



# 2020 Meredith Hybrid Model

We are excited to welcome students back to our building for hybrid instruction! Things will look and feel different as we follow CDC guidelines to maximize mitigation efforts. We want to provide you with updated procedures and expectations for the hybrid model.

## HYBRID FORMAT

- **In-Person Days:** Students will attend Meredith 2 or 3 days per week on their assigned days. Each day, students will have 6 classes. To reduce movement and the number of contacts, students will usually stay in their designated rooms and teachers will rotate.
- **Virtual Learning Days:** Students will have required learning. Teachers will engage students in a variety of ways including self-paced reading and/or practice to reinforce and compliment experiences from the in-person days, live meetings with teachers, etc. Students will use Teams and Canvas to access learning experiences.

## HYBRID CO-HORTS

Students who selected hybrid will attend Meredith on their assigned cohort days.

- **Monday-Tuesday-Alt. Wednesdays**                      **OR**
- **Thursday-Friday-Alt. Wednesdays**

## SCHOOL HOURS: 8:30 A.M. to 3:25 P.M

- Lobbies and vestibules will NOT be open for students outside of school hours.
- **The building will open at 8:10 am.** Students will go directly to their first period class.
- **Dismissal is at 3:25.**

## ARRIVAL

<b>On-Time Procedures</b>		
<b>Bus Entrances</b> <ul style="list-style-type: none"><li>• 6<sup>th</sup> graders enter the East front door</li><li>• 7<sup>th</sup> graders enter the front door closest to their classroom wing</li><li>• 8<sup>th</sup> graders enter the West front door</li><li>• Go directly to their assigned classroom</li><li>• Use hand sanitizer as they enter the classroom</li></ul>	<b>West Parking Lot</b> <ul style="list-style-type: none"><li>• For walkers and parent drop off</li><li>• Enter through the side door into the 7<sup>th</sup> grade west wing</li><li>• Go directly to their assigned classroom</li><li>• Use hand sanitizer as they enter the classroom</li></ul>	<b>47<sup>th</sup> Street H-M Parking Lot</b> <ul style="list-style-type: none"><li>• For walkers and parent drop off</li><li>• Enter through the South door to the building</li><li>• Go directly to their assigned classroom</li><li>• Use hand sanitizer as they enter the classroom</li></ul>
<b>Late Arrival:</b> Students will ring at the main entrance. Office staff will admit them to the building. They should go directly to class.		
<b>Leaving Early:</b> Parents should call <b>Attendance at 242-7267</b> . Students will be released from their classrooms.		

## **ARRIVAL (continued)**

- Since face to face instruction will be condensed, it is important students arrive on time ready to learn.
- While students are arriving and dismissing on school property, wearing a face mask and social distancing is required.
- Parents/caregivers must remain in their vehicles during drop-off and pick-up.

## **DISMISSAL**

- Students will be dismissed at 3:25. We will stagger release to ensure social distancing can be maintained.
- Masks must be worn outdoors during dismissal.
- Siblings and carpools will need to meet up outside, away from the building.
- Students will not be allowed to walk indoors between Hoover and Meredith.
- On designated days, students may receive additional food as they leave to supplement meals for those days when they are learning virtually. Students will receive notification ahead of time.
- Students may not re-enter the building once they exit.
- **No students will be allowed in the building after 3:45** unless under the direct supervision of a teacher, coach, or sponsor.

## **MASKS ARE REQUIRED**

- Everyone will be required to wear a mask covering their mouths and noses, except when eating breakfast and lunch or during explicitly designated breaks.
- Bandanas and gators are not approved.
- Anyone seeking a medical exemption from the mask policy must provide documentation to the nurse.
- Face shields are not a suitable replacement for masks but can be used with masks.

## **HANDWASHING**

- Staff will encourage students to sanitize their hands frequently during the day.
- Hand sanitizer is provided in all classrooms and throughout the building.
- Signs in restrooms are posted to remind students of proper handwashing procedures.

## **WATER FOUNTAINS**

- All water fountains will be turned off EXCEPT for the bottle filling water fountain in the PE hallway.
- Students may bring their own filled water bottles and take them home to clean and refill each day.

## **RESTROOMS**

- Students will be able to use the restroom during lunch and during scheduled restroom breaks.
- Restroom occupancy will be limited. Every other stall and middle sinks will be marked unusable to ensure social distancing.
- Signs will be posted reminding students of restroom capacity and proper handwashing protocol.
- Frequent restroom disinfecting will occur throughout the day.

## **LOCKERS**

Lockers will not be assigned unless requested by a parent/guardian and are at the discretion of building leadership.

