

Baines Middle School

Face to Face Instruction - Procedures and Policies

Arrival to Campus

Students:

Parents will complete a wellness screener in Skyward for a student who is reporting to campus for Face to Face Instruction. We are asking for parents to complete the Screener before 8:00 AM daily. Students may begin entering the building at 8:00 AM. When students arrive, they will enter in one of two locations:

- Bus ramp- 8th grader car riders and band/orchestra students with instruments
- Front of the school- 6th and 7th grade car riders, walkers and bike riders
- Siblings will be dropped off together using the oldest student's drop off location

Wellness monitors will be at each entry location. Students must enter wearing a mask. Students will show the Wellness Monitor evidence that the Skyward wellness screener has been completed using their cell phone. If your student does not have a cell phone a BMS staff member will pull up their information in Skyward. The Wellness Monitors will check to be sure the Skyward wellness screener is complete and will take the student's temperature. It is recommended that a parent complete the daily wellness screener on behalf of their child, however students do have the capability to complete their own screener. Once the student has been cleared to enter the building, he/she will report to a designated location.

Prior to First and Fifth Periods

Students:

Once students have cleared the Wellness Monitor station, they are to report straight to their first or fifth period class. There is one exception to this procedure:

- Breakfast- If a student needs to eat breakfast, he/she will report to the cafeteria to get a "grab and go" breakfast then take the breakfast to his/her 1st or 5th period classroom to eat.

The expectations for students while waiting prior to 1st or 5th period is that they have something to work on. Students may either read, work on school work, or quietly interact with their phones/laptops with headphones. Students should only be accessing educationally appropriate websites. All cell phones must be put away at 8:45 AM

General Health and Safety Expectations

Students:

Student desks will be sanitized between each class period. Hand sanitizer will be available in every classroom for students to use as they are entering and exiting the classroom. It is strongly encouraged for students to bring their own small bottle of hand sanitizer to keep in their backpacks. Please note that water fountains are not available on campus at this time. Students are encouraged to bring a refillable water bottle with them. We have 2 water

fountains bottle filling stations in two areas of our building if students need to replenish their water between classes. Custodians will frequently clean the water fountain stations. All students are expected to wear a mask/face covering at all times while in the building and on the school bus. If a student fails to comply, it is a violation of the student code of conduct.

Lunch

Students:

Students will enter the cafeteria and choose a desk to sit in for lunch. Desks should not be moved by students, and seats cannot be saved for other students. If a student has brought his/her own lunch, the student may sit down and begin eating right away. It is recommended that students either use their own hand sanitizer or the hand sanitizer provided in the cafeteria before and after eating. Students may remove their mask/face covering while eating, but will need to put it back on after he/she finishes.

****NOTE: We will not have microwaves available for student use.**

If a student is purchasing a lunch, he/she will wait until an administrator calls his/her row to stand up to go get the grab and go lunch from the cafeteria serving lines. Students should follow protocols for health and safety by maintaining social distancing in the line. Floor decals are placed on the floors to help students remember. All meals are in disposable packaging, so students will not need to worry about returning trays/silverware to be cleaned after eating. We encourage parents to download the School Café app and electronically deposit funds onto their child's lunch account rather than sending cash to school with the student.

If a student needs to get up for any reason during lunch, he/she will need to raise his/her hand to get permission. No more than two students will be allowed to visit the restroom at a time. Administrators will monitor the restroom capacity. At the end of lunch, Administrators will dismiss students by rows to leave the cafeteria to go to class. Students will be directed to specific hallways and stairwells to use to get back to class.

**** NOTE: We will not allow parents to drop off lunch for students this year. If a student forgets his/her lunch, he/she will be offered a grab and go lunch from the cafeteria. ****

Leaving the Classroom During Instructional Time

Students:

When a student has permission to leave the classroom and has an orange hall pass, he/she should take care to go directly to the desired location and then return to the classroom as quickly as possible. Students should not be lingering in hallways or trying to see friends in other classrooms.

Cell Phones

Students:

Student cell phone use is prohibited between 8:50 AM -4:05 PM. The expectation is that students have their cell phones turned off and put away in their backpack. There is really no need for students to have their cell phones out for instructional purposes because they will all have a laptop to use for learning. Teachers will rarely allow a

student to use his/her cell phone. If a parent needs to contact his/her student, they should not call or text the student's personal cell phone as it will be turned off and put away if the student is following the rules. Parents can call the front office if there is an emergency. If a student needs to contact his/her parent for any reason, permission should be gained from an adult on campus. The adult will either allow the student to use his/her cell phone with supervision, or will send the student to the office with a pass to use the office phone. The phone in the office will be sanitized after each use.

PE and Kickstart

No uniform needed, students will exercise in the clothes that they wear to school. Please make sure on the day your student has PE/Kickstart they are wearing appropriate clothing and athletic shoes.

Dismissal

Students:

Students will wait in their last class of the day until the teacher dismisses them to exit the building.

- BMS will conduct a staggered dismissal in the following order:
 - ✓ walkers, bike riders, and busses
 - ✓ car riders for grade 6 (through front of building)
 - ✓ car riders for grade 8 (through commons to bus ramp)
 - ✓ car riders for grade 7 (through front of building)
 - ✓ band and orchestra students with instruments who are car riders can be picked up by their parents on the bus ramp.
- Teachers will walk with their classes to the car rider line. Students will stand on a blue or orange circle (painted on ground) until they see their car.
- Siblings will go to the oldest student's pick-up location together to avoid parents having to wait in two lines.

Students will exit the building with masks/face coverings still in place. Once outside, students will report directly to their bus, or begin walking or riding their bike home. No congregating is allowed. If students are car riders, they will spread out and watch for their parent's vehicle. Staff will be on duty to remind students to not stand close together in groups and to watch for their ride.