



**KENNETT**  
MIDDLE SCHOOL

***KMS Hybrid Model  
Student & Family Handbook***



***2020-2021 School Year***

# ***Hybrid Model Handbook***

## ***Table of Contents***

**Purpose:** During a routine school year, all KMS students receive a KCSD Parent/Student Handbook. This Hybrid Model Handbook is an extension of the standard KCSD Parent/Student Handbook.

Introduction - Page 2

Attendance - Page 2

Attending Classes Remotely When You Do Not Feel Well - Page 2

Bathroom Usage - Page 2

Building Departure - Page 2

Building Entry - Page 3

Choosing to Change to Remote Learning (KVA) from Hybrid - Page 3

Class Dismissal & Transitions - Page 3

Confirmed Cases of COVID-19 - Page 3

Distribution and Collection of Materials - Page 3

Desks in Classrooms and Cafeteria - Page 4

Discipline in the Hybrid Setting - Page 4

Drop Off of Materials - Page 4

Eating and Drinking in the Classroom - Page 4

Face Masks - Page 4

Hallway Usage - Page 4

Handwashing, Hand Sanitizing, and Sanitizing Personal Space - Page 4

Illness Mitigation Measures - Page 5

Lockers/Storage - Page 5

Lunches - Page 5

Making Up Assignments - Page 5

Movement within the Classroom - Page 5

Orientation to Safety Practices (Advisory) - Pages 5/6

Physical Distancing in the Classroom (What is Close Contact?) - Page 6

PRIDE Periods - Page 6

Protect Kennett Pledge - Page 6

Remember Two Things - Page 6

Sanitation and Hygiene - Page 6

Schedules/Calendars (Cohort Rotations, Bell Schedules and Calendar) - Page 6

Sending Students to Counseling Office and Nurse - Page 7

Sports & Locker Rooms - Page 7

Student Laptops - Page 7



## **Introduction**

This KMS Hybrid Model Student and Family Handbook serves as guidelines for our students who return to attending school in-person in the hybrid setting. Please remember that the three most significant measures to prevent the transmission of COVID-19 are **properly wearing face masks** at all times, **maintaining physical distancing** of at least 6 feet, and **diligent hand hygiene** (washing and sanitizing).

## **Attendance**

Attendance at school and classes is a compulsory state law. If a student misses school for any justifiable reason (such as a medical appointment), please let our Administrative Assistant in Attendance, Mrs. Staley, know by having your parents email her at [gstaley@kcsd.org](mailto:gstaley@kcsd.org) or call her at **610-268-5800**.

Students, please notify your teachers if you know that you will not be present in class. Try to be proactive and get your work/assignments in advance. Please note that you are responsible for all assignments you miss, so be sure to check Schoology and Skyward for what you have missed.

If you are absent, please have a parent send an email to Mrs. Staley or bring an absence note to the attendance window when you return.

In addition, if your absence is related to COVID-19, serious illness or injury, please have your parent(s)/guardian(s) contact Nurse Diane Shannon at [dshannon@kcsd.org](mailto:dshannon@kcsd.org) or **610-268-5874**.

## **Attending Classes Remotely When You Do Not Feel Well**

If you have any signs or symptoms of illness and you are supposed to attend school "in person", you may not physically come to school. You are required to stay home and access your learning synchronously through Schoology and Microsoft Teams.

If you have symptoms but feel well enough to complete your work, please have your parent/guardian contact the attendance office and your teachers to let them know you will be participating synchronously from home.

If you feel too ill to attend your classes online, please have your parent contact our Attendance Administrative Assistant (See Attendance above).

## **Bathroom Usage**

When students leave the classroom for the bathroom, they may not leave their designated area/wing. Students must use the closest restroom on the same floor that they are currently on. For instance, any students attending class in the C wing on the bottom floor must use the bathroom located on that floor of the C-Wing. The same applies to all other areas of the building. While in the bathroom, students must NOT congregate or linger.

When finished using the bathroom, please wash your hands for at least 20 seconds using soap and water.

## **Building Departure**

Upon leaving school at the end of the day, students must leave the campus immediately. Students may not congregate in the school building or in front of the school. Students remaining for clubs, activities and athletics must report directly to their assigned area and remain under the supervision of their advisors or coaches.

### **Building Entry**

If arriving by personal vehicle, students will enter school through the main entrance in the front of the school under the clock tower.

If arriving by school bus, students will enter in the rear of the building into their respective wings.

Students are to report immediately to their first period. The building will not be opened to students until 7:20 AM. Students arriving earlier must remain in the vehicle until 7:20 a.m. Students may not congregate or stand in groups and must report directly to class.

