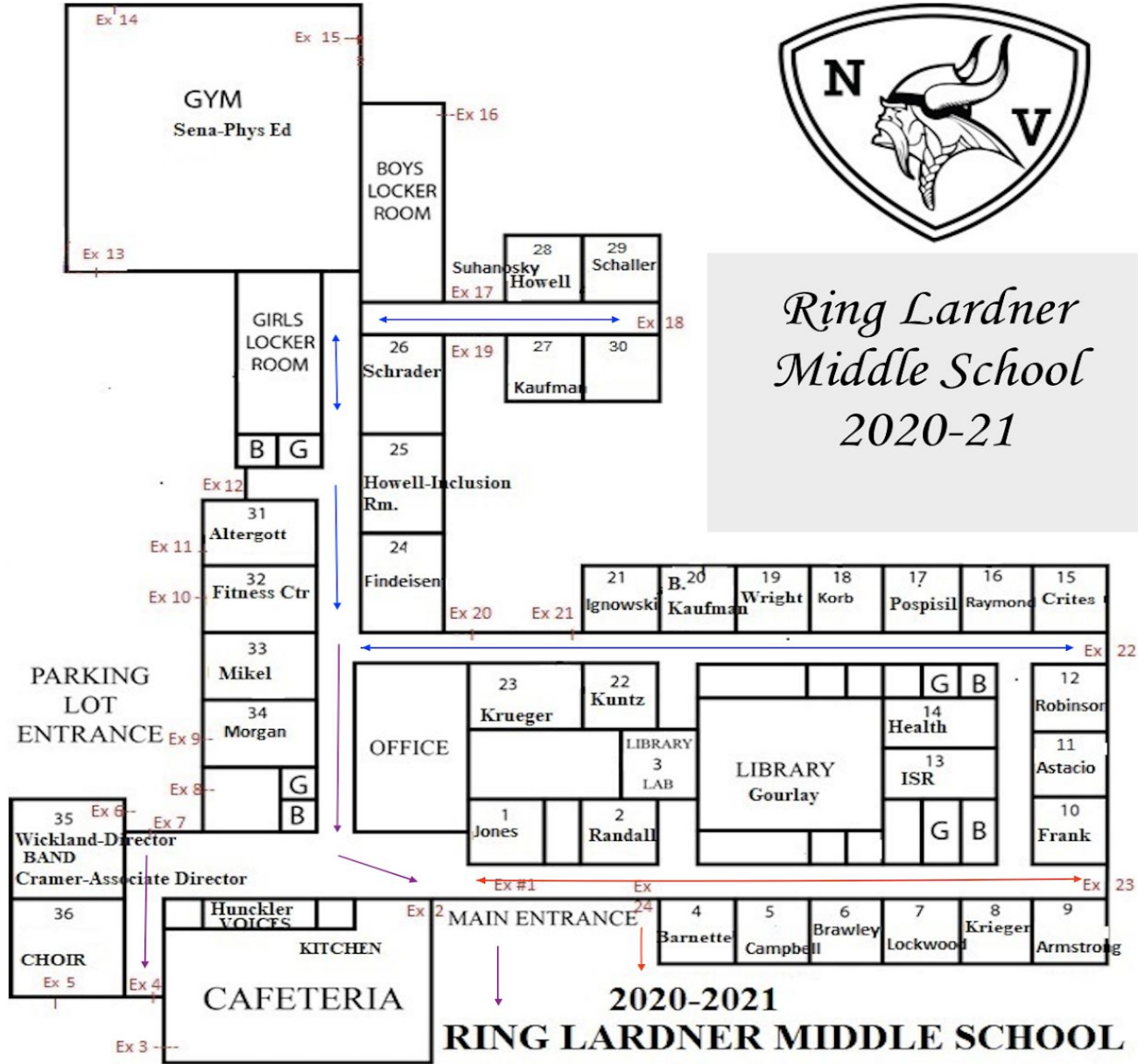
After School - Extracurricular Activities:

Student and Parent/Guardians Expectations	Staff Expectations:
<p>Parents/Guardians:</p> <ul style="list-style-type: none"> ● All attempts will be made to conduct in person extracurricular activities while in Phase Four. ● In the event of any mandated changes to safe operating procedure, plans may be altered to provide online opportunities for extracurricular 	<p>Staff Advisors:</p> <ul style="list-style-type: none"> ● Facilitate approved, school sponsored non-athletic extracurricular activities using adopted protocols. ● Extracurricular activities/clubs should be conducted outdoors or remotely.A

<p>events.</p> <ul style="list-style-type: none">• Ensure students understand how they are supposed to travel home at the end of each day.• Communicate general inquiries related to extracurricular activities to the staff advisor using the district provided learning management system or teachers' email addresses.• Encourage students to contact staff advisors with questions and concerns related to specific extracurricular activities. <p>Students:</p> <ul style="list-style-type: none">• Participate in available clubs/activities.• Communicate general inquiries related to extracurricular activities to the staff advisor using the district provided teachers' email addresses.	<ul style="list-style-type: none">• Wear a mask at all times while at the school building. Maintain social distancing when outdoors.• Post extra curricular announcements, directions, and reminders.• Respond to student and parent/guardian inquiries in a timely manner. <p>Administration:</p> <ul style="list-style-type: none">• Ensure all district provided programs and applications are functioning properly.• Facilitate communication between students, parents/guardians, and staff advisors.
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2020-21*



Bus PM Pick Up

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