

## **Kulshan Middle School STUDENT HANDBOOK 2020-2021**

*With this health crisis in society taking place, the following policies will be adopted to preserve a healthy and safe learning environment for students and faculty here at Kulshan. In the event students refuse to follow these measures, they may be immediately returned to the virtual learning environment, and their return to in-person learning would be determined after a re-entry meeting could take place.*

### **Key Reminders for Students**

We believe that all students are capable of following guidelines, and we will train students to follow them. Here are the big things to remember for students:

- Keep masks on the whole time you're on campus with the exception of eating lunch.
- Keep a six-foot distance when in class and keep a bubble when walking down the hall. We can't physically contact any other students or adults. Keep a six-foot distance when playing outside.
- Go directly to your classes or designated areas and don't congregate with others.
- Come to school with fully charged laptops and charging cords.
- Follow all directions given by adults, as well as all signs such as maximum capacity signs at bathrooms.
- Wash or sanitize hands upon entering every class, as well as before and after eating.

### **Checklist: What to Bring to School Daily**

- Wear a clean, tight-fitting mask, and bring a backup mask if possible. No bandanas or buffs.
- School computer
- Computer charging cord
- Coat (buses will be breezy and will have outside time during lunch and PE)
- If you have your own headphones, you are welcome to bring those
- Backpacks and water bottles welcomed

### **Masks**

*The usage of face masks has proven to be successful in stopping the transmission of the virus. In order to preserve the health of our faculty and students, please adhere to the following:*

- Students will be required to wear masks at ALL times in the building with only the exception of eating breakfast/lunch in designated areas. (When eating students will be socially distant by either eating in marked zones 6 feet apart, or eating outside six feet apart).
- In the event a child takes/keeps off their mask and is sent home, arrangements will be made for the student to walk/be picked up in an expedient manner. Students will NOT be allowed to stay in the building when mask violations have willfully or repeatedly taken place; this is a safety hazard. If this behavior continues, disciplinary action will be taken and an alternative learning plan may be enforced.
- Students walking to school must wear a mask once on school property;
- Students being driven to school must wear a mask before leaving the vehicle;
- Students taking the bus must wear masks upon entering the bus and must not take

the mask off until completely off the bus in the afternoon;

- Students who refuse to keep on their mask during the day, OTHER than the socially distanced eating times, may be sent home for the day. If the behavior continues, disciplinary action will be taken, including suspension from in person learning;
- Students who enter the building without a mask will be given one, but parents are expected to provide clean masks for students every day. If you are having difficulty supplying a mask for your child each day, please contact the school;
- If students are having breathing problems at any time while wearing a mask, they must tell an adult immediately.

### **Social Distancing**

*The practice of social distancing has been widely accepted as a preventative measure during Covid-19. In order to preserve the health of our faculty and students, please adhere to the following:*

- Students will not be permitted to congregate/gather in large groups at any point during the day;
- Students will keep a socially-distanced presence when speaking to other teachers/students/staff throughout the school day as much as physically possible;
- Students will not be permitted to enter the school building until 9:00 a.m. and must exit the building at the end of the day 2:30 p.m.
- Upon entering the school building students must go *directly* to their Homeroom class, no congregating will be allowed in the building. Students will sanitize hands when they walk into class and teachers will take temperatures (pending district-wide decision).
- Students must go to their Homeroom class when they enter the building. Students may request permission to use the bathroom or eat breakfast in the commons after entering Homeroom. Students arriving to school before 9:00 must remain outside and socially distant;
- Students will practice social distancing at all times.

### **Pick-up and Drop-off**

- Parents, please drop off your students in the lower parking area and follow the loop (take your first right and loop counter-clockwise, dropping students off at the stairs closest the building).
- Students will enter the building through the main entrance.
- At or just before 2:30, students not riding the bus or walking/biking will be released to wait for parents to pick them up at 6-foot distances from each other. Students will wait above the stairs going down to the pick-up loop (same place where students are dropped off in the morning)
- Walkers and bikers will leave campus right away at 2:30.

### **Procedures for Entering the School and Classrooms**

- When students **enter the school**, they will go through the main entrance and then report directly to Homeroom. Students will use the hand sanitizer when they enter the building and when they enter

class. Students will wait behind classmates at a six-foot distance before entering class. Students will sit in their assigned seat and stay in their seats unless directed otherwise by teachers.