## **BREAKFAST and LUNCH**

- Cafeteria staff will scan ID's so students do not need to touch a keypad.
- Grab and Go breakfast will be available to take into classrooms each day. Students will eat in their assigned seats.
- Lunch will be served in the cafeterias. Cafeteria seating will be labeled to maximize distance between students.
- Students will sit in assigned seats according to a seating chart to allow for contact tracing.

## **HALLWAYS**

- Student movement through hallways will be limited and supervised.
- Students are expected to wear masks covering their mouths and noses.
- Students will maintain appropriate social distance using a minimum of an arm's length in between.
- Students may not congregate in the hallways. They must keep moving to their destination.

## **CLASSROOMS**

- Students are expected to wear masks covering their mouths and noses.
- Students will remain with the same group of students throughout the day as much as possible.
- To reduce movement and the number of contacts, efforts will be made to keep students in their designated rooms and teachers will rotate. In some cases, this is not possible so students will go to the teacher.
- Students will be assigned to desks/spots facing the same direction and physically spread out as much as possible.
- Students will be expected to remain in their assigned space to minimize exposure and facilitate contact tracing.
- Teachers will avoid entering students' physical space.
- Each day desktops and other high touch points will be cleaned with an EPA-registered, peroxide based cleaner and disinfectant.

## **STUDENT BEHAVIOR**

The safety of students and staff is our number one priority. Blatant non-compliance with building mitigation strategies may result in the following:

- Communication with parent/guardian
- Relocation to designated area – based on availability of supervision
- Removal from the building
- Re-assignment to virtual learning model (temporary or permanent)

## EMERGENCY DRILLS

- Fire Drill: Each cohort will participate in one fire drill during 1<sup>st</sup> semester.
- Tornado Drills: Each student will be instructed what to do in case of a tornado using a virtual platform.
- Lockdown Drills: Internal and External Lockdown drills will be conducted.

## SCHOOL ISSUED STUDENT IDENTIFICATION

- Students will be expected to wear their school issued ID on a lanyard.
- Student ID's will be scanned for breakfast and lunch to prevent COVID-19 spread by using a keypad.

## SEMESTER 1 CLASS SCHEDULE

**Term 1: August 26-October 30, 2020**

**Term 2: November 4-January 15, 2021**

6th Grade			7th Grade			8 <sup>th</sup> Grade		
1	8:30-9:30	60	1	8:30-9:30	60	1	8:30-9:20	50
2	9:34-10:21	47	2	9:34-10:34	60	2	9:24-10:26	62
3	10:25-11:25	60	3	10:38-11:25	47	Advisory	10:30-11:00	30
4	11:29-12:29	60	Advisory	11:25-11:55	30	Lunch	11:00-11:30	30
Advisory	12:29-12:59	30	Lunch	11:55-12:25	30	3	11:34-12:19	45
Lunch	12:59-1:29	30	4	12:29-1:29	60	4	12:23-1:21	58
5	1:33-2:21	48	5	1:33-2:33	60	5	1:25-2:23	58
6	2:25-3:25	60	6	2:37-3:25	48	6	2:27-3:25	58
			Central 8:30-10			Central 12:30-3:30		

- Students will have 4 Core classes daily: Math, Science, Individuals & Societies, and Language & Literature.
- Students will have 2 Applied Core classes daily: PE, Health, Visual Art, Technology, Spanish, and Performing Art.
- Applied Core courses will rotate so students have 2 each term.
- Hybrid students enrolled in Central Academy will have a supervised space at Meredith to attend Central classes remotely.

## TECHNOLOGY HELP

- When experiencing technology problems, contact a teacher. Teachers can help with minor issues and can direct you to additional support if necessary.
- The technology tip line for students and families is 242-8221 and is available between 8 AM and 4 PM.

## **DART BUS INFORMATION**

- Each bus will carry no more than 30 riders, but DART cannot promise social distancing.
- Masks should be worn.
- Students who live two or more miles from school but are still within the Meredith boundary qualify for a sticker.
- Only those with stickers can use their school issued ID as a bus pass before school, after school before 4:30pm and during the regular school day.
- ALL DMPS student ID's can be used as a bus pass during the below times/days:
  - Weekdays after 4:30 pm
  - Weekends / Holidays / Spring Break / Winter Break
  - Summer Break - all day - until school starts

## **ATTENDANCE FOR IN-PERSON DAYS**

- Students who come to school MUST be healthy.
- Students who are ill or living with someone who may have COVID-19 should remain at home and contact the **Attendance Office at 242-7267** to report the reason for absence.

## **ATTENDANCE FOR IN-PERSON DAYS (continued)**

- Teachers will take attendance for each class period.
- Students arriving late to school must go immediately to their classroom once they enter the building.

