

# Williamston Middle School

## Student Handbook Addendum

### COVID Safety Protocols & Procedures for In-Person Learning 2020-2021

This addendum to the 2020-2021 Williamston Middle School Student Handbook addresses changes needed due to enhanced safety protocols as well as schedule adjustments for hybrid instruction. This addendum is effective as of November 2020 and supersedes and replaces any conflicting policies or protocols listed in the handbook.

#### **Daily Health Screening**

- All **school staff** engage in daily self-screening for COVID19 symptoms prior to coming to work.
- We rely on parents/guardians to be our partners in maintaining a safe environment at school. In accordance with health department regulations, **students** must be screened for COVID-19 symptoms before getting on a school bus or entering school property.

#### **(1) Students with any of the following symptoms should not come to school:**

- New or worsening cough (for students with chronic allergic/asthmatic cough, a change in their baseline)
- Shortness of breath or difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- Fever of 100.4 F or greater or signs of fever (chills/sweating)

#### **(2) Evaluation for COVID-19 Exposure Risks - To determine needed follow up and return to school for students with any of the above symptoms, determine if they have any of the following risks for COVID-19 in the prior 14 days:**

- Close contact with someone with confirmed COVID-19
- Close contact with someone under quarantine for possible exposure to COVID-19
- Travel history

If the student has one of the symptoms above and ANY of the exposure risks, the parent/guardian should call their healthcare provider, or if they do not have a health care provider, follow up with a local clinic or urgent care center. The parent/guardian may also call 2-1-1 or go to [www.mi.gov/coronavirus.test](http://www.mi.gov/coronavirus.test) to find the closest location to have the student tested for COVID-19.

#### **Masks and Face Coverings**

- All **school staff** and all **students** will wear masks throughout the day. This includes on buses, in classrooms, hallways and during transitions such as arrival and dismissal.

- **Masks, without holes, need to cover the nose and mouth.** Disposable masks should be disposed of daily, and cloth masks should be washed daily.
- Students arriving on the bus or school property without a mask will be given one to wear.
- Those seeking exemptions for a documented medical need should contact the school office or central administration office to receive the necessary exemption form. The district will review completed medical exemption requests and notify you whether an exemption has been granted or if a referral will be made to initiate a process of consideration of your request under Section 504 or the individuals with Disabilities Act. Please be advised that students who are medically exempt from wearing a mask may be required to wear a face shield. The district may require additional precautions to ensure staff and student safety. If the district determines that a student is unable to safely attend school, the district may require the student to participate in a comparable virtual program.

### **Bus Transportation**

- Hand sanitizers are installed on all buses for riders to use upon boarding.
- Face coverings are required on the bus. Masks will be available at the entrance of the bus in the event that a student does not have one.
- Students may be assigned seats to promote social distancing and to support cohorting of families.
- Visuals will be added to buses to address safety protocols.
- Communication will be shared with bus drivers regarding medical plans for any student unable to wear a mask on the bus.
- Weather permitting, bus windows will be open while the vehicle is in motion to increase circulation.
- Bus drivers will clean and disinfect vehicles after each transportation route is completed.
- If a student becomes sick during the day, they will not be permitted to ride the bus. Families will be called to pick up their child.

### **Student Arrival and Entrance**

- WMS exterior doors will be unlocked 20 minutes prior to the start of the afternoon synchronous class sessions. Students should utilize the main entrance when arriving by bus or walking, and rear entrance when arriving by personal vehicle.
- Once students have entered the building, they should immediately proceed to either their first class period of the day or a classroom of one of their current teachers for office hour support. Students may only go to the classrooms of teachers on their current schedule.
- Students may not utilize lockers. Students must keep all materials with them throughout the afternoon.
- Students may not gather in public spaces (cafeteria, hallways, bathrooms, etc.).
- As a reminder, students must wear masks the entire time students are in the building.

### Classroom Procedures

- Teachers grant permission to enter the room (once cleaning procedures are complete).
- Students sanitize hands upon arrival into the classroom.
- All teachers will have assigned seating (in case contact tracing is necessary and to limit student exposure numbers).
- Students remain in their assigned seats while in the classroom. Students should not move around the classroom unless directed to do so by the teacher.
- During each synchronous session, bathroom and hallway passes will be limited and classroom sign out sheets will be required.
- Students are not permitted to eat in classrooms.

### Passing Time Procedures

- Students attempt to maintain social distancing during passing time.
- Students will follow directional arrows that guide traffic flow in the hallways.
- Students proceed directly to their next class. Students who need to use the restroom should do so as quickly as possible and then proceed to their next class.
- Students will wait in a designated area inside or outside of their next scheduled classroom (each individual teacher will determine the waiting location for their incoming students).
- Students may not congregate in public spaces during passing time.

### Student Dismissal at end of the School Day

- Students who are taking the **bus** home will be dismissed at 3:10 PM and should immediately proceed to the bus loop outside the main office.
- Students who are **walking, biking, or utilizing private transportation** will be dismissed in two groups. Students in D and B halls will be dismissed at 3:05 PM. Students in A, C halls will be dismissed at 3:08 PM. Private vehicle pickup is at the rear door exit.
- When students are dismissed at the end of the day, they are to immediately leave the building and begin walking home or proceed to their transportation. Students may not socially congregate, work on homework, wait for extra-curricular activities to start, etc. anywhere in the building once the school day is over. The building will close 10 minutes after the school day ends so that cleaning may commence.
- Students who are remaining at WMS to participate in after school club/athletic activities must go directly to their activity and be continuously supervised by a coach/advisor. If a student's activity does not start immediately after school, he/she must leave the building and return later prior to the start of the activity.

### Additional Information

Additional information regarding safety protocols can be found in our [COVID-19 Preparedness and Response Plan](#) located on the homepage of the district website.