Steps for Re-Opening (The Big Changes)

- No Students in the Building until 6:45a.m. This eliminates large numbers of students in a small area or mixing the grade levels in one location.
- Grab and Go Breakfast will be an option.
- Scanning Temperatures of Students And Staff And Visitors.
- Asking the following question daily to staff and students:
  1. Do you have any of the following: fever, chills, shortness of breath, cough, fatigue, muscle aches, headache, sore throat, nausea, diarrhea, runny nose, loss of taste or smell?
- Lunch: No more than 6 students will be allowed at large tables and 4 at small tables. The library will be used for overflow. Permanent seats will be decided by students.
- If you are interested in online schooling please contact your student’s building administrator. "See Distance Learning Plan"

Winfield Middle School’s Pandemic Re-Opening School Guide

2020-2021 School Year

Dear Winfield WMS Parents/ Guardians,

First, let us say that we hope that you and your family are safe and healthy as you read this letter and begin thinking about the upcoming 2020-2021 school year. Thank you so much for your patience and understanding as we have been adjusting, just like you, to the drastic changes in life during the past few weeks. The Winfield School District is very appreciative of our students, parents, and staff for their positivity, flexibility and resilience during these trying times.

Our goal at Winfield R-IV School District for the upcoming year is to be in full motion and eliminate the stress and fear of our families and staff. This document will share our ideas for handling a pandemic in our schools and it will map out our changes and movement forward in the 2020-2021 school year.

In closing, one of our main focus points for our educators and students has been a “growth mindset”. A growth mindset unlocks our ability to learn and grow especially during challenging times. We believe that we will be stronger when we come out of the COVID-19 Pandemic! This is history in the making!

Respectfully Yours, Jeremy, Winfield Middle School Principal
Questions:

1. When can an individual with a probable or confirmed case of COVID-19 return to school? If a student or staff member is determined to be a COVID-19 case by their healthcare provider or local public health agency and have symptoms, they can be around others after:
   • 72 hours with no fever (with no fever reducing medication), AND
   • Improvement in symptoms, AND
   • 10 days since symptoms first appeared, OR
   • 2 negative test results at least 24 hours apart

2. What will happen if the school has to close again due to this pandemic? Distance Learning through Google Classrooms and Hyper Docs.

3. Will I get in trouble for not sending my student to school if they have any of the symptoms of COVID? No, we encourage all parents to keep any child home that may be experiencing any symptoms of COVID.

4. If there is a positive COVID Case in my child’s class will I be notified? Yes, if your child was in close contact with a confirmed positive case of COVID, you will be contacted by appropriate personnel.

5. Can I come into the school to see my child and participate in school events? Visitors will only be allowed for meetings such as IEP’s, team meetings, etc. We will follow all district guidelines. Our goal, as we gain more information of COVID, we will begin moving more and more to the normal.

6. How do I prepare my family for a school closure? Always have “pivot” plan. Prepare for a school closure by looking at daycare during emergencies. This could include inclement weather, pandemics, etc. Relay this plan to your school staff. Share your distance learning concerns with school staff, such as, lack of internet, lack of supervision, lack of tools to host distance learning in your home.

7. Is my child required to wear a face mask? A facemask is not required, but will be encouraged when social distancing is not available. Face coverings will be required if a child is symptomatic until apparent can pick them up.

Frequently Asked Questions:

8. How will the school contact with me about all school functions? The district uses Remind 101, All Calls, All Text, All Email, etc.

9. How do I reach the office to inform them of my child’s absence? We still encourage doctor’s notes for absences, but you can call the office at 636-668-8001, ext. 103 for a parent verified absence.

10. How will my child receive the school work or communication from school, if we were to close due to the pandemic? Each teacher will establish their line of communication. Teachers will meet virtually with members of the class through Google Meet. Work will be provided by the distance learning outlet decided on by the district.

11. Should I be worried about sending my child to school? We understand and recognize that families have varied concerns for your child. The district has taken precautionary measures to keep your child safe. 1. Informed Parents 2. Face Coverings and Social Distancing 3. Disinfecting and Sanitizing throughout the day 4. Frequent restroom breaks to wash hands. 5. Close monitoring of symptoms, grade level specific activities, etc.

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HOW TO GET IN CONTACT WITH WINFIELD MIDDLE SCHOOL FOR ANY REASON?

