



Melba Back to School Framework

The Melba School District (MSD) Back to School Framework is a living document which will be updated to meet the current community needs and in accordance with new guidelines. The most recent version of this framework will be posted on the front page of the MSD website (www.msdl36.org) listing the version number and date of update. Guidelines from the Center for Disease Control and Prevention (CDC), the Governor's office, Southwest District Health (SWDH), the State Board of Education (SBOE), the State Department of Education (SDE), the Idaho High School Activities Association (IHSAA), and other state and local officials will be monitored. The MSD Board of Trustees will have the final say in the category under which the district will operate.

It is our goal to provide the highest quality education to our community in the safest manner possible. While COVID-19 has provided many challenges, we believe it is in the best interest of our students, staff, and community to reopen our schools this fall for face-to-face instruction with our students. The MSD Back to School Framework will consist of three categories to match those recommended by the Idaho Back to School Framework 2020 issued by the State of Idaho.

- **Green: Normal Operations** - MSD will open all schools with all students attending full time. Schools will implement the updated procedures established under the guidelines of SWDH, the SDE, and the SBOE.
- **Yellow: Hybrid Schedule** - MSD will keep buildings open but with alternating schedules for students. Students will attend some face in building time and will spend some time learning online at home. Groups of students will be determined based on home address in order to keep families attending on the same schedule.
- **Red: Stay at Home** – In extreme condition, when required to comply with local or state stay-at-home order, MSD will close schools and provide online learning opportunities for use at home.

The MSD Back to School Framework was built upon the recommendations and suggestions of health officials in order to minimize the risks and spread of COVID-19. To accomplish the goal of reopening our schools it is essential that all stakeholders do their part. Everyone will need to monitor their health and stay at home if they are feeling sick, showing symptoms of COVID -19, or have knowledge of exposure to someone who has tested positive for COVID-19.

In addition to this framework, Melba Elementary School and Melba Junior/Senior High School will provide parents with a plan that outlines more specific procedures for their school and students. The school-based plans may also be found on the front page of the MSD website. (www.msdl36.org)

Green – Normal Operations

Schools are open with all students attending full time for face-to-face instruction. Schools will incorporate protocols to minimize the risk and spread of COVID-19.

Priorities:

- Consistent communication between the schools and parents. Communication will be sent to the parent email on record at each school, posted on the MSD website (www.msdl36.org), shared with district social media links, and sent home with students when possible. MSD will also send out text messages when appropriate.
- Staff and students who are ill or showing symptoms remain at home.

District/School Practices:

- Physical distancing where possible and reasonable.
- Facial coverings will be recommended but not required for staff and students.
- Face shields will be required for speech/language intervention when staff and students must work in close contact. These will be provided by MSD.
- Buildings will be routinely cleaned and disinfected. There will be a focus on high traffic areas.
- Handwashing will be utilized throughout the day.
- Hand sanitizer will be available throughout all buildings.
- Sneeze guards will be utilized in office spaces where necessary.
- Some school and district-wide events may be changed or cancelled.
- Access to campus may be limited and new protocols for volunteers implemented.
- Water fountain spigots have been covered, but bottle fillers will be available.

Transportation

- Facial coverings will be recommended but not required for bus drivers and riders.
- School buses will be thoroughly cleaned daily.
- Families will be asked to sit together on bus routes both to and from school.
- Buses will load from the back to the front, with assigned seating.
- If MSD is unable to provide drivers for all bus routes, students may be picked up at bus stops located near their home.

Classroom Practices

- Teachers will provide instruction/reminders on appropriate hygiene.
 - Correct handwashing, covering coughs and sneezes, not touching face
- Teachers will maintain an up to date seating chart.
- Students will use their own materials and supplies, items such as pens, pencils, markers, will not be shared between students.
- Desks arranged to allow for cohort groups and physical distancing where possible.

Common spaces

- Traffic patterns will be established to limit exposure where possible.
- Lunch times and/or routines will be adjusted to minimize exposure where reasonable.
- Elementary students will be provided recess with 2 or 3 grade levels at a time. Physical distancing will be encouraged.