## **PARTICIPATION (ATTENDANCE) FOR VIRTUAL DAYS:**

- Participation is defined as a student's active engagement with instructional content. Students may have multiple methods of participation in the same day.
- Teachers will mark daily student participation no later than **noon the next business day**.
- To be marked as *participating* students must meet at least one of the following criteria:
  - SL - synchronous learning participation** (student participated in a group lesson, either synchronously or participated via recording)
  - CV - Canvas module participation** (student participated in canvas module(s))
  - WS - work submission** (student submitted evidence)
  - OH - office hour meeting** (student met/spoke one on one with a teacher regarding instructional content)
- If students do not meet any of these criteria for participation, the daily attendance record will be updated as **non-participation (NP)**.

# **ACADEMIC HONESTY POLICY**

## **Philosophy**

Academic honesty is a set of values and skills that promote personal integrity and effective practice in teaching, learning and assessment. Hoover and Meredith communities place a high value on academic honesty. Honesty is expected of all learners and is modeled and monitored by instructional staff and the school communities. The IB Learner Profile underscores our commitment to learners being:

- Principled – Learners credit others for their ideas and work
- Caring – Learners are celebrated for their own thoughts, ideas and work
- Reflective – Learners are evaluated based on their own work
- Thinkers – Learners develop their own perspectives and ideas

## **Definitions**

**Academic Honesty** promotes personal integrity, the use of original ideas and gives full acknowledgment to others' work.

**Plagiarism** is using another's words or thoughts without crediting or acknowledging the source.

**Cheating** is an attempt to gain an unfair advantage by means of technology misuse, claiming unoriginal work and using unauthorized sources to receive credit.

**Copying** is duplicating answers or work for someone else or allowing others to replicate work.

## **Roles and Responsibilities**

### **Teachers**

- Provide clear guidelines for learning tasks
- Teach learners how to cite sources and avoid plagiarism
- Model good practice in academic honesty
- Scaffold large assignments and create "checkpoints" throughout processes

### **Learners**

<b>Do</b>	<b>Don't</b>
Produce original work	Allow others to copy work
Respect the creative efforts of others	Do homework for other learners
Cite information from other sources	Use technology for the purposes of cheating
Acknowledge collaborative work	Copy from other learners
Use a recognized method of citing sources	Plagiarize

### **Parents**

- Allow and encourage learners to demonstrate their own work and thinking
- Understand and support the schools' academic honesty policy

## **Process and Consequences**

If academic dishonesty is suspected, the incident will be investigated to determine whether an infraction occurred. If an instance of academic dishonesty is discovered, the misconduct will be documented, and the student will be required to resubmit the task. Repeat and/or serious offenses of misconduct will result in disciplinary action stated under the Des Moines school district's code of conduct.

## HEALTH PROCEDURES

- Meredith has a full-time school nurse on duty to assist students and staff with health matters.
- In an emergency, a staff member will contact the nurse to see the student immediately.
- New procedures are in place to limit the number of students in the health office and prevent the spread of COVID-19.
- Students with a suspected case of COVID-19 will be assessed by the nurse. Parents will be notified of the appropriate measures.
- There will be an isolation room off the main office for students with symptoms of a communicable disease. Students will be isolated and MUST be picked up by a parent or guardian as soon as possible.
- Teachers will help students set up an appointment with the nurse for other illness and minor injuries during the school day. Lanyards and shared passes to the nurse will no longer be used.
- Medical excuses for PE must be delivered to the classroom teacher who will notify the nurse for approval.
- The health office restroom will be limited to students in the nurse's care.
- Parents or guardians should notify the **Attendance Office 242-7267** before medical/dental/vision appointments during school hours. Please state the date, time and type of appointment.
- Injuries requiring medical or dental care or absence from school must be reported to the **Attendance Office 242-7267**. The attendance clerk will notify the nurse.
- All medication is to be stored in the nurse's office by district policy. Students carrying inhalers during school hours must provide an annual doctor's permission slip. A student may receive up to 5 doses of either Acetaminophen or Ibuprofen during the school year WITH parent permission.



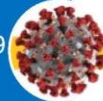



## Parent COVID-19 Pandemic Guidelines

Des Moines Public Schools

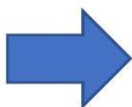
DMPS follows the Iowa Department of Public Health, Polk County Public Health, and the CDC to provide guidelines to determine when a student is well enough to attend school during the COVID-19 pandemic. The guidance will be modified to meet appropriate public health and safety needs, as necessary. These guidelines are for anyone entering a DMPS building or attending a DMPS event.

The general message to families, students, and staff is to **STAY HOME** if you are not feeling well during the COVID-19 Pandemic. Please consider the following:

-  Plan ahead to arrange how your child will be cared for if they stay home, or need to go home from school due to illness.
-  Notify the School Nurse if your child is ill and will not be at school. Please report all symptoms.
-  Notify the School Nurse if your child is positive for COVID-19 **OR** has been in close contact with someone with COVID-19.
-  Always notify the school office if your child's emergency contact information changes.