Principal: Jeremy Davidson-636-668-8001, ext. 116
jeremydavidson@winfieldriv.us

Secretary: Noriann Berry-636-668-8001 ext. 103
noriannberry@winfieldriv.us

Counselor: Patricia Mix-636-668-8195 ext. 203
patriciamix@winfieldriv.us

Fax: 636-668-6044

Facebook Winfield Middle School
**Re-Entry Plan for Winfield Middle School**

<table>
<thead>
<tr>
<th>Parent Responsibilities</th>
<th>Staff Responsibilities</th>
<th>Student Responsibilities</th>
</tr>
</thead>
</table>
| 1. Ask your child before leaving for school do you have any of the following: fever, chills, and shortness of breath, cough, fatigue, muscle aches, headache, sore throat, nausea, diarrhea, and runny nose, loss of taste or smell?  
2. Check for a Fever. | 1. Ask the students as they enter the classroom do you have any of the following: fever, chills, and shortness of breath, cough, fatigue, muscle aches, headache, sore throat, nausea, diarrhea, and runny nose, loss of taste or smell?  
2. Scan for a fever before the students enter the classroom.  
3. Utilize Scheduled times for bathroom breaks, passing times, and lunch, etc. to ensure hallways are clear of students congregating.  
4. Sanitize the classroom often (plan period and after school).  
5. Wash hands and use hand sanitizer often.  
6. Access face coverings as needed.  
7. Self-Check for temperature.  
8. Report all cases to administration and nurse. | 1. Wash hands often.  
2. Have your temperature checked before entering the classroom.  
3. Wear face coverings as needed.  
4. Bring a water bottle each day for drinks. |
Changes in the Procedures and Schedules for Winfield Middle School

Entering the Building:

- No students in the building until 6:30 a.m.
- The 6th and 7th grade students will enter the building through the main entrance doors of the building. The 8th students may enter the entrance to the 8th grade building. The gymnasium doors will not be used for the 2020-2021 school year.
- Students who are eating breakfast will go immediately into the cafeteria to get their food OR they will grab a grab and go breakfast and head to their first-hour class. Students’ not eating breakfast will report directly to their first-hour class.
- Students eating breakfast will be seated in the cafeteria with no more than six students to a rectangle table and no more than four students to a circular table. If the tables are full, students eating breakfast will go to the library to eat.
- Before students/teachers enter the classroom temperatures will be taken. Teachers will do a self-temperature check before entering the classroom. The teacher will then take the temperature of their first hour students. Any student/teacher with a temperature will be sent to the nurse for a second temperature check. If a temperature is validated they will be sent home. A temperature of 100 degrees will be considered a temperature. Teachers ask the following: Do you have any of the following: fever, chills, shortness of breath, cough, fatigue, muscle aches, headache, sore throat, nausea, diarrhea, runny nose, loss of taste or smell? Administrators will be notified immediately.
- Students/Teachers who have been identified with a fever or symptomatic will be sent immediately to the nurses’ office. A district provided mask will be provided and the student will be required to wear it while waiting for their parents to pick them up. The students’ parents will be notified and the student will be sent home.
- At 7:16 6th and 8th grade, students will be released for their four-minute passing time and will return to class by 7:20. At 7:20 the 7th grade students will be released for their four-minute passing time and will return to class by 7:24 for the start of the first hour.

Restrooms:

- No more than five students will be allowed in a restroom at one time. A teacher(s) will be placed on duty to monitor the flow of students in and out of the restroom during passing times.
- The custodial staff will sanitize all restrooms at least twice a day to help the spread of sickness. They will maintain a cleaning log to document times of cleaning.

Hallways:

- At no point during class time should more than one student be released to go to the restroom or any other area of the building.
- All students need to sign out of the class on the hallways sign-out form and all students must have a grade level colored pass.
- Grade levels will be released on a staggered schedule in which 6th and 8th grade will be released during the same four-minute passing period. 7th grade will be released four minutes later to transition to the next class.
- Example:
  - NORMAL 1st Period 7:20-8:10 passing period 8:10-8:14.
STAGGERED 1st hour 7:20-8:10 6th and 8th-grade passing period 8:10-8:14 and 7th-grade passing period 8:14-8:18.

- Teachers will need to be in the hallway supervising without question to prevent the gathering of students and unwarranted locker use. Students will not be allowed to congregate in the hallways, hold hands, hugs, high five, etc.
- It will be optional for the students and staff to wear face masks when transitioning from class to class, but it will be encouraged/recommended to do so.
- The mouth pieces on all water fountains will be turned off during the school year. Students will be able to fill their water bottles up through the use of the hands-free water fountains.
- Hand-sanitizers will be placed at the ends and mid-points of each hallway. Students will be encouraged to use them in the transition from a class to a class.

