



Batchelor Middle School School Opening Plan- Fall 2020

Area/Event	What Will It Look Like?
Entrance	<p>All students and staff will enter the building with a face covering. Sanitizing mats are located at both entrances. Bus Riders: Door 1H; Walkers/ Bikes/Car Riders: Door 3B; Students will report directly to their first period classroom upon arrival.</p>
Main Office	<p>Main Office can be reached by calling (812) 330-7763. Visitors will not be allowed into the building for the protection of our students, staff, and community members.</p> <p>Meetings will be held virtually through Microsoft Teams or Google Meet. Doors to the main office will be closed. There will be a mark on the floor outside the doors where students may stand to ask permission to enter. There will also be social distancing marks in front of all administrative assistant desks to mark appropriate social distancing spots.</p>
Restrooms	<p>Each area of the building will be assigned a bathroom. Students will be asked to use the restroom during classes and not during the passing period to be able to control the number of students in the bathroom at the same time.</p> <p>Our custodial staff will be regularly monitoring restrooms to make sure they are cleaned after use.</p>
Hallways	<p>All hallways will be one way. Students within the hallway should maintain the 6 foot distancing. Signage will be around the building to help students know which direction to move.</p>
Classrooms	<p>All classrooms will be equipped with hand sanitizer. Desks will be set up in rows, facing the front, and at 6 feet apart. Supplies will be available to clean desk and materials after a student has used them. All students will be given an assigned seat. Students will not share their school supplies.</p>
Cafeteria	<p>Students will be given assigned seats for lunch. They will be directed to the restroom to wash their hands prior to getting their lunch. They will be dismissed from their table to wash their hands and get their food. Seating will be designed to address the six foot spacing for all students. 1</p>



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Gym	No PE lockers will be used, but lockers will be assigned for extra-curricular athletes with a 50% capacity limit. The gym bleachers will be marked for social distancing seating. Teachers will attempt to take the Physical Education class outside as much as the weather permits.
Water Fountains	Water fountains will be covered so they are not able to be used. Students will have access to fill their personal water bottle from a touchless water bottle filler. When filling, students will maintain the 6 foot distancing.
Lockers	Lockers will not be used. If it is deemed necessary that a student must have a locker, it will be assigned and monitored to make sure that it is no closer than six foot from another individual who may need a locker.
Library	<p>Checking-out Materials: Gloves will be worn when checking out library material to patrons. Books will be delivered to the student in their classroom.</p> <p>Checking In Materials: When materials are returned, they will be collected daily on a cart and held for at least 24 hours. After this time, items will be checked in and shelved back into the library collection.</p> <p>Reservations/Holds: Individual patrons will have the option of signing into their Surpass account and making library reservations through their school issued iPads. Librarian and assistant will pull library materials for check-out purposes. Books will be delivered to the classroom.</p>



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Arrival	<p>All individuals will be required to wear a face covering and walk on our sanitizing mats when entering the building.</p> <ul style="list-style-type: none">- Walkers and car riders will be given specific location to exit cars and enter building to maintain 6-foot distancing and continue to enter the main entrance (3B) on the third floor. They will report directly to their first period classroom where they will then wash their hands, unless they are getting a school breakfast.- Bus riders-Students will enter at 1H and head to their first period classroom immediately unless getting a school breakfast. At that point students will be directed to wash their hands.- Students getting a breakfast will report to the second-floor restroom to wash their hands. They will get their breakfast and head to their first period class to eat. <p><i>One administrator will be at the main entrance welcoming and directing students. Another administrator will be at the bus drop off welcoming and directing students. The third administrator will be in the cafeteria directing students to wash their hands. Various para educators will be located at strategic points within the building to monitor that students are wearing their facial covering, maintain the six-foot physical distancing, and heading to the cafeteria or first period classroom.</i></p>								
Dismissal	<p><i>All Students will remain in their last period class to be dismissed by intercom. Teachers wait in the room until 3:05. If a teacher has duty, another teacher can cover room/students.</i></p> <table border="0"><tr><td>· 1st Wave Bus Riders</td><td>2:55</td></tr><tr><td>· Walkers</td><td>2:58</td></tr><tr><td>· Car Riders</td><td>3:00</td></tr><tr><td>· 2nd wave Bus riders</td><td>3:05</td></tr></table> <p><i>Students are expected to go to their designated dismissal areas immediately. Areas will be marked for students to stand while waiting for their car and maintain 6-foot physical distance.</i></p>	· 1 st Wave Bus Riders	2:55	· Walkers	2:58	· Car Riders	3:00	· 2 nd wave Bus riders	3:05
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Breakfast	Students getting a breakfast will report to the second-floor restroom to wash their hands. They will get their breakfast and head to their first period class to eat.
Lunch	<p>Students will be assigned seats in the lunchroom. They will move directly to their assigned seat to be dismissed to wash hands and get lunch by an administrator (or adult in charge). Students will be provided a sack/box lunch and move directly to their assigned seat.</p> <p>Students will be dismissed by an adult to go to their class after lunch. There will be a staggered dismissal to reduce crowd size in hallways and stairwells.</p>
Snack	Not Applicable
Electives	<p>With this schedule, students will still be able to take most of their chosen electives. Just like in a normal year, students may have a scheduling conflict that does not allow a student to take their number one option. Students will have eight classes in a day that last approximately 40 minutes.</p> <p>All the electives will still be available for students. To reduce student movement within the building. Electives will be held every other day and at most only half the student body will be moving at any given time.</p> <p>When possible and weather permitting, teachers will be looking to hold classes outside.</p>