Extracurricular Activities

1. Health and Safety Measures for Conditioning, Practice and Contests:
 - All coaches and athletes should be screened for symptoms of COVID-19 prior to a practice, workout or contest. Screening includes a temperature check and checklist of symptoms and will be completed by the coaches of the respective sport (see district plan for specific details regarding screening questions and protocol for “yes” answers).
 - There will be no shared towels or water bottles. Athletes will bring their own water bottles to practice.
 - Equipment will be sanitized after use prior to the next practice or contest.
 - Limited number of athletes will be allowed in the training room at one time.
2. Protocol for hosting events (spectator and team attendance):
 - Allow for groups larger than 50 where physical distancing is possible and reasonable (football field and gymnasium).
 - Locker rooms cleaned and sanitized prior to arrival and after departure.
 - Facial coverings recommended but not required for fans.
 - Hand sanitizer will be available throughout the facility.
 - Water fountain spigots covered but water bottle fillers will be available.
 - Concession workers required to wear face masks and gloves. Physical distancing implemented for concessions lines and food pick-up.
3. Transportation:
 - Facial coverings recommended but not required for both bus drivers and passengers.
 - School busses will be thoroughly cleaned daily.
4. Protocol for dealing with a positive COVID-19 test of an athlete or coach directly involved with the program:
 - Athlete/coach should not come to school or practice and should isolate for at least 10 days from symptom onset AND until no fever for at least 1 day without medication AND improvement of other symptoms. Documentation from a medical provider clearing the athlete must be obtained by the school before the athlete can return to play.
 - If your medical provider has determined a different illness other than COVID-19 and cleared your child to return to school, he/she may return.

- If your child has had close contact with someone testing positive for COVID-19, we recommend:
 - You do not send your child to school until your child has isolated for 14 days and experiences no COVID-19 symptoms.
 - If symptoms do present during the isolation period, follow instructions above for seeking medical guidance and possible testing for COVID-19.

Yellow – Hybrid Schedule

Schools are open with decreased numbers of students in the buildings. This change in schedule will be determined by the MSD Board of Trustees based on evidence of COVID-19 spread and advice of the SWDH, the SBOE, and the SDE.

Priorities:

- Consistent communication between the schools and parents.
- Staff and students who are ill or showing symptoms remain at home.
- Maximize physical distancing by reducing the number of students in buildings.

District/School Practices:

- Physical distancing where possible and reasonable.
- Facial coverings will be encouraged but not required for staff and students.
- Face shields will be required for speech/language intervention when staff and students must work in close contact.
- Buildings will be routinely cleaned and disinfected. There will be a focus on high traffic areas.
- Handwashing will be utilized throughout the day.
- Hand sanitizer will be available throughout all buildings.
- Sneeze guards will be utilized in office spaces where necessary.
- Some school and district-wide events may be changed or cancelled.
- Access to campus may be limited and new protocols for volunteers implemented.
- Water fountain spigots have been covered, but bottle fillers will be available.

Transportation:

- Facial coverings will be encouraged but not required for bus drivers and riders.
- School buses will be thoroughly cleaned daily.
- Families will be asked to sit together on bus routes both to and from school.
- Buses will load from the back to the front, with assigned seating.
- If MSD is unable to staff each bus route, riders may be picked up at bus stops located near their home.

Classroom Practices:

- Students will attend on either Monday/Wednesday or Tuesday/Thursday.
- Days of attendance will be determined based on where students live in order to keep families attending on the same schedule
- Teachers will provide instruction on the days students are in the building.
- Students will work independently at home on alternate days.
 - This will include additional practice, project completion, and independent work. All work assigned must be submitted and will be counted toward the overall grade in the course in the same manner as work completed within the school.

Common spaces:

- Traffic patterns will be established to limit exposure where possible.
- Lunch times and/or routines will be adjusted to minimize exposure where reasonable.
- Elementary students will be provided recess with 2 or 3 grade levels at a time. Physical distancing will be encouraged.

