



**Planning Template for Staff Return/Student Retrieval of Items (January 2021)**

**School Name:** Brown Middle School

**Principal:** **Tiauna Crooms**

Areas to Include	Key Considerations	School Plans
<p><b>Dates/Days of the Week/Times</b></p>	<p>Middle School Return to Learn &amp; Technology Needs (Students)</p> <p><b>Hybrid Bell Schedule 2/16/21:</b>  <a href="#">Hybrid Bell Schedule FY 21.docx (1).pdf</a></p>	<ul style="list-style-type: none"> <li>• Middle Schools are scheduled to return for in person learning on <b>February 16, 2021.</b></li> <li>• Middle School Hours of Operation: <b>9:05 am - 4:05 pm.</b></li> <li>• Revised School Schedule will begin on <b>February 16, 2021.</b> (See attached.)</li> <li>• Technology Distribution Days are scheduled as needed. Parents are contacted by the Technology Team with appointment date &amp; time. Teachers &amp; Support Staff should utilize APS Waitlist Link to report technology needs.</li> </ul> <p><b><a href="#">APS Student Device Waiting List:</a></b>  <a href="#">APS Student Device Waiting List</a></p>

**Updated 2/8/21**

<b>Social Distancing</b>	Determine the cap of 25% of your campus capacity for staff/students/families being in the building.	<ul style="list-style-type: none"> <li>● Maximum number of faculty and staff in the building, 70 people.</li> <li>● Maximum number of students allowed, no more than 100 people</li> <li>● Total Maximum number of individuals at any time is 250 people.</li> </ul>
<b>Addressing Staff Needs (personal and instructional)</b>	Include plans for addressing the needs of staff who have underlying health conditions, staff at-risk due to age or other conditions or those who otherwise cannot report to the building due to other concerns (i.e. lack of childcare, other). Ensure that no staff is made to feel like there will be penalties for being in a high-risk group. <b>This section also addresses staff instructional needs.</b>	<ul style="list-style-type: none"> <li>● If any member of BMS staff has an underlying health condition that prohibits them from coming to work, they must contact APS Human Resources/Risk Management for guidance. <ul style="list-style-type: none"> <li>• Obtain current documentation of your reason for telework or leave from a medical professional or other relevant authority. For the employee's own health condition, this would be a recent doctor's note that reflects that the employee is unable to work in person on or after January 19, 2021, due to increased risk of COVID-19 and lists the medical condition(s). Documentation related to quarantine requirements may include emails or screenshots of COVID-19 test results within the past 14 days from a doctor's office or testing facility. Employees may re-submit previously submitted documents if they are still current and relevant (not expired.)</li> <li>• Submit an online request form for telework or leave to Human Resources as soon as possible, but no later than Monday, January 4, 2021. Supporting documents must be included with the online form. Click here for further instructions about completing the form.</li> </ul> </li> <li>● If any staff member has children and is unable to get childcare, please contact the Principal or Assistant Principal for guidance. Unfortunately, staff children will not be allowed in the building during pre-planning.</li> </ul>