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Intervention	Math and English has been blocked for a double period. Intervention has been built into the schedule. On elective days, all students will receive additional Language Arts and Identified students will have an additional math class.
Library Book Distribution	<p>Accepting Returns:</p> <ul style="list-style-type: none">● Book Quarantine <p>-Books will be dated and set aside for check in for a minimum of 24 hours.</p> <p>-Book bins will be placed in a secluded “no-contact” space while they are in quarantine.</p> <p>-After items have been quarantined, Media Specialists will run all returns, place holds and return materials to shelves.</p> <p>Browsing Options:</p> <ul style="list-style-type: none">● No contact browsing <p>-Provide as many digital browsing opportunities as possible QR codes, Book lists, etc.</p> <p>-Classroom carts- Bring collections of books to individual classes for book talks.</p> <p>Emergency Management 3.5 Disinfecting Books and Other Collections</p>
Band	Band will have class size reduced to create a safe environment for students to be able to play their instruments. They will be staggered within the classroom in such a way to promote safety and maintain social distancing. Students will not be required to wear their face coverings while playing their instruments but are expected to have it on when not playing their instrument. All non-personal instruments will be cleaned after each use. Classes will be offered outside, weather permitting.
Strings/Orchestra	Strings class will be reduced in size to accommodate the spacing within the classroom.



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Choir	The choir class will be moved to a large area to provide safe distance to sing. When appropriate, they will practice outside.
Athletics	Batchelor will follow all IHSA guidelines as it pertains to athletics and extra-curricular activities Please visit https://www.mccsc.edu/domain/167 for further schedules and guidelines.
Clubs/ Extracurricular Events	When possible, all clubs will meet virtually. When appropriate and possible, activities will be held outside. Otherwise, they will follow all social distancing and facial covering guidelines per MCCSC.
Visitors	<p>No visitors will be allowed within the building. Guests will enter the air lock between the front doors and buzz the office. They will then be directed as to what they will do next.</p> <ul style="list-style-type: none">- If picking up a child, the adult will need to show identification before we release a student. The adult will wait outside for the child.-If dropping off items for their child, the parent will wait in area until a Batchelor staff comes to the door to pick it up. Parent will drop off item in a designated area. Then the Batchelor staff will enter area to pick it up.-If needing to drop off medicine, parent will wait until the school nurse meets them in the area to sign proper forms. <p>We will have no in person guest speakers. All guest speakers will be virtual.</p>
Guest Teachers	Guest teachers will buzz-in at 3B Door to announce themselves. After checking in, they will be escorted directly to their guest teaching area.
Lunch Coverage	Office Administrators and Counselors will cover supervision of lunches.
Handwashing Schedule	Students will be expected to wash their hands when they come to school, prior to lunch, during restroom breaks and before departure. Hand sanitizer will be used at Door 3B and 1H for students upon arrival if needed. Students will also have access to handwashing and/or sanitizing upon arrival to the the first period class. Hand sanitizing will be available at the entrance to all primary classrooms and enrichment areas. Handwashing and/or sanitizing will be used prior to meals.



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Other	<p>We will have “A” and “B” days. This will reduce movement within the building and will have, at most, only half of the student body moving at the same time. The location of the classroom and designation of stairwells should reduce number of students being in one location at a time even during passing periods.</p> <p>Students will be assigned seats at all times and expected to stay in those seats. If group work happens, students will be expected to maintain the 6-foot physical spacing and keep on face coverings.</p> <p>“A” Days: The 7th graders will be divided into three teams. They stay in a designated area of the building all day with teachers coming to their classroom (4th floor pods). They will be given movement breaks that will be scheduled at different times than 8th grade passing periods and other teams movement times. The 7th grade will have their core classes that day (math, science, social studies, and English). The 8th grade students will be in their elective classes. The classes will vary in size depending on classroom square footage.</p> <p>“B” Days: It will be just the opposite. The 8th graders will be divided into three teams. They stay in a designated area of the building all day with teachers coming to their classroom (4th floor pods). They will be given movement breaks that will be scheduled at different times than 7th grade passing periods and other teams movement times. The 8th grade will have their core classes that day (math, science, social studies, and English). The 7th grade students will be in their elective classes. The classes will vary in size depending on classroom square footage.</p>



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Self Screening	<p>Every family must complete a daily self screening of each child.</p> <ul style="list-style-type: none">● Fever (100.4 degrees Fahrenheit)● Chills● Cough● Shortness of breath or difficulty breathing● Fatigue● Muscle or body aches● Headache● New loss of taste or smell● Sore throat● Congestion or runny nose● Nausea or vomiting● Diarrhea <p>Parents should inform the school principal if a student is experiencing symptoms related to COVID-19 and the student should not report to school. Then contact your medical provider to rule out COVID-19.</p>
Facial Coverings	<p>Facial Coverings are required for students and staff throughout the school day. Facial Coverings may only be removed under the following conditions:</p> <ol style="list-style-type: none">1. During breakfast/lunch, if students are social distanced of six (6) feet or more2. During outdoor recess, if socially distanced of six (6) feet or more3. During a maximum of 3-5 minute break, if socially distanced of six (6) or more feet, with all desks facing the same direction.