All students should be screened at home every day before coming to school. [Click here to access the KCSD Student Entrance Form](#). Please utilize this form daily. No electronic submission is required. More information about this form is available in the "Illness Mitigation Measures" later in this document.

### **Choosing to Change to Remote Learning (KVA) from Hybrid**

Students who have chosen the Hybrid Model may move to Remote Learning (KVA) at any time.

### **Class Dismissal & Transitions**

Teachers will dismiss students from class systematically. Students may not congregate at the door before dismissal. Students must adhere to physical distancing while traveling in the hallways, and they are to report immediately to their next class.

If a student arrives at their next class and that class is still dismissing, the student should wait to enter along the lockers and do his/her best to maintain distance between other students.

We ask that all students respect each other's personal spaces when traveling between classes. Students may not use the bathroom between classes except for emergencies.

### **Confirmed Cases of COVID-19**

If there is a confirmed case of COVID-19, the school nurse will assist the Chester County Health Department (CCHD) with Contact Tracing to identify possible Close Contacts in school (< 6 feet for > 15 minutes, regardless of wearing face masks). Individuals with symptoms of COVID-19 and those identified as a Close Contact of someone with COVID-19 will be sent home with instructions for further medical evaluation as needed, quarantine guidelines from the CCHD, and recommendations for COVID testing.

To protect confidentiality and follow HIPAA regulations, the District and CCHD will not disclose the name of the person with COVID-19 to staff, parents or students. A letter will be sent to parents as warranted and as directed by the CCHD.

### **Distribution and Collection of Materials**

Teachers will do their best to make assignments electronically submittable to discourage the distribution and collection of paper materials.

However, teachers are still able to distribute and collect materials.

Please reference the Sanitizing and Hygiene section of this handout for more information.

### **Desks in Classrooms and Cafeteria**

Students' desks will face one direction in classrooms and will be spaced 6 feet apart. This will be the case for classrooms and lunch.

### **Discipline in the Hybrid Setting**

For disciplinary infractions reported to the main office, the principals will investigate the infraction and respond accordingly. Expectations for student conduct remain consistent with our regular student handbook.

### **Drop Off of Materials**

Students must come to school with their required materials for the school day. Materials may not be dropped off by parents during the school day, except for emergency situations. Where possible, students should do their best to bring their own materials (art supplies, calculators, etc.)

### **Eating and Drinking in the Classroom**

Because students will be 6 feet apart in all classrooms, they may briefly remove their mask to take a drink of water in the classroom. Masks must immediately be put back on.

Water fountains will not be accessible so students should bring a refillable water bottle to school. We have installed new water bottle filling stations at some of our water fountains.

Eating in the classroom is not permitted. Should students need to eat due to a medical condition during class, they will need to do so in the nurse's office.

### **Face Masks**

With the exception of lunch when students are seated and ready to eat, face masks must be properly worn at all times during the school day. Our definition of "properly worn" means that a mask covers a student's mouth and nose completely and without gaps.

It is expected that all students report to school with their own face masks. The middle school has a limited supply of face masks in the event a face mask is lost or no longer wearable.

Students who fail to adhere to our building's face mask policy will be counseled. If the problem persists, the student will be reassigned to remote learning for the remainder of the marking period.

### **Hallway Usage**

Students are not permitted to work in hallways, and teachers may not assign students to work in hallways. To the extent possible, all students must remain 6 feet away from their peers at all times.

### **Handwashing, Hand Sanitizing, and Sanitizing Personal Space**

Students should wash their hands and/or use hand sanitizer frequently during the day. Hand sanitizer stations have been placed in all classrooms and common areas. Signs are posted in the bathrooms to reinforce proper handwashing procedures.

Disinfectants registered by the EPA as effective against Sars-CoV-2 (the virus that causes COVID-19) and labeled safe for humans and the environment, will be used to clean desks and shared equipment (technology, gym equipment, etc.).

### **Illness Mitigation Measures**

Students should be screened at home every day. [Click here to access the KCSD Student Entrance Form.](#) This screening must be completed daily at home prior to boarding the bus or entering the school building. No submission of this form is required. No students with symptoms of illness or elevated temperature are allowed on a bus or at school. See the symptoms monitoring chart below.

#### **Symptoms Monitoring Chart**

- *Individuals are considered COVID-19 symptomatic if he/she has at least one (1) symptom from Group A or Two (2) or more symptoms from Group B*
- *Individuals with a known chronic condition that present with symptoms like those in either A or B may be exempt with documentation from a physician.*

<b>Group A</b>	<b>Group B</b>	
Lack of smell or taste (without congestion) Cough Shortness of breath Difficulty breathing	Fever (based on mode temperature is obtained) $\geq 99.5$ degrees F with temporal, $\geq 100.4$ with tympanic, $\geq 100$ oral thermometer Sore throat Chills Muscle pain	Headache Congestion or runny nose Nausea or vomiting Diarrhea Fatigue

Students who develop symptoms of illness during the school day will be assessed by the KMS nurse and sent home as indicated.