Extracurricular Activities

1. Health and Safety Measures for Conditioning, Practice and Contests:
 - All coaches and athletes should be screened for symptoms of COVID-19 prior to a practice, workout or contest. Screening includes a temperature check and checklist of symptoms and will be completed by the coaches of the respective sport (see district plan for specific details regarding screening questions and protocol for “yes” answers).
 - There will be no shared towels or water bottles. Athletes will bring their own water bottles to practice.
 - Equipment will be sanitized after use prior to the next practice or contest.
 - Limited number of athletes will be allowed in the training room at one time and **face masks required**.
2. Protocol for hosting events (spectator and team attendance):
 - No limit on attendance at football and cross-country events. Attendance limited to 33% capacity in gymnasiums and indoor events.
 - Locker rooms cleaned and sanitized prior to arrival and after departure.
 - Facial coverings **are strongly recommended** for coaches, managers, athletes not participating and spectators.
 - Spectators are asked to attend only the specific contest for their student.
 - Hand sanitizer will be available throughout the facility.
 - Water fountain spigots covered but water bottle fillers will be available.
 - Concession workers required to wear face masks and gloves (**limited menu**). Physical distancing implemented for concessions lines and food pick-up.
3. Transportation:
 - Facial coverings **required** for both bus drivers and passengers.
 - School busses will be thoroughly cleaned daily.
4. Protocol for dealing with a positive COVID-19 test of an athlete or coach directly involved with the program:
 - Athlete/coach should not come to school or practice and should isolate for at least 10 days from symptom onset AND until no fever for at least 1 day without medication AND improvement of other symptoms. Documentation from a medical provider clearing the athlete must be obtained by the school before the athlete can return to play.
 - If your medical provider has determined a different illness other than COVID-19 and cleared your child to return to school, he/she may return.

- If your child has had close contact with someone testing positive for COVID-19, we recommend:
 - You do not send your child to school until your child has isolated for 14 days and experiences no COVID-19 symptoms.
 - If symptoms do present during the isolation period, follow instructions above for seeking medical guidance and possible testing for COVID-19.

Red: Stay at Home

In extreme conditions, when required to comply with local or state stay-at-home order, MSD will close schools and provide online learning opportunities for use at home.

Priorities:

- Reduce the risk of further community spread.
- Provide a high-quality blended learning education.

District/School Spaces:

- Closed to the general public except by special appointment.
- There may opportunities for small group in person instruction or intervention.
- Schools may offer internet access in surrounding areas where feasible. For example, a mobile hot spot may be placed in an area that multiple families may access on a rotating basis.

Remote/Online Instruction:

- Maintain rigorous instruction on Idaho Standards in each grade and class.
- Traditional grading practices will continue.
- Accountability with district and state assessments will be maintained as reasonable.
- Clear expectations and communication for students and families.
- Training will be offered for parents who need assistance with technology and online instruction.
- Microsoft Office 365 will be used with Teams as the Learning Management System.
 - Students will have a single sign on through ClassLink to assist in the access of the remote/online learning.
- Options such as lessons recorded to DVD, CD or on a flash drive may be provided in circumstances where internet access is severely limited.

Extracurricular Activities

1. Health and Safety Measures for Conditioning, Practice and Contests:
 - All coaches and athletes should be screened for symptoms of COVID-19 prior to a practice, workout or contest. Screening includes a temperature check and checklist of symptoms and will be completed by the coaches of the respective sport (see district plan for specific details regarding screening questions and protocol for “yes” answers).
 - There will be no shared towels or water bottles. Athletes will bring their own water bottles to practice.
 - Equipment will be sanitized after use prior to the next practice or contest.
 - Limited number of athletes will be allowed in the training room at one time and **face masks required.**

2. Protocol for hosting events (spectator and team attendance):
 - Sporting venues are closed to the public. No gatherings of more than 10 people or less at one time (inside or outside).
 - Minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper physical distancing can occur.
 - Locker rooms will not be utilized.
 - Facial coverings **required** for coaches and athletes at practice.
 - Hand sanitizer will be available throughout the facility.
 - Water fountain spigots covered but water bottle fillers will be available.

3. Transportation:
 - No school transportation will be utilized.

4. Protocol for dealing with a positive COVID-19 test of an athlete or coach directly involved with the program:
 - Athlete/coach should not come to school or practice and should isolate for at least 10 days from symptom onset AND until no fever for at least 1 day without medication AND improvement of other symptoms. Documentation from a medical provider clearing the athlete must be obtained by the school before the athlete can return to play.

