

Coronavirus Pandemic Procedures: Maintaining Sayre Middle School Positive Approach:

Statement of Purpose: Sayre Middle School is committed to those elements of our program that have always been our strengths and our hallmarks, prioritizing what is most important during a challenging time:

- 1). A close rapport with students and families;
- 2). A love of excellent learning and academics as the center of who we are;
- 3). An emphasis on social and emotional learning (SEL);
- 4). A commitment to actively seeking equity and inclusion, battling racism and other inequities;
- 5). Cooperative, collaborative work between and among students and faculty;
- 6). Differentiation within the curriculum to meet the needs of students; and
- 7). The emotional and mental wellbeing of all members of our community

As a reminder, the CDC and the Kentucky Department of Education ask that during the Pandemic, schools:

- Create more space for children in the classroom (with desks spaced 6 ft. apart or plexiglass),
- Keep groups of children together throughout the day to limit mixing (“cohorting”),
- Stagger drop-offs and pick-ups,
- Close common areas,
- Limiting nonessential visitors,
- Cancel extracurricular activities that require close contact.

Additionally, KDE recommends:

- PPE,
- Masks (“Staff and older students should wear cloth face coverings”),
- Hand hygiene,
- Social distancing, and
- Temperature checks.

The following procedures are subject to change over time.

1). Classrooms: Classrooms have been reconfigured. In each case the square footage allows for the occupancy in the class based on the state’s guidelines.

Teachers will continue to work to make our classrooms feel cozy and supportive of collaborative learning. Tools like Google Docs will help students work collaboratively. A new outdoor classroom space is available.

2). Average class size: We have added staff or divided sections that would usually be combined to reduce the average class size. We have capped admission in every Middle School grade. The maximum class size in MS is 17, and the average size is 12.

3). Cohorting: Several adjustments have been made to our program to reduce the number of contacts for students and teachers. Fifth grade homerooms will remain as they have been, with one main teacher, but their Fine Arts teachers and Lingua Franca will see them on a rotation rather than both groups all year. The same is true of Fine Arts in grades 6 – 8.

Advisory cohorting: In grades 6 – 8, advisories will no longer be multi-grade, but instead advisors will have a single-grade group of 6th, 7th, or 8th graders. This again limits the kids’ and teachers’ exposure. In grades 5 – 8, our students’ “cohorts” will be (loosely) the entire grade.

4). Drop-off and pick-up:

- Students may begin to arrive after 7:45 in the morning if it is necessary for a parent’s schedule. Please do not drop off before 7:45. Otherwise, follow the staggered drop-off chart (see below).

- Students (with the help of parents) will assert that they can answer “no” to all of the screening questions for symptoms and exposure. Students who answer “yes” will not come to school.
- Students must be dropped off via car (if an older sibling is driving a child, the Middle School student(s) must be dropped off in car line before the Upper School students parks). Anyone who does not have access to a car for drop-off, please contact Kristin Seymour.
- Our new schedule allows for a later start, which is recommended for Middle School aged children, and also retains our commitment to our Responsive Classroom and Advisory programs, with special emphasis on a warm and welcoming school experience. The school day begins at 8:30 every day except Wednesdays, when we begin at 8:15 for all Middle School students.
- Students in grades 5 and 6 (and siblings) drive up Templeman Alley and enter and exit the Templeman Alley door. Students in grades 7 and 8 (and siblings) use the Front Circle.
- Staggered arrival times: Arrival begins at 7:45. Parents will crack the car window and wait to have their child’s temperature checked before they exit the car. Faculty will wear plastic goggles, a facemask, and a cloth face covering while taking temperatures. Please do not engage in conversation, but if you need to, please don a mask. Students will not exit if they have a temp. of 100.4 or above. After a temperature is taken with a touch-free thermometer, students will wash hands with sanitizer before touching the entrance door. If a student has a temperature of 100.4, we will report that number and ask you to take the child (and any siblings) home or to the doctor.
- At each assigned entrance to the building, students will practice social distancing. If a student arrives at the entrance door and there is someone ahead of them, they will line up on the social distance markers and wait for their turn to enter the building.
- Our hallways and stairwells will be marked one-way and will have directional arrows and social distancing spots. In the morning, both the side and front door will be an entrance, and in the afternoon both the front and side doors will be exits.
- All cars must display a car sign with the student(s)’ name at all times.
- Students will be invited to arrive on the following schedules (for all staggered arrival times, siblings are invited to arrive at the earlier time as well). Please print this schedule and keep it somewhere for easy reference.