### **Lockers/Storage**

Lockers are not permitted to be used in the Hybrid setting to ensure physical distancing. Students are to travel with their materials from class to class. Gym lockers are also not to be utilized. Athletes should talk to their coaches about storing sports equipment.

### **Lunches**

Students will be assigned to eat lunch in either the cafeteria or the auxiliary gymnasium. Students will be seated 6 feet away from other students and will face one direction while eating. Face masks may be removed when students are seated and ready to eat. **It is strongly encouraged that students pack a lunch to bring with them to school.** Students will still have the option to get lunch from school. Lunches will be distributed in a “Grab and go” fashion.

### **Making Up Assignments**

We ask all students to do their absolute best to submit assignments on time and to the best of their ability. Our teachers will work with students who require additional time & support, but this does not change our expectation for work completion.

### **Movement within the Classroom**

Teachers are able to move about their classrooms and walk between the rows of student desks. Whenever 6 feet distance is not possible, students and staff must remain masked and minimize the time of exposure to fewer than 15 minutes. Students should remain socially distanced when collaborating.

### **Orientation to Safety Practices (Advisory)**

During the 1st day that each cohort physically returns to school, the KMS principals and school nurse will deliver an advisory through the TV studio to inform students of the safety practices required for the hybrid

setting. These practices will be revisited periodically throughout each marking period and consistently reinforced by teachers.

### **Physical Distancing in the Classroom (What is “close contact?”)**

Teachers will work to avoid being “close contacts” by making check-ins with students brief (less than 15 minutes). Close contact is defined as follows: Someone who was within 6 feet of an infected person for a total of 15 minutes, regardless of wearing face masks. The look back period to determine close contacts is 2 days before the onset of COVID-19 symptoms, or for asymptomatic individuals, 2 days prior to specimen collection for positive COVID-19 test.

It is acceptable for teachers to circulate about their classrooms to check-in and work with students. Teachers should wear their face masks and be mindful of the duration of their check-ins. Students should remain socially distant at all times and limit movement within the classroom.

### **PRIDE period**

Students must remain with their PRIDE period teacher when they are attending school in person. When in the remote setting, they may attend another PRIDE period for assistance.

### **Protect Kennett Pledge**

On Monday, January 11th and Thursday, January 14th, the KMS principals will hold an advisory through the TV studio for all students who are attending school in-person via the Hybrid Model. The principals will review this handbook and ask students to take the [Protect Kennett Pledge](#). Students will not be required to sign anything, but all students will receive a copy of this pledge.

### **Remember Two Things:**

At KMS, we always focus on 2 things - working hard and being kind. The hybrid model is going to challenge all of us to work differently, but together we can make this a great learning experience. Also, it is important for all students to be kind to one another, especially for students who may be personally impacted by COVID-19. It is crucial to be respectful of each other's privacy. If a student is absent for several days or weeks, others should not inquire to the point of making the individual feel uncomfortable. As many students work to transition back to school two days per week, kindness is more important than ever. We are in this together!

### **Sanitation and Hygiene**

- Per the CDC, spread from touching surfaces is not thought to be a common way that COVID-19 spreads. Nonetheless, it is important to be diligent in the school setting to prevent fomite transmission (through touch).
- The custodial staff will routinely clean and disinfect frequently touched surfaces (door knobs, light switches, counter tops, faucets, etc.)
- All staff and students will support each other in wiping down surfaces throughout the day at the teacher's discretion such as desks, lab equipment, gym equipment, art supplies, keyboards, calculators, etc.
- Emphasis must be placed on frequent and proper handwashing.

### **Schedules/Calendars (Cohort Rotations, Bell Schedules and Calendar)**

Information about each Cohort's schedule, bell schedules, and our monthly A/B Day Calendars are available on [our website](#).

**Sending Students to Counseling Office or Nurse**

Students may be sent to the Counseling Office or Nurse.

**Sports & Locker Rooms**

Middle School sports teams are conducting conditioning practices. If students attend school via the Hybrid Model and must change clothes for sports, they will have to follow a staggered locker room schedule. Plans will be communicated with coaches.

**Student Laptops**

Students are to bring their fully charged devices, whether personal or those that belong to KCSD with them to school. Personal learning devices are to be used for learning purposes only and will not need to be shared with other students. Students should bring their charger along with earbuds/headphones.