	<p><b>Instruction:</b></p>	<ul style="list-style-type: none"><li>• Quality Care for Children and PAACT: Promise ALL Atlanta Children Thrive, now provide a hotline that APS teachers can use to help find options for child care. Quality Care for Children provides referrals to parents seeking Georgia Childcare, after-school programs, Georgia PreK, Early/Head Start, and summer camps.</li><li>• Just call 470-426-2610 to explore your childcare options. Identify yourself as an APS staff member, and ask for Anna Buchman! Also, you can visit <a href="http://www.qualityrated.org">www.qualityrated.org</a> to search options online. We also encourage you to see if you qualify for a SOLVE grant by visiting the Georgia Department of Early Care and Learning online.</li></ul> <ul style="list-style-type: none"><li>• Each teacher will be provided with a Flex Camera to assist with facilitation of asynchronous instruction.</li><li>• Classrooms will be provided with power strips to allow students to charge their devices (limiting movement).</li><li>• Carts will be provided for Connection Teachers who are rotating to cover classes during Lunch and Planning Periods.</li></ul>
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<b>Access Points for Building Entry</b>	Teachers will enter the building through the main entrance. All other entrances will be locked.	<p><b>Staff Entry – January 19, 2021 – May 26, 2021</b></p> <ol style="list-style-type: none"><li>1. All staff members will enter the building through the door closest to the nurse’s station from 7:30-8:30. If they arrive after 8:30 they will enter via the main entrance.</li><li>2. Upon entering the building, all staff members will have their temperature checked by Nurse Brown, Ms. McGhee or designated staff. Nurse Brown will move to assist student check in w/ Erica Thomas @ 8:35. They will remain until the last bus arrives.</li><li>3. No more than 3 staff members inclusive of Nurse Brown, Ms. McGhee or the designee will be allowed in the lobby area.</li><li>4. Staff is to remain outside 6ft from each other. Markings for appropriate social distancing are indicated.</li><li>5. After each staff member is cleared by Nurse Brown or designee, he/she will receive a mask and pair of gloves. Staff members are asked to wear their mask when interacting with each other. Face shields are available for any staff member who requests one.</li><li>6. No more than 3 individuals may be in the main office simultaneously.</li></ol> <p><b>Visitor Entry (Drivers and Non-Drivers – Main Office)</b></p> <ol style="list-style-type: none"><li>1. Visitors will ring the school bell and be greeted via intercom by staff.</li><li>2. Staff members will provide assistance: receiving and distributing documents &amp; items as needed.</li></ol> <p><b>Students’ Entry (General - Bus Riders, Walkers &amp; Car Riders)</b></p> <ol style="list-style-type: none"><li>1. Students will enter through the cafeteria bus lane. They will have a temperature check by designated staff. Students will utilize hand sanitizing stations prior to moving to class. Social Distancing protocols will be followed.</li></ol>
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		<p>2. Students with temperatures will be housed in the Care Room until parents are contacted for pick-up.</p> <p><b>Students' Entry (Special Transportation - Bus Riders, Walkers &amp; Car Riders)</b></p> <p>3. Students will enter through Beecher Street entry. They will have a temperature check by designated staff. Students will utilize hand sanitizing stations prior to moving to class. Social Distancing protocols will be followed.</p> <p>4. Students with temperatures will be housed in the Care Room (Sensory Room) until parents are contacted for pick-up.</p>
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<b>Student Requirements</b>	Expectations for students upon returning for in person learning.	<ol style="list-style-type: none"><li>1. Students will be highly encouraged to wear school uniforms.<ul style="list-style-type: none"><li>○ 6th grade- Grey/White</li><li>○ 7th Grade- Royal Blue</li><li>○ 8th Grade- Navy</li></ul></li><li>2. Students will be provided with a drawstring backpack to transport their computer, cord, writing utensil and paper.</li><li>3. Students should bring a personal water bottle to school already filled. Opportunity for re-fills may be limited.</li></ol>
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<b>Communication Plan</b>	<p>Schools should include plans to send/post letters for families to review explaining the return/retrieval process.</p>	<ul style="list-style-type: none"> <li>● BMS will continue to follow Brown Middle School communication protocol to reach all stakeholders which includes, but not limited to the following: <ul style="list-style-type: none"> <li>○ Social Media Outlets: Twitter, Instagram, Facebook, school website, calling post, text blasts, school voicemail, and school marquee. Back to school letters will be sent via postal service and email.</li> </ul> </li> <li>● BMS will monitor stakeholder's responses through the following: <ul style="list-style-type: none"> <li>○ Social Media: APS Let's TALK, and Direct Messaging (twitter, IG, and school website google.doc link, Remind App)</li> </ul> </li> <li>● Please note: BMS Communication Liaison will assist to ensure all communication outlets has been transmitted with fidelity</li> </ul>
<b>SEL, Asynchronous Learning, Intervention Block</b>		<p>Students will utilize Wednesday morning to participate virtually in SEL with staff and school partners. It will include but is not limited to academic support, mentoring programs, small group sessions etc. (Connections teachers, Holts, Powell, Richardson will support from (9:00-10:00). Morehouse HJ Russell Leadership will meet from 11:00-12:00 Powell/Porter will support</p> <ol style="list-style-type: none"> <li>1. SEL will be held for one hour.</li> <li>2. Partners will support with small groups via SEL links</li> <li>3. A list of students participating in the small groups will be sent to the facilitators</li> <li>4. Breakout rooms will be created for the partners. Facilitators will make certain the security setting are removed for the partners to be able to participate</li> </ol>