 - If your medical provider has determined a different illness other than COVID-19 and cleared your child to return to school, he/she may return.

 - If your child has had close contact with someone testing positive for COVID-19, we recommend:
 - You do not send your child to school until your child has isolated for 14 days and experiences no COVID-19 symptoms.
 - If symptoms do present during the isolation period, follow instructions above for seeking medical guidance and possible testing for COVID-19.

Parent and Community Support

In order for MSD to accomplish our goal of providing the best educational opportunities for our students, we must have student, parent, staff, and community support.

We ask that as students and staff prepare for school each day, they ask themselves these questions:

- Since your last day in school have you had any of these symptoms that are NOT attributable to another condition?
 - Fever or chills (A fever is considered having a temperature above 100.3 F)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Congestion or Runny Nose
 - Nausea, Vomiting, or Diarrhea
 - Muscle or Body Aches
 - Headache
 - Sore Throat
 - New loss of taste or smell
- If the answer is Yes to any of these symptoms, we ask that:
 - You do not send your child/you do not come to school.
 - Contact your healthcare provider for guidance.
- If you/your child has tested positive for COVID-19 or was directed by a healthcare provider or SWDH to stay home, we ask that:
 - You do not send your child/come to school until:
 - Your child/you have isolated for at least 10 days from symptom onset AND until no fever for at least 1 day without medication AND improvement of other symptoms...or
 - Your medical provider has determined a different illness than COVID-19 and cleared your child/you to return to school.
- If your child has had close contact with someone testing positive for COVID-19, we recommend:
 - You do not send your child to school until your child has isolated for 14 days and experiences no COVID-19 symptoms
 - If symptoms do present during the isolation period, follow instructions above for seeking medical guidance and possible testing for COVID-19.

Parent communication with the school throughout any periods of isolation or quarantine will assist both parents and schools in maximizing the success for everyone. Parents should contact the school secretary via phone or email. Teachers will maintain communication with parents via phone, email, and Office 365 Teams to ensure that students maintain progress on work in the classroom as long as the student's health permits.

Each school will maintain student attendance within PowerSchool. The district superintendent will monitor the rate of absenteeism of both staff and students. Comparisons between the current year and previous year will be completed.

Responding to a Confirmed Case of COVID-19:

An important part of limiting the spread of COVID-19 in our community is identifying those may be sick, infected, or who have been exposed, and requires all of us working together to keep the virus in check.

Students/families: If your child has tested positive for COVID-19 we ask that:

- You do not send your child to school
- Call the school secretary or administrator to notify them of the positive test
- Follow guidance from your healthcare provider regarding isolation and contact tracing

School/District:

- The school secretary or building principal will alert the school nurse of positive tests
- School nurse will contact SWDH
- School and district administrators will coordinate efforts to communicate with staff, students, and parents the possible exposure while maintaining confidentiality as required by the law.

Support with Face Coverings

- MSD will recommend the use of face coverings but will not require them.
- Teachers will provide support in explaining that some students/staff may choose to wear face coverings and that it is an acceptable practice.
- Parents who wish for their child to wear a face covering are encouraged to send the face covering with the student and notify the child's teacher.
 - Parents should practice the wearing of the face covering with the child prior to the start of the school year. This will assist the teacher in minimizing the contact that must be made helping the child properly wear the face covering. Instructions should be given to the child by the parent regarding expected handling of the face mask during lunch, recess, and PE class.

Online/Remote Option:

MSD understands that some students/parents are concerned about the potential health impacts due to the presence of high-risk factors in the home. There will be an option for these students – this will be significantly different than the online teaching that was held during the soft closure in the spring. This instruction will be more structured, and teachers will maintain similar expectations for students working remotely as for those students attending in the building. For students who do not have appropriate access, the district will provide assistance as possible.

If students/parents choose the remote option, the expectation will be that participation is maintained for the full semester. If the remote option is selected, teacher choice is not guaranteed. Should the remote learning option be discontinued, students will be placed in the classroom with the teacher that had been providing them with online instruction if possible.

Notice will be posted when the application for online learning is available.