**Locker Usage:**

- All students will be issued a locker but will be encouraged not to use them unless necessary and allowed to do so. We want to eliminate touchpoints and student gatherings as much as possible. Backpacks will be allowed to enter the rooms and to be carried by all students.
- Locker usage times will be limited during the day. Students will be allowed to use their lockers between class periods only during the designated times (see information below).

**Lunch:**

- Students will be released to lunch by grade level, just like a typical day. There will be no more than six students to a rectangle lunch table and no more than four to a round table, and the library may still be needed for sack lunch students if required. As the lunch tables fill up students will be moved to the library to eat. We will allow students to sit where they want the first three days of school, after three days the seat will become the students’ permanent lunch table.
- No more than two females and two males will be released at a time to use the restroom.
- All students will be issued a lunch card with a barcode on them, the students will be required to use lunch cards to make purchases. If a student does not have a lunch card on them during lunch they will be moved to the back of the line in the cafeteria after they go to the office to get a new printed lunch card.

**Classrooms:**

- Seating spread out to maximize distance.
- All students will be facing the same direction.
- Carpets and porous materials will be removed from the classroom to ensure proper sanitization.
- Hand sanitizer, classroom sanitizer, and disinfectant will be located in all classrooms to ensure proper disinfecting is taking place often.
- Small group instruction will be limited to common groups of students and will utilize a proper area to allow for distancing as needed.
- Teachers will be expected to clean their classroom desk on their plan periods and at the end of each day. Students cannot be used in the cleaning process.
- Students/Teachers will be allowed to wear masks at their discretion, but they will not be required to do so. Parents are encouraged to train your student on the appropriate way to
wear a mask. The PTO has provided a face mask and the district has provided a water bottle for all students. The district has provided a face mask for all teachers.

- All classrooms will have mandatory seating charts in place, so that if a student is identified with COVID-19 this will help assist with contact tracing.

**Nursing Practices:**

- A makeshift nursing office will be in the office next to the counselors’ room to help with for injuries, medication, etc. When necessary, these types of needs will be seen in the office.
- The nurse office will be used for illness identified to resemble symptoms of COVID. Isolation and face coverings will be utilized to help prevent the spread of sickness.

**Building Access:**

We value the partnership with our families and community; however, due to current health and safety concerns, we are limiting access to our buildings. Only staff members and students will be allowed to access the building during the 2020-2021 school year. We hope to open the building for visitors for lunch and other assemblies in the future. We appreciate your understanding during this school year.

If you have an appointment with a team of teachers, administrators, counselors, or special education departments you will be asked to follow the guidelines below.

- All visitors will be required to show a valid picture form of identification for checking students out of the building.
- While waiting to pick-up your student visitors will be asked to wait in their car or to wait outside the main office doors to sign your students out. We encourage parents to call ahead when a pickup is necessary.
- If a parent/guardian has a scheduled meeting in the building they will need to show their picture form of identification and leave it in the main office until his or her meeting is over. This will ensure that everyone enters and exits through the appropriate building and has been accounted for. All visitors will be required to sign in and out of the building.
- All visitors to the building will be required to wear a facemask and temperature check will be required in order to help eliminate the spread of sickness.
- Sneeze guards will be installed around the secretary’s office space.
- Assemblies and large gatherings will be eliminated.

**Dismissal/Exiting Building:**

- Students will be released to go home starting at 2:22 p.m. (bus riders 2:20 p.m.) in the following order “Bus Riders”, “Car Riders”, and “Walkers”.

**Miscellaneous:**

- Attendance incentives will be placed on hold for this year.
- The district will modify its attendance policy for staff and students as needed.
- Juvenile referrals will continue to occur without communication between staff and parents on the reasons for your child missing school.
- Virtual/Distance Learning may be utilized throughout the year as needed.
WINFIELD MIDDLE SCHOOL 2020-2021
Bell Schedule for Regular Day
Lunch is based on 5th Hour classes