- Homeroom teachers will take student temperatures. We advise teachers to wear face shields and/or KN-95 masks when taking temperatures. Here is a quick guide to appropriate masks for each task: [Which Mask for the Task?](#) If any temperatures register above 100 degrees, teachers will send students to the screening room.
- If students come to school after 9:15, office personnel will take temperatures and direct students to fill out the health attestation before students go to Homeroom.
- After students take their seats, they will fill out the Daily Health Attestation. If students answer “yes” to either of the questions they will inform their teacher and go directly to the Screening Room in the office.
- Students may request to use the restroom or go to breakfast after filling out the Health Attestation in Homeroom. Students will return to class immediately after using the restroom or eating breakfast (please see section on eating/drinking and bathroom usage).
- Students will sanitize hands as they enter every classroom.
- Students will not eat or drink in classrooms, or remove masks in any classroom.

### **Hallway Directions/Traffic Flow**

*The practice of minimizing traffic flow has been widely accepted as a preventative measure during COVID-19. In order to preserve the health of our faculty and students, please adhere to the following:*

- Students will be instructed on maintaining social distancing while in the hallways and common areas in the building;
- Students will move directly from one class to another.
- If a student needs to use the restroom they must check in with a teacher during class time.
- Students are not to be out of their classroom without teacher permission;
- There will be signs and markings throughout the school building to help with social distancing and direction of movement;
- There will be monitors in the hallways as well as posters and floor markings to remind students to practice social distancing.
- When students need to move to portables, there will be one door out to portables and a separate entrance back into the building. Students will be trained on which doors to access.

### **Classroom Seating**

- Students in classrooms should adhere to seating charts. Seating charts should remain in place for entire quarters. This will help with contact tracing.
- We encourage teachers to use areas outside of classrooms and outside when possible to spread students out. The safest environments are always outside.

### **Classroom Checklist**

Each class will be equipped with the following:

- Cleaning wipes
- Spray bottle/cleaner & paper towels
- Hand sanitizer
- Gloves and extra masks for teachers (to have on hand if needed)
- Extra masks for students, if needed
- Safety List of how we're keeping the building compliant and SAFE!

Extra supplies will be kept in the staff work room.

**Procedures for student who is sick with any COVID symptoms** Send student to the office. Email **KMS Office** or call main office to report student coming. We will keep the student in screening room (101A) until a parent picks up the student. Potential symptoms include:

- Fever (100.4 degrees) or chills
- Cough
- Recent loss of taste and/or smell
- Shortness of Breath
- Fatigue
- Headache
- Muscle or body aches
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- In collaboration with school nurse and COVID safety team, we will determine if we need to send the student home and how long student would need to stay home. We are also working to secure onsite COVID testing for students that we could administer before the student leaves.

**Procedures for supporting Students who are injured or sick with non-COVID symptoms**

- Students who are injured or sick with non-COVID symptoms will report to Student Services to receive support.

**Procedures for Behavior or Safety Concerns**

- Failure to wear masks or Failure to keep social distancing: The teacher will first remind students of the need to keep masks over noses and mouths and to keep masks on while at school. Teachers will remind students to stay socially distanced in class. Remember, we are teaching students to use these skills.
- **Teacher Protocols for Addressing Mask Wearing or social distancing issues:**
  1. Teachers will remind students about the issue and teach students the correct behavior. If necessary, give the student a new mask or send them to the screening room and have them change masks outside the classroom.
  2. If this happens a second time in class, teachers will tell the student that this is their second reminder and the next time they will need to see an administrator. (Please note: If this is repeated behavior that has occurred before, students do not need multiple reminders).
  3. If the same behaviors are repeated a third time during a class, or if students have exhibited the same behaviors previously, teachers will have the student stand outside their room and email **KMS Office**.
  4. An administrator will meet the student outside the teacher door and work with the student in Room 202. Administration will determine next steps.

## **Procedures for Sharing Equipment in Class**

- Students will sanitize or wash hands before and after using shared equipment.
- If students are sharing equipment in class that can be wiped down, teachers will give students cleaning wipes (in classroom kits) so that students can wipe them before another student uses that equipment.
- If students are sharing PE equipment or recess equipment, staff will rotate out that equipment to the extent possible to minimize the amount of hands that touch that equipment in a short period of time.