Families who choose the online/remote option should be prepared with the following:

- A place and supplies in the home set aside for learning

- A time schedule to support learning
- Reliable internet (with the ability to download and stream video and video lessons)
- Ability to print and scan documents
- A device (laptop is preferred) for each student in the home
 - MSD may be able to provide laptops for students
- Parents will be asked to work with the building administration to create a plan for students to complete district and state assessments.

**Households unable to meet the above requirements but needing to apply for remote learning due to health requirements should schedule a meeting with the building administration.

Definitions/References

CDC = Center for Disease Control and Prevention. <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Idaho Office of the Governor. <https://gov.idaho.gov/>

IHSAA = Idaho High School Activities Association.
<https://idhsaa.org/asset/HOME%20PAGE/IHSAA%20Fall%20Sport%20COVID%20Guidelines.pdf>

MSD = Melba School District. Comprised of Melba Elementary School and Melba Junior Senior High School. www.msd136.org

SBOE = The Idaho State Board of Education. <https://boardofed.idaho.gov/>

SDE = The Idaho State Department of Education. <https://www.sde.idaho.gov/re-opening/index.html>

SWDH = Southwest District Health. The regional health department that covers the area of our school district. <https://phd3.idaho.gov/covid19/>

COVID-19 Guidance for Schools. <https://services.aap.org/en/pages/2019-novelcoronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerationsreturn-to-in-person-education-in-schools/>

Results of Parent and Staff Survey. [Survey Results](#)



Melba Elementary COVID-19 Handbook

The administration and staff at Melba Elementary School are committed to providing students with a positive and safe learning environment that encourages educational success. This handbook works in partnership with our Parent-Student Handbook to develop routines and procedures that will provide the blueprint and guidance staff and students need to help us achieve our goals. The COVID-19 handbook was developed by staff and administration to specifically address routines and procedures our learning community will follow to promote our desired atmosphere. As we all know, the effects and response to COVID-19 are constantly changing; therefore, the procedures and routines in this handbook will need to be revised throughout the year to better respond to these changes and are always subject to change. We are committed to providing the most effective and timely communication that we can and will work hard to communicate any revisions with our parents and community. If at any time you have any questions, please feel free to contact Mrs. Candice Hoagland or Mrs. Ashli Nelson in the elementary office. We cannot wait to see our students on August 19th and begin the 2020-2021 school year!

Preventative Measures:

Parent Screening-

We need your help! To continue to run our day to day operations and keep our staff and students healthy, we will heavily rely on your commitment to keeping our school as healthy and safe as possible. **Before sending your child to school each day, you should screen your child for the following symptoms of COVID-19 that are NOT attributable to another condition:**

- New onset cough, shortness of breath, or difficulty breathing by themselves
Or at least 2 of the following:
- Fever of 100.4 or higher
- Chills
- Muscle pain
- New loss of taste or smell
- Sore throat
- Nausea, vomiting, or diarrhea

If your child displays a new symptom such as new loss of smell only with no other diagnosis to explain it, they should stay home. Please contact a local health professional for direction on what to do next.

Hand Hygiene and Respiratory Etiquette-

Prevention is key! Keeping our staff, students, and families healthy is our priority. We know that this will take the participation of every member of our learning community. To prevent the spread of COVID-19, we also ask your help in teaching your child good hand hygiene and respiratory etiquette. Good hand hygiene consists of:

- Using soap and water to scrub all areas of the hands for 20 seconds or more. Students should be encouraged to wash their hands as frequently as possible.
- Following respiratory etiquette by covering all coughs and sneezes with a tissue, and then throwing the tissue directly into the trash.
- After throwing the tissue in the trash, students should wash their hands.
- If a tissue is not readily available, students are encouraged to sneeze into their elbow and then immediately wash their hands.
- When handwashing is not available, students will use a hand sanitizer that contains at least 60% alcohol.

Teachers will also teach hand hygiene and respiratory etiquette to students upon returning to school. Teachers will help to monitor and encourage students to participate in these techniques throughout the school year.