Staggered Arrival Times: (No arrival before 7:45)

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 – 8:00	As needed by parents	As needed by parent	6 th and 7 th (and siblings)	As needed by parents	As needed by parents
8:00 - 8:15	6 th and 7 th (and siblings)	5 th and 7 th (and siblings)	5 th and 8 th (Special day: all arrive by 8:15)	5 th and 8 th (and siblings)	5 th and 8 th (and siblings)
8:15 - 8:30	5 th and 8 th	6 th and 8 th		6 th and 7 th	6 th and 7 th

5). **Lockers**: Students will use lockers only for outerwear and sports bags, and they will carry all supplies in a backpack. We have trimmed our supply list and we benefit from the 1-to-1 iPad program and its flexibility and storage capacity.

6) **Orientation**: Our orientation committee has come up with a terrific plan for introducing students to our new procedures and, for new students, to a new school. Students will view a video at home explaining how to organize their supplies in order to have backpacks set up before the first day of school. Students will come to school with backpacks already set up.

Orientations: Please come wearing a mask. Drop-off follows the procedures outlined above. Parents must drop their child and may not enter the building.

Monday, August 17 at 10:00 a.m. – 5th grade Orientation (new students at 9:30 a.m. in the Library).

Monday, August 17 at 1:30 p.m. – 6th grade Orientation (new students at 9:30 a.m. in the Library).

Tuesday, August 18 at 9:30 – 7th grade Orientation (new students at 9:30 a.m. in the Library).

Wednesday, August 19 at 1:30 p.m. – 8th grade Orientation (new students at 9:30 a.m. in the Library).

Sample Orientation Schedule:

New students 9:30 - 12:15

Returning students 10:00 - 12:15

- **9:30 New student:**
- **Arrive between 9:15-9:25 - go to library – Welcome from Ms. Seymour and Ms. Garrett**
- **10:00 Returning students:**
- **Arrive between 9:40-9:55 - go to advisory**
- **10:00 - 10:40 Advisory: Welcome video, Q & A, getting to know you, icebreaker - (40 min)**
- **10:45 - 11:30 6 minutes rotate through schedule: (42 min)**
- **11:35 - 11:50 - Buttery (Cafeteria)/ walk through and observe procedures / popsicles!**
- **11:55 - 12:10 - gym - quick icebreaker, Ms. Seymour wrap-up**
- **12:15 Dismissal from Advisory (5th and 6th pick-up is from Templeman Alley; 7th and 8th from Front Circle)**

7). **Middle Market**: Middle Market is an example of a “common area” and will not operate for the foreseeable future. Please send your child every day with a nut-free snack and plenty of water for the whole day.

8). **Dress Code including masks**: masks are required. See the dress code, attached. Face shields are permitted, but they do not take the place of a mask and may only be worn in addition to, not in lieu of, a mask. Masks are to be worn at all times. Students are expected to bring their own masks.

If a student arrives at school without a mask, one will be provided. However, it is the expectation that students will come with a suitable mask or cloth face covering. A “gaiter” or bandana is not sufficient.

If a student misplaces a mask, one will be provided.