		<p><b>Intervention Block (8th Grade Schedule) Regardless to Tier</b></p> <p>Mondays Core 1</p> <p>Tuesdays Core 2</p> <p>Thursday Core 3</p> <p>Friday Core 4</p> <p><b>Intervention Block (6th/7th Grade Schedule) Regardless to Tier</b></p> <p>Mondays ELA</p> <p>Tuesday Math</p> <p>Thursday ELA</p> <p>Friday Math</p> <p><b>Ms. Sims - Coach Parker</b></p> <p><b>Mr. Whitaker - Mr. Scott</b></p> <p><b>Ms. Troy - Coach Jones</b></p> <p><b>Ms. Douglas- Ms. Ward</b></p> <p><b>Ms. Santiago- Ms. Echols</b></p> <p><b>Mr. Dunston- Mr. Crowder</b></p> <p><b>Ms. Combs: Support REP students on all grade levels.</b></p>
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**Student COVID-19 Protocols, Transition / Movement**

PPE, Screening, Arrival, Bathroom Breaks, Class Rotations, Breakfast and Lunch, Dismissal

**[CDC Resource Links:](#)**

**[HOW DO I SET UP MY CLASSROOM? A quick guide for teachers](#)**

**[How Do I Set Up My Classroom?](#)**

**[A Student is Showing Signs of COVID-19 in My Classroom:](#)**

**[A Student is Showing Signs of COVID-19 in My Classroom: What Do I Do?](#)**

**[CDC Videos For Students/School Settings:](#)**

**[CDC Videos for Students/Schools](#)**

**[COVID-19 Protocols](#)**

1. Upon returning to the building students will view COVID safety protocol videos from the Center for Disease Control. Teachers will view videos in their classroom with students.
2. Posters will be posted around the building with information regarding appropriate COVID safety protocols.
3. Each grade level will create a transition plan to address: bathroom, sanitizing and brain breaks as well as seating charts for students.
4. Students will be provided storage bags to place headsets & pencils. Bags will be labeled with the student's name and kept in the classroom. Bags will remain at the student's desk.

**[Cleaning Protocols](#)**

1. Custodians will clean & sanitize grade level restrooms each hour, starting at 9:05 a.m. Custodians will initial on the checklist at the time of cleaning.  
6th Grade Floor - Barnett,  
7th Grade Floor - Perriman,  
8th Grade Floor - Fambro
2. Only the bathrooms on each grade level and Autism Unit will be utilized.
3. Custodians will clean offices on their respective grade levels. 6th Grade Floor - Barnett, 7th Grade Floor - Perriman, 8th Grade Floor - Fambro

**[Use the link below for any room issues.](#)**

**[Room Issue Reporting Form](#)**

**[Protective Equipment](#)**

1. Brown Middle School will provide constant support to students and

		<p>staff to facilitate hand washing and sanitizing. The district has provided protective equipment for the CARE room and to disinfect the classrooms</p> <ol style="list-style-type: none"> <li>2. Face Coverings and Masks Employees, students, and visitors must wear an appropriate mask or face covering while inside the building, on APS transportation, and within &lt; 6 ft. of another person outdoors. Face coverings are particularly important during talking, movement/physical activity, coughing and sneezing.</li> <li>3. APS will provide two cloth masks to all employees and students and disposable surgical-grade masks are available as needed. We will share information about appropriate mask-wearing techniques. Backup, high quality masks will be readily offered to students and visitors who arrive at the building without one, and schools will assist families with masks if they have any difficulty securing them.</li> <li>4. Face shields will be available to those employees working with students/individuals for whom viewing facial expressions is especially important (disabilities).</li> <li>5. Mask breaks will be provided during meals. Lunch will be eaten in classrooms</li> <li>6. Students who are non-compliant with the mask mandate will be removed from the instructional environment and parental contact made by an administrator or counselor.</li> </ol> <p><b><u>Arrival/Check: (Dr. Smith, Ms. Glover, Nurse Brown, Ms. Combs, Coach Jones, Mr. Crowder, Ms. Ward, Mr. Scott, Ms. Echols, Mr. Richardson, Ms. E. Thomas, Mr. Powell, Mr. Coxton, Mr. Anderson, Ms. Keller, Ms. Fitzhugh, Ms. V. Robinson, Ms. M. Robinson, Ms. Porter &amp; Ms. Leverette)</u></b></p> <ol style="list-style-type: none"> <li>1. Ms. K. Brown will print daily COVID rosters for students' check-in. Ms. K. Brown will give the roster to the check-in team (Ms. Combs, Ms. Echols, or Ms. Ward).</li> <li>1. Students will enter the building through the cafeteria bus lane, on the boys' check-in side. Markers will be placed on the outside for social distancing. The check-in team will check students' bags and temperature as they enter the building.</li> <li>2. Students with temperatures at 100.4 degrees or above at check-in will be housed on the other side of the cafeteria until</li> </ol>
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parents are contacted for pick-up. **If parents do not pick up students, students will be escorted to the auditorium.**

**3. Use the link below for any room issues.**

[Room Issue Reporting Form](#)

**Care Room**

1. The Brown Middle School Care room will be housed in the **Auditorium**. In the event a student becomes sick while at school they will be moved to the care room. Parents will be called by the school nurse and be required to pick up their child immediately. Students who may be symptomatic (fever, dizziness, vomiting, ect.) will be able to return to school when they receive clearance from the school nurse.

