

South Orange Middle School



2021

Phase 3 Hybrid Learning
Parent Handbook

This handbook is meant to provide an overview of the protocols and procedures we will be using to welcome our students back to South Orange Middle School during Phases 3 and 4 of our return-to-school plan. This may change based on CDC and/or SOMSD updates.

SCHEDULES

Cohort Schedule

Cohort A: Monday and Tuesday

Cohort B: Wednesday and Thursday

Cohort C: Monday, Tuesday, Wednesday, and Thursday

****All students will be virtual on Fridays****

Class Schedule (Monday - Thursday)

6 th Grade	7 th Grade	8 th Grade
Period 1 8:20-8:54	Period 1 8:20-8:54	Period 1 8:20-8:54
Period 2 8:59-9:30	Period 2 8:59-9:30 PE/RA/Music/WL	Period 2 8:59-9:30
Period 3 9:35-10:06	Period 3 9:35-10:06	Period 3 9:35-10:06 PE/RA/Music
Period 4 10:11-10:42 PE/RA/Music/WL	Period 5 10:11-10:42	Period 4 10:11-10:42
Period 6 10:47 - 11:18	Period 6 10:47 - 11:18 PE/RA/Music/WL	Period 5 10:47 - 11:18
Period 7 11:23-11:54 PE/RA/Music/WL	Period 7 11:23-11:54	Period 7 11:23-11:54
Rotation 11:59-12:30	Rotation 11:59-12:30	Period 8 11:59-12:30 PE/RA/Music
TRAVEL HOME/LUNCH Staff and Students 12:30-1:00	TRAVEL HOME/LUNCH Staff and Students 12:30-1:00	TRAVEL HOME/LUNCH Staff and Students 12:30-1:00
Movement Break 1:00-1:34	Movement Break 1:00-1:34	Movement Break 1:00-1:34
Afternoon Conference Period 1:34-3:14	Afternoon Conference Period 1:34-3:14	Afternoon Conference Period 1:34-3:14

Virtual Class Schedule (Friday)

6th Grade	7th Grade	8th Grade
Period 1 8:20-9:00	Period 1 8:20-9:00	Period 1 8:20-9:00
Period 2 9:03-9:43	Period 2 9:03-9:43 PE/RA/Music/WL	Period 2 9:03-9:43
Period 3 9:53-10:33	Period 3 9:53-10:33	Period 3 9:53-10:33 PE/RA/Music/WL
Period 4 10:36-11:16 PE/RA/Music/WL	Period 5 10:36-11:16	Period 4 10:36-11:16 PE/RA/Music
Period 6 11:19-11:59	Period 6 11:19-11:59 PE/RA/Music/WL	Period 5 11:19-11:59
Lunch/Movement Break 11:59-12:49	Lunch/Movement Break 11:59-12:49	Lunch/Movement Break 11:59-12:49
Period 7 12:49-1:29 PE/RA/Music/WL	Period 7 12:49-1:29	Period 7 12:49-1:29
Rotation 1:32-2:12	Rotation 1:32-2:12	Period 8 1:32-2:12 PE/RA/Music
2:15-3:14 Conference Period	2:15-3:14 Conference Period	2:15-3:14 Conference Period

HEALTH AND SAFETY

PROTOCOLS FOR FACE COVERINGS

All students and staff are expected to wear a protective face mask that completely covers the nose and mouth when inside the school building. Students will not have mask breaks while inside the building.

The Center for Disease Control (CDC) provides guidance as follows:

- [How to Wear Masks](#)
- [How to Select, Clean, and Wear Your Mask](#)

To ensure proper use of wearing face covers/face masks:

1. Wash your hands before putting on your mask.
2. Put it over your nose and mouth and secure it under your chin.
3. Try to fit it snugly against the sides of your face.
4. Make sure you can breathe easily.

SOCIAL DISTANCING IN INSTRUCTIONAL AND NON-INSTRUCTIONAL ROOMS

When students attend in-person, SOMSD plans to adhere to the social distancing guidelines to the greatest extent possible, in which students will be seated at least 6 feet apart.

Below is a picture of what a classroom looks like with desks arranged for 6 feet of social distance.



What does social distancing of 6 feet apart look like?

When social distancing guidelines (6 feet apart) cannot be adhered to, the following will be implemented:

- Students and staff wear a protective face covering or face cover/face mask that completely covers the nose and mouth when inside the school building.
- Desks will be turned to face the same direction, rather than facing each other. If tables are utilized in lieu of desks, students will be seated at the table and spaced apart.
- Physical barriers will be placed between students and/or staff members, who are working in close proximity to students.
- The **hybrid instructional model** will consist of:
 - **In-Person Instruction.** Students will attend school for in-person half-day instruction with their assigned cohort.
 - **Virtual Synchronous Instruction.** Students will virtually participate in their classes (in real time via a live stream) when their cohort is not assigned to be present in school.