Some notes about masks:

- a). Masks worn to school must be free of words or logos.
- b). While cloth face coverings are recommended (as medical masks are intended for health care workers), medical masks may also be worn.
- c). Cloth masks should be properly placed on and off the face away from other students, and should be laundered daily.

d). Wearing a mask is important for the health and safety of our faculty, staff, and students. It is also crucial for our ability to remain in school for an extended time. We will support each other in a positive way as we engage in this public health practice together. We will also urge and encourage each other in positive ways to wear masks properly. However, we will not shame or embarrass each other about this topic, just as we would not shame or embarrass each other about other topics. Students will ask faculty for help if needed in encouraging other students to wear a mask properly.

e). All adults in the building will wear a cloth mask at all times unless they are alone in a room. Adults and students may also wear face shields in addition to the mask as desired.

f). **Last note about masks:** please purchase several and practice well in advance with your child wearing it while talking, walking, and playing. A mask that is comfortable for a few minutes may not be comfortable for a full day at school. Please plan ahead and try out multiple designs and types!

9). **Health:** Any child who has a fever or other contagious symptoms will be removed from the classroom immediately and kept in a safe and isolated area. We request that parents come as quickly as possible when we call.

All faculty and staff will be required to show proof of a negative COVID-19 test given after July 22. We encourage families to have regular COVID-19 testing in order to keep school open as long as possible and prevent the spread of the disease. Practicing social distancing and wearing masks in the community will also help maintain a healthy school.

10). **Visitors:** We are required to limit visitors to the building. Parents should call the MS office at (859) 254-7177 to arrange to pick up a child if necessary during the school day. Sarah Leer will help find your child and have her/him ready to go at the designated time.

Adults in the buildings will be limited to teachers, staff and administrators, maintenance and cleaning crew, substitute teachers, and the school nurse. Parents will, of course, be admitted in case of necessity.

11). **Water fountains/water:** Water fountains will be closed. We ask that each child come to school with a water bottle clearly labeled with their name on it!

12). **Hygiene and public health:** our building will include signage to help educate children about preventing the spread of disease. We will encourage regular hand washing. Touch-free hand sanitizing stations will be placed throughout the building.

13). **Cleaning:** Our cleaning crew has added more daytime hours and has been furnished with new equipment for sanitizing and disinfecting. Enhanced procedures are in place. We have removed any pillows, upholstered furniture, and area rugs from the building. We will clean and sanitize bathrooms and high touch surfaces throughout the day.

In classrooms, supplies will not be shared.

14). **Lunch/Buttery:** Lunch will be served at the Buttery with grades 5 and 6 eating together and grades 7 and 8 eating together. The Buttery tables have been outfitted with plexiglass, and cleaning and disinfecting will take place before and after each lunch period. Students will be assigned seats to help with contact tracing if necessary. The Buttery layout has been altered to reduce contact (there is no more buffet style, of course) and a new menu has been planned.

For lunch, students are to enter via the basement door and wait in line using the social distancing dots (standing six feet apart). Faculty on duty will help students line up properly and go to seats correctly. At the end of lunch, students will be dismissed individually to place trays in the tray window and exit from the top doors.

15). **Bathrooms:** Bathrooms will be changed to unisex/single occupancy and the urinals in the (former) boys' rooms will be closed. Teachers will encourage students to go to the bathroom during class rather than between classes. Please note that there are two bathrooms each on the basement and third floors, and four bathrooms on the main

floor, all available to students. In addition, there are bathrooms in the library, Parker House, gym, and on both floors of the Buttery.

16). **Field trips and extracurricular activities:** For the foreseeable future, field trips are canceled. However, we will continue to use our downtown location and the wonderful outdoor spaces we have available on our campus and close by for creative learning.

17). **Ventilation:** Steve Guynn and the maintenance team have set the MS HVAC system to run for a longer time and to increase air quality. Because of the style of HVAC that we have, opening windows is not necessary.

18). **Microphones:** Teaching with a mask is difficult on a teacher's voice, so we are adding microphones for teaching faculty. These will be a terrific upgrade for our classroom practices (and would be even if we weren't in masks). The research on wearing a microphone is definitive in terms of excellent learning outcomes, especially (but not limited to) ELL students and students and adults with hearing loss.

Thank you, as always, for your support and for choosing Sayre School for your child's education. Please be in touch with any questions.