**TIP: Monitor your student's symptoms daily with the student symptom tracker**

**ATTENTION:** If your student has a chronic health condition, please touch base with your family physician, and prepare a plan in advance that sets clear parameters in case they develop COVID 19 symptoms. We want you and your student to be as prepared as possible to return to school.



***Need help finding a Health Care Provider? The School Nurse can assist! Call or schedule an appointment [HERE!](#)***

It is important that we stay vigilant as a community to protect everyone's health. Please Remember:

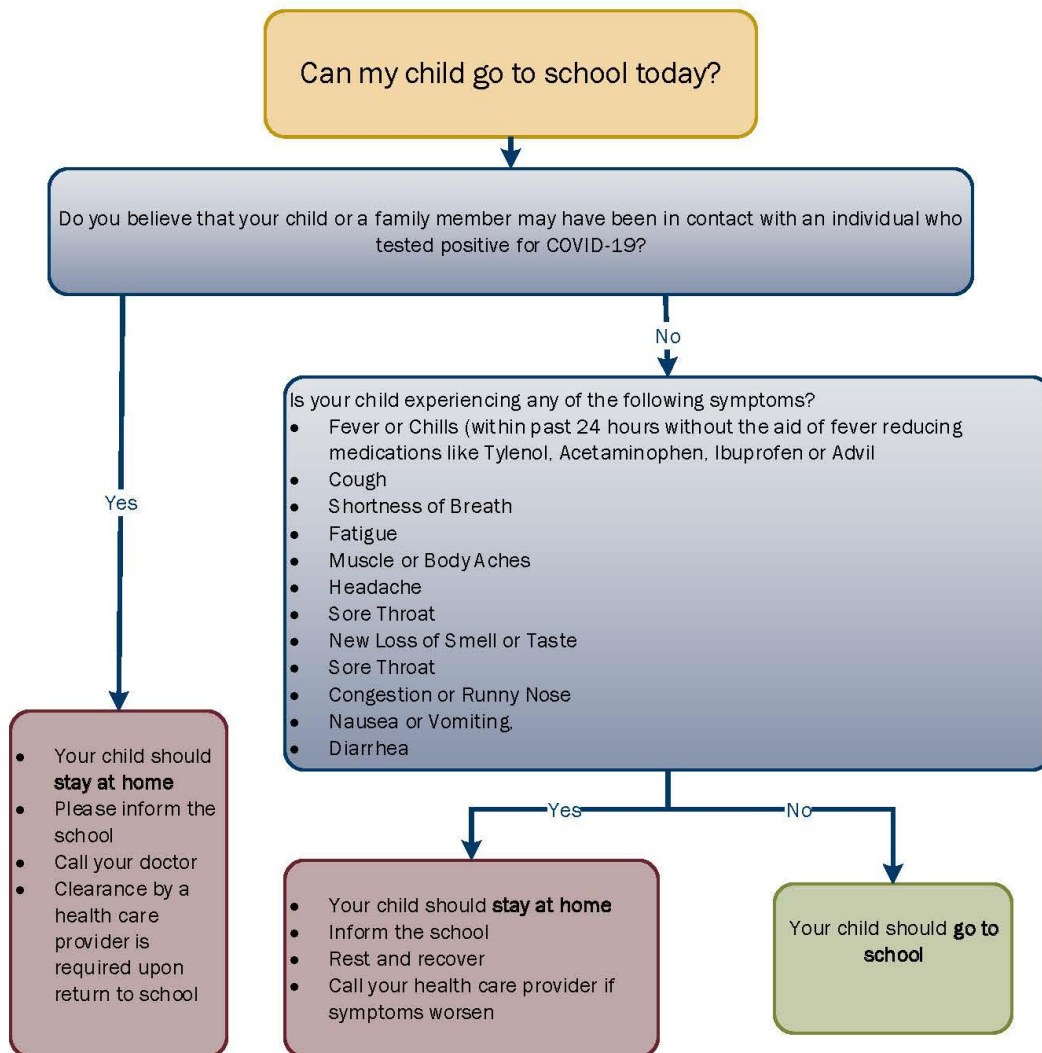
- Students are required to wear a face covering to school
- Students are to follow social distancing guidelines
- Contact your School Nurse with ANY questions or concerns!





## School Attendance Guidance Flowchart

Please use the student symptom tracker to document your child's health each day. It is available on the district website.



**NOTE:** If your student develops emergency warning signs for COVID-19 get medical attention immediately.

Signs include:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

This list is not inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.