**Bathroom Breaks**

1. Students will have scheduled restroom breaks by class. See grade level transition schedule
2. Social Distancing protocols will be followed.
3. Grade Level Support Staff will monitor.
4. Hand sanitizing stations will be at all bathroom, classrooms and cafeteria entrances.

**Class Rotations**

1. Students will remain in their homeroom/support class to limit student movement.
2. Students will have a "Brain Break" scheduled by class/grade level.
3. Connections teachers will support classes during the connection period. (See attached)
4. If needed, custodians will sanitize designated areas.

	<p><b><u>Assignments for Connections by Grade Level:</u></b> <a href="#">Assignments for Connections by Grade Level</a> <b><u>Breakfast &amp; Lunch Distribution:</u></b> <a href="#">Breakfast Lunch Distribution.pdf</a> <b><u>Assignments for Lunch Grade Level</u></b> <a href="#">Assignments for Lunch By Grade Level</a></p>	<p><b><u>*Breakfast and Lunch</u></b></p> <ol style="list-style-type: none"><li>1. BMS meal schedule will allow students to eat as a class in their classroom or designated area</li><li>2. Paraprofessionals/Designated Staff (See attached schedule) will deliver breakfast/ lunch to the classroom. Lunch procedures are as follows:<ul style="list-style-type: none"><li>• Breakfast will be delivered to classrooms each morning.</li><li>• Lunch period teachers will be given a roster daily to highlight students who are eating school lunch.</li><li>• Teachers will have duty free lunch. Connections teachers, support staff, and permanent subs will cover classes during 6th, 7th, and 8th grade lunch periods. Time is allocated for Connections teachers to have duty free lunch as well if coverage is sufficient. (See attached schedule)</li></ul></li></ol> <p><b><u>Assignments for Connections by Grade Level:</u></b> <a href="#">Assignments for Connections by Grade Level</a></p> <p><b><u>Breakfast &amp; Lunch Distribution:</u></b> <a href="#">Breakfast_Lunch Distribution.pdf</a></p> <p><b><u>Assignments for Lunch Grade Level</u></b> <a href="#">Assignments for Lunch By Grade Level</a></p> <ul style="list-style-type: none"><li>• Students will eat inside their classroom or designated area maintaining as much social distance as possible.</li><li>• Students will remove their masks while eating and put</li></ul>
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		<p>their masks back on one they are finished eating.</p> <ul style="list-style-type: none"><li>• Students will empty trash in trash bags located outside the classrooms.</li><li>• Custodians will retrieve bags from the hallways and clean following pick up.</li></ul> <p>3. Drinking fountains will be turned off. BMS will provide all students with a water bottle. Students should fill their bottles prior to coming to school. Please place your child's name and homeroom teacher on the bottle.</p> <p><b><u>Dismissal</u></b></p> <ol style="list-style-type: none"><li>1. Students will be dismissed by buses following Social Distance Protocols.</li><li>2. Students will remain in the classroom until their bus has been called.</li><li>3. Hall monitors will assist with student dismissal. To further assist with dismissal announcements, teachers will display a Google Doc that will be updated to inform students of bus arrivals/time for departure. Intercom announcements will also be a part of the dismissal process.</li></ol>
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<b>Student Re-entry (Assessing Student Needs)</b>	This section addresses procedures that will be followed for students who show signs of illness while on campus or on the school bus	In the event a student becomes sick while at school. They will be moved to the care room, located in the Auditorium. If students show illness on the school bus upon arriving at school, they will be moved to the care room.  Parents will be called to pick up their student immediately. Prior to returning to campus the one or all of the following will be required for a student to be able to return to school:  <ol style="list-style-type: none"><li>1. Students must present a COVID-19 negative test result</li><li>2. Students must have a temperature below 100.4 degrees.</li><li>3. Students removed from campus and suspected of having COVID-19 will be able to return to school when they receive clearance from the school nurse.</li></ol>
<b>National COVID -19 Guidelines for School Settings</b>	CDC Guidelines for school settings during COVID-19 will serve as reference for BMS school operations.	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html</a>