## **Lunches** (procedures subject to change pending learned experiences)

In order to minimize cross-grade contact and bottlenecks, students will move through lunch with the following guidelines:

**6<sup>th</sup> Grade:** 11:10-11:50. Students will take backpacks to their second core academic class before going to the commons. Students will sit in their seats and charge computers if necessary. Teachers in the second core academic class will dismiss students individually to lunch after they have plugged computers into power strips and are seated. Students will sanitize hands on their way out of the classroom. *Teams may alternate on releasing students to lunch 2-3 minutes early.* All students must go outside by 11:40. Students will be directed back to the building at 11:50. Students will re-enter the building from the blacktop, around the back of the 200 hall by the portables. Zimmerman and Howard's second core academic students will go directly to the portables, Donner and Han's students will enter at stage entrance, Johnson and Ingersoll's students will use entrance between their rooms. Butcher, Frimml, and Lupo's students will enter through end of 200 hallway.

**7<sup>th</sup> grade:** 11:50-12:30. All students coming from Enrichment will go to Team Time at 11:50. Homeroom teachers will release students one at a time to lunch.. All students must go outside by 12:20. Students will be directed back into the building at 12:30. All students will return to Homeroom after lunch before being released for enrichment. Students going to Ms. Mueller's class may enter through her back entrance. Students going to Cosgrove and Schoolcraft will enter through the stage entrance. All other students will re-enter the building through the 300 hall entrance near the blacktop.

**8<sup>th</sup> grade:** 12:30-1:10. Students will take backpacks to their second core academic class before heading to the commons. Students will sit in their seats and charge computers if necessary. Teachers in the second core academic class will dismiss students individually to lunch after they have plugged computers into power strips and are seated. Students will sanitize hands on their way out of the classroom. Students will be directed back to the building at 1:10. Students will re-enter the building through the commons entrance nearest the gym.

## **Lunch Guidance for All Grades**

- Students will receive guidance from teachers on how to transition to lunch. We may have lunch release times that vary by class in order to keep from overcrowding in hallways.
- Students will wash or sanitize hands before and after eating. Students will wash or sanitize hands before leaving class to go to lunch. Students will wash or sanitize after eating. There will be multiple hand sanitizing stations in the commons.
- Chairs will be set on stickers throughout the commons and outside, exiting toward the gym. Students may choose to sit in a chair but may not move the chair from the sticker. We have 108

spots to sit in the commons, 21 spots in the covered area on the way out to the gym, and 40 on the circles in the courtyard. All spots are marked with stickers.

- Our school will provide lunches at no cost. The lunches will be grab and go.
- Students may only remove masks to eat. When students finish eating they will put masks back on. Students will keep masks on when outside.
- After eating, students will dispose of all materials in properly marked receptacles (compost, garbage, recycling). Students must take personal lunch containers with them after lunch; do not leave them in the commons. We recommend marking lunch containers with student names.
- Students will go outside after eating. Students may check out recess equipment.
- When playing a sport such as basketball or soccer, students must maintain six-foot distance. Students may practice shooting, passing, etc., as opposed to playing a normal competitive game given the distancing rules. There is no physical contact allowed with other students, including tagging.
- When students return from lunch, they will go directly to their next class.

### **Dismissal at 2:30**

- **Bus Riders:** Students will be dismissed at the end of the day when their bus arrives. They must directly leave their classroom and get on the bus. We will announce **bus numbers** on the intercom, and students are released from class when they hear then numbers. **Bus riders** must wait in class until their bus number is called and then exit the building through the main entrance, unless other exits are noted below.
- **Walkers, Bikers, and Students being picked up:** At staggered times close to 2:30, students being picked up, walking, or biking will leave their classroom and immediately go to their vehicle or leave campus. They will wait close to the stairs by the pick-up loop, socially distanced, until their vehicle arrives. We will follow this staggered exit plan for students who **are walking, biking, or being picked up:**
  - **Frimml, Ingersoll:** at 2:26 release your walkers/bikers and kids being picked up. Students walking or biking exit the building through the south 200 door (between Johnson/Ingersoll). Students being picked up exit through the north 200 exit door (between Lupo and Han/Mead classrooms).
  - **Johnson, Lupo:** at 2:28 release your walkers/bikers and kids being picked up. Students walking or biking exit the building through the south 200 door (between Johnson/Ingersoll). Students being picked up exit through the north 200 exit door (between Lupo and Han/Mead classrooms).
  - **Donner:** at 2:28 release your walker/bikers through the south 200 door. Release students being picked up through the main entrance.
  - **Zimmerman, Howard:** at 2:28 release your students being picked up through the stage entrance to the building and then out through the main entrance. Release bikers/walkers directly outside to walk or bike.
  - **Han, Butcher:** At 2:30 release your walkers/bikers and kids being picked up. Students walking or biking exit the building through the south 200 door (between Johnson/Ingersoll). Students being picked up exit through the north 200 exit door (between Lupo and Han/Mead classrooms)
  - **Enrichment Teachers:** At 2:30 release your walkers/bikers and students being picked up through the main entrance