1. Students in the **Full Time Virtual Instruction Model** may elect to move to the Hybrid Model by submitting a written request by February 16th. Changes will be implemented on March 1st.
2. Students in the **Hybrid Instructional Model** may elect to move to the Full Time Virtual Instruction Model by submitting a written request to the building principal. Changes will be implemented immediately.

SCHOOL DAY PROCEDURES

Hybrid Supplies

Students should bring the following materials every day that they enter the school building:

- *Fully charged* chromebook/device
- Device charging cable
- 2 masks (one to wear, one spare)
- Notebook
- Folder
- Writing materials
- Headphones/Earbuds
- Disinfectant wipes (recommended for personal use)
- Personal hand sanitizer (dispensers will also be available throughout the school building)

Arriving At School

Students should not arrive at school before 8:15AM. We want to ensure that students and staff can maintain social distance, so we are trying to avoid having students gather in large groups for long periods of time.

- Students are to wait outside of the school building at designated entrances until doors open.
 - Grade 6: Back Door (Parking Lot)
 - Grade 7 & 8 (Phase 4): Main Front Entrance
- Once inside, students will report directly to their first period class.
- If your child will be late to school:
 - Please call the main office before your child arrives to school
 - Students who arrive during first period will be allowed into the building by the security guard at the main entrance, and may report directly to their first period class. Please do not accompany your child into the building, as we are trying to limit the number of people inside.
 - Students who arrive after first period will report to the main office.

During the School Day

- Students are required to properly wear masks at all times while inside the school building.
- Students are not permitted to use lockers and will carry their backpacks and jackets to class.
- Students will not share classroom supplies with one another.
- Students will wipe down their desks/chairs at the end of each class period with disinfectant wipes. Every classroom has a tub of disinfectant wipes for this purpose.
- Students are to follow the traffic patterns displayed on the hallways in each school. Students are not permitted to stop and socialize with other students during passing time.
- Students are permitted to bring in their own water bottles. The water fountains in the school have been capped off for safety reasons.

Use of the Main Office:

- The main office is off-limits to students, except in the case of an emergency.

- Students who need to use the office phone may do so for emergency purposes only.

Use of the Nurse's Office:

- Students will have their temperature taken and will use hand sanitizer upon entering the nurse's office.
- Any student with a temperature of 100.4 or above will be checked for other symptoms of illness and isolated in the nurse's office. Parent/Guardian will be called for an immediate pick-up.
- If a student is exhibiting no signs of illness or symptoms of COVID-19 but feels they are unable to return to class, parents will be notified for an immediate pick-up. (There will be no resting in the nurse's office, in order to minimize the risk of exposure to anyone who may be in the office with COVID-19-related symptoms).
- Students who are able to resume instruction will be sent back to class.
- Students will have access to bandaids in the classroom for minor abrasions such as paper cuts, etc.
- Any student with a bump to the head will be assessed at the nurse's office for head injury.
- Routine medication administration and other prescribed or necessary medical routines will continue to take place in the nurse's office at regularly identified times.
- **Please do not send students to school with a fever, cough, runny nose, or sneeze.**

Visitors

- No visitors will be allowed in the building.
- All parent meetings will continue to be virtual.
- Items that need to be dropped off for students can be placed in the bins at the front door next to our security guard. Please ring the bell to alert the office if you are dropping something off for your child, and it will be retrieved.
 - Please make sure to label all items that are being dropped off.

End of the Day

- Students will be dismissed gradually at the end of the day to ensure proper distancing from the door closest to their last period class.
- If your student is being picked up, please make arrangements for that location. (The rear of the building is the safest location)
- Students who would like a grab and go lunch to take home will walk to the cafeteria door. There is no cost to any student. This bag will include breakfast for the following day.
- After school activities will remain virtual.

STUDENT EXPECTATIONS

Synchronous Learning

Students are expected to:

- Participate in each of their synchronous classes virtually and/or in the school building. This includes:
 - Joining the class at the scheduled time
 - Remaining in the virtual session for the entire class period
 - Being prepared for each class with the appropriate materials
 - Participating according to class guidelines and completing all assignments
- When absent, contact the teacher to set up a time to meet during Conference Period to make up missed work.
- Have their cameras on and seated in an appropriate work space.

Asynchronous Learning

Students are expected to:

- Sign in to first period attendance form by 8:30AM
- Complete and submit all of the assigned classwork from that day

Technology / Communication Tools

Students are expected to:

- Abide by the district's appropriate use of technology guidelines
- Understand and know that all expectations (behavioral and academic) outlined in the student handbook, including levels of discipline also apply to virtual learning.
- Check their email and Canvas messages daily and respond to messages sent by their teachers, especially in regards to missing assignments or attendance at Conference Period.