<table>
<thead>
<tr>
<th>Period</th>
<th>6th &amp; 8th Grades</th>
<th>7th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release to class</td>
<td>7:16</td>
<td>7:20</td>
</tr>
<tr>
<td>1</td>
<td>7:20 - 8:10</td>
<td>7:24 - 8:14</td>
</tr>
<tr>
<td>2</td>
<td>8:14 - 9:04</td>
<td>8:18 - 9:08</td>
</tr>
<tr>
<td>3</td>
<td>9:08 - 9:58</td>
<td>9:12 - 10:02</td>
</tr>
<tr>
<td>4</td>
<td>10:02 - 10:26</td>
<td>10:06 - 10:30</td>
</tr>
<tr>
<td>5</td>
<td>10:30 - 11:40</td>
<td>10:34 - 11:44</td>
</tr>
<tr>
<td><strong>A - 6th Grade Lunch</strong></td>
<td><strong>10:30 - 10:50</strong></td>
<td>10:30 - 10:50</td>
</tr>
<tr>
<td></td>
<td>All Students report to class by 10:53</td>
<td></td>
</tr>
<tr>
<td><strong>B - 7th Grade Lunch</strong></td>
<td>10:55 - 11:15</td>
<td>10:55 - 11:15</td>
</tr>
<tr>
<td></td>
<td>All Students report to class by 11:18</td>
<td>Release at 10:53 to Cafeteria</td>
</tr>
<tr>
<td><strong>C - 8th Grade Lunch</strong></td>
<td>11:20 - 11:40</td>
<td>11:20 - 11:40</td>
</tr>
<tr>
<td></td>
<td>Release at 11:18 to Cafeteria</td>
<td>End of lunch release at 11:44</td>
</tr>
<tr>
<td>6</td>
<td>11:44 - 12:34</td>
<td>11:48 - 12:38</td>
</tr>
<tr>
<td>7</td>
<td>12:38 - 1:28</td>
<td>12:42 - 1:32</td>
</tr>
<tr>
<td>8</td>
<td>1:32 - 2:22</td>
<td>1:36 - 2:22</td>
</tr>
</tbody>
</table>

**Locker Usage Schedule**

7:16-7:20 a.m. for 6th and 8th Grade and 7:20-7:24 a.m. for 7th Grade.

10:26-10:30 a.m. for 1st Lunch Shift Students; after lunch 10:50-10:53 a.m.

10:53-10:55 a.m. for 2nd Lunch Shift Students; after lunch 11:15-11:18 a.m.

11:18-11:20 a.m. for 3rd Lunch Shift Students; after lunch 11:40-11:44 a.m. for 6th and 8th grade (7th grade will remain in the cafe until 11:44-11:48 a.m.)

1:28-1:32 p.m. for 6th and 8th Grade and 1:32-1:36 p.m. for 7th Grade
Due to the guidelines imposed by the Lincoln County Health Department the following expectations will be followed:

**Symptoms Expectations for Students/Staff Non-Confirmed COVID-19:**
Student/Staff will be excluded from school if a student or staff member exhibits: One of the following symptoms: new or worsening cough, shortness of Breath or difficulty breathing, OR at least two of the following symptoms: fever, chills, rigors, myalgia, headache, sore throat, and new olfactory and taste disorders. Students/Staff who meet these criteria and are not cleared by a healthcare provider can return to school after:
- 72 hours with no fever (with no fever reducing medication), AND
- Improvement in symptoms, AND
- 10 days since symptoms first appeared

**Diagnoses Expectation for Students/Staff Confirmed COVID-19:**
If a student/staff member is determined to be a COVID-19 case by their Healthcare provider or local public health agency and have symptoms, they can be around others after:
- 72 hours with no fever (with no fever reducing medication), AND
- Improvement in symptoms, AND
- 10 days since symptoms first appeared, OR
- 2 negative test results at least 24 hours apart

If a student or staff member is determined to be a COVID-19 case by their Healthcare provider or local public health agency and do NOT have symptoms, they can be around others after:
- 10 days since the individual was tested

If a student or staff member is tested for COVID-19 at the recommendation of a Healthcare provider and is waiting on results, they should be excluded from school Until results are received and they have completed.

Students/Staff will be required to provide a note of release from quarantine or isolation in order to return to school after identifying as a probable or confirmed COVID-19 case.
Office Staff Information for Winfield Middle School:

- Principal: Jeremy Davidson
  - Contact Information
    - School Office Number: 636-668-8001 ext. 116
    - School Email: jeremydavidson@winfieldriv.us

- Counselor: Patricia Mix
  - Contact Information
    - School Office Number: 636-668-8001 ext. 203
    - School Email: patriciamix@winfieldriv.us

- Administrative Assistant: Noriann Berry
  - Contact Information
    - School Office Number: 636-668-8001 ext. 103
    - School Email: noriannberry@winfieldriv.us