- **Cosgrove, Schoolcraft, Lester, Berreth, Henry, Mueller:** At 2:26 release your walkers/bikers and students being picked up through the main entrance
- **Capper, Shepherd:** At 2:28 release your walkers/bikers through the south 300 exit and students being picked up through the main entrance
- **Bennett, Malkovich:** At 2:30 release your walkers/bikers through your back doors and students being picked up through the main entrance.
- **Vaughan, Fischer:** At 2:26 release your walkers/bikers and students being picked up through the north100 entrance. Bus riders will also use the north 100 entrance.
- **Thran, MacLeod:** At 2:28 release your walkers/bikers and students being picked up through the north 100 entrance. Bus riders will also use the north 100 entrance.
- **Adams, Reardon:** At 2:30 release your walkers/bikers and students being picked up around the 100 wing (outside next to garden). Bus riders will also go outside the 100 wing to catch their bus.
- **Theilemann:** Release your students according to their transportation needs.

### **Hygiene/Hand-washing and Sanitizing**

*The practice of frequent hand-washing and sanitizing has been widely accepted as a preventative measure during Covid-19. In order to preserve the health of our faculty and students, please adhere to the following:*

- Students will be encouraged to frequently wash hands/use hand sanitizer when entering the building for the day, before/after eating, and at various points during the day;
- Students will sanitize their hands upon entering every room. If sharing equipment in a classroom, students will sanitize before and after usage;
- Throughout the building there will be hand sanitizing stations;
- Each classroom will be supplied with a bottle of CDC-approved sanitizer and cloths or wipes that the teacher and students will use during the day;
- Teachers and office staff will arrange their desks and work areas in a manner to assist with the nightly sanitizing of those surfaces. Computer keyboards and other accessories will be placed in an accessible location and laptops will be closed to allow for exterior sanitizing;
- Teachers and students will establish classroom protocols to wipe down desks and tabletops, and other shared equipment, in between classes and throughout the day.

### **Eating/Drinking**

*We will be running three lunch shifts to keep our cafeteria numbers to a minimum. Students may eat in designated areas outside, and in the common space near the cafeteria. There will be supervision and students must always maintain social distancing. In order to preserve the health of our faculty and students, please adhere to the following:*

- Students will be encouraged to frequently wash hands/use hand sanitizer when entering the building for the day, before/after eating, and at various points during the day;
- Students will be socially distanced in the cafeteria by zones;
- Individual tables will be sanitized between all lunch shifts;

- Students will only be allowed to take off their mask while sitting and eating;
- Outdoor seating to enhance social distancing will be available weather permitting. If eating outdoors, students must maintain 6 ft. distancing when eating with a mask off;
- Students may use the commons restroom with adult permission, following distanced guidelines.

### **Bathroom usage**

*In order to preserve the health of our faculty and students, please adhere to the following:*

- Bathrooms will be limited to 1-3 occupants at a time to maximize social distancing requirements. Read the maximum capacity signs outside the bathroom.
- If you enter a bathroom and it is already at capacity, return outside and wait in front of bathroom until someone exits. If someone is already waiting at the bathroom, find a different bathroom or return to class.
- Bathroom stalls available to students will be clearly marked;
- When given permission to use the restroom, a student must go directly there and return to class immediately after use;
- Bathrooms will be cleaned regularly the custodial/maintenance staff;
- Only one student per class may use the bathroom at any given time.

### **Health/Coronavirus Policy (for caretakers at home):**

1. Each morning, students/parents will perform a self-assessment for COVID symptoms including fever, body aches, cough, difficulty breathing, headache, runny nose, nasal congestion, change in taste or smell, and fatigue. If a child has a symptom, they will stay home and notify the school- 360-676-4886.
2. If a child experiences any symptom of COVID, the parent/guardian will contact the school nurse to report, and in order to return to school, bring a negative test or stay home 10 days after symptom onset if they do not test.
3. If a family member of a child or a child has been exposed to anyone with a diagnosed case of COVID, the parent/guardian will keep the child home and contact the school, 360-676-4886.
4. In the event a child experiences any symptom of COVID at school, the parent/guardian will have made arrangements for the child to be picked up at school in an expedient manner. Until the parent or designee comes to get the child, the student will be quarantined in a designated isolation room.
5. Parents/guardians will provide children with masks for school. Each child will wear a mask on the bus if that is how they are transported to school. Fabric masks will be washed at home regularly. Any family having difficulty supplying a mask should contact administration.

6. Parents/guardians will have each child's temperature taken at home every morning before school. If a child has a temperature greater **than 100.4 F**, the parent/guardian will keep the child home and contact their physician and the school, 360-647-6878.

### **How does contact tracing work at the middle school?**

If a student or staff member has a positive COVID test, our district COVID team (in partnership with the Whatcom County Health Department/ WCHD) begins the contact tracing process. They identify all people who are considered "close contacts" (i.e. people who have spent at least 15 minutes within 6 feet of the person who tested positive). All close contacts are quarantined at home for 14 days and receive daily texts from the WCHD. Close contacts are encouraged to get COVID tested. If a close contact tests positive, they isolate for 10 days since symptom onset AND 24 hours after fever resolves without use of fever-reducing medications AND symptoms have improved. Negative test results do not change the return date to school. Secondary contacts (close contacts of close contacts) are not tracked. The original person who tested positive for COVID is also quarantined for 14 days and can return to school/ work after receiving a negative COVID test. All confirmed cases requiring contact tracing are [listed on our BPS District Dashboard](#).

### **Technology Usage and Protocols**

*All students will be provided with a laptop for school/home use for distance learning so please adhere to the following:*

- Students are reminded that devices and email addresses through [bellingshamschools.org](http://bellingshamschools.org) are property of The Bellingham School District;
- Students must come to school with their laptop fully charged each day.
- Students must come to school with charging cords every day.
- Students must bring school-issued or personal headphones each day.
- Whether at home or in the school building, students must follow Bellingham Public Schools technology policies.
- **\*\*Students need to be aware that whether on campus or working remotely at home or anywhere else that they are subject to adherence to Bellingham Public School policies, rules, and regulations and may be subject to disciplinary action.\*\***

### **Lockers and Locker Rooms**

- Students will not use lockers. Students may bring backpacks to class. Phones must remain in backpacks and silenced from 9:15-2:30.
- Students will not use locker rooms to change during PE. Students may use the PE restrooms by following the capacity guidelines for the bathrooms.

### **Phones**

- Students must keep phones off and put away in backpacks or bags during the school day, including lunch. When students enter their first classrooms, they will turn off and put away their phones until dismissal at 2:30.
- If students have phones out during the day, the following will happen:
  1. The first time, students will have a warning.
  2. The second time, students will keep their phones in the office and pick them up at the end of the day.
  3. The third time, parents/guardians will need to pick up the phone from school.

### **How can parents contact students during the day?**

Students will not have use of their cell phones during the school day. If you need to contact your child or your child needs to contact you, you can do the following:

1. You and your child can use email. Your student will have access to Outlook.
2. You can call our school at 676-4886 and we can relay messages to your child.
3. Your child can call you from our office.

### **How do I know my child's bus route?**

Transportation is working on bus routes, based on the eligible rider form that was emailed to **sixth grade** families last week. Families of seventh and eighth graders will be emailed the eligible rider form soon.

Families can check our [transportation webpage](#) and click on “Infofinder Bus Route Locator” for the most current bus stop locations and times. Please double-check your bus stops, routes, and/or times, as they may have changed since last year. We recommend families check routes online frequently as additional grades start back to in person learning, and again just before the first day of school. If you have questions about your child's route, please email [Edward.Price@bellingshamschools.org](mailto:Edward.Price@bellingshamschools.org).