Additional Measures for Prevention of COVID-19-

In addition to good hand hygiene and respiratory etiquette, we encourage all Melba families, community members, and staff members to follow the guidelines set forth by the CDC:

- Understand and know how the Coronavirus spreads
- Avoid close contact and maintain a 6ft physical distance from individuals outside your home
- Cover your mouth and nose with a cloth face cover when around others
- Clean and disinfect frequently touched surfaces
- Monitor your daily health and be alert for symptoms of COVID-19

Action Steps:

Close Contact with a COVID-19 Positive Individual Outside of School-

If your child has had close contact (within 6 feet for more than a period of 15 minutes) within the last 2 days of any person who has displayed symptoms or tested positive to COVID-19:

- Do not send your child to school.
- Please have your child quarantine for 14 days from the last contact with that individual and until the child experiences no COVID-19 symptoms.
- Call the office to inform school officials.
- Students who are in quarantine will participate in the Melba Online Learning Environment. As the student completes the daily assignments,

they will be counted in attendance for those days missed from school due to being in quarantine.

Close Contact with a COVID-19 Positive Individual at School-

If the school becomes aware of a confirmed case of COVID-19:

- School and district officials will coordinate efforts to communicate to staff, students, and parents the possible exposure to COVID-19 while maintaining confidentiality as required by law.
- School officials will notify Southwest District Health Department (SWDH) and assist SWDH with contact tracing and investigation.
- Students who are asked to quarantine will participate in Melba Online Learning Environment until the student meets requirements to return to the school building.

Testing Positive for COVID-19-

If your child tests positive for COVID-19 or is directed by a health care professional to stay home:

- **Please call the school office immediately to inform school officials!**
- We ask that your student does not return to school until they have met the following criteria recommended by Southwest Central Health:
 - 10 days since symptoms first appeared
and
 - 1 day with no fever (without the use of fever reducing medications)
and
 - symptoms improved

Our number one priority is to promote the health and safety of our students. Please make sure your child receives the care and support they will need to recover if they contract the COVID-19. Your student is welcome to participate in the Melba Online Learning Environment if they choose while recovering from COVID-19. Please let us know how we can support you and your child during this time.

***School officials and staff members will also follow the above procedures and guidelines asked of parents, students, and community members.*

Communication:

Communication with Families-

As we make our way through COVID-19, we know there are many unknowns and many changes to come. The staff at Melba Elementary School is committed to providing the most clear and efficient communication that we can with our parents and community members. Our two main modes of

communication will be through email and our website. Information from the district office and the elementary school will be transmitted using these two delivery methods. Please be sure to continuously check our district website, district Facebook page, and the email account you provided in the Back to School packet. Our website address is: www://msd136.org.

Transitioning between onsite and distance instruction- The decision to move between onsite and distance instruction will be made by the district administrators and Melba Board of Trustees using the advice and guidance of SWDH. This type of information will be communicated at the district level.

Changes with curriculum and academic instruction- If the need arises to change the type of curriculum or academic instruction being delivered, this will be communicated with parents and community members at the building level.

Student assignments and instructions- Student assignments and instructions both online and on-site will be communicated with you through your child's teacher or grade level team teacher. If you have any questions regarding your student's assignments, please contact their teacher.

Parent Support and Questions- We are all here to support you! If you have any questions or need any support, please feel free to contact us. We want every member of our learning community to have a safe and positive 2020-2021 school year. Let us know what we can do for you!

Revised Routines and Procedures to Address COVID-19

We know that this time of uncertainty and change can be a scary time for many. It is our goal to communicate with you as much as possible regarding the procedures and preventative measures we are taking to promote the safety and well-being of our staff and students. We have utilized the recommendations set forth by the Idaho State Board of Education, Idaho State Department of Education, the governor's office, Southwest District Health Department, and the responses taken from the Melba Community Survey to develop the following procedures. Below we have included brief explanations of these revised procedures we will be following in response to COVID-19 during the 2020-2021 school year. Keep in mind that these procedures are subject to change at any time. The staff of Melba Elementary School will strive to do the best we can in developing and implementing the strategies and procedures we feel meet the needs and safety of our learning community. Please let us know if you have any questions regarding these action steps and procedures.



School Cleaning and Sanitation-

The Melba custodial and maintenance staff will perform routine cleaning procedures. The district has purchased additional cleaning and sanitation supplies. The amount of cleaning and sanitation completed on a

daily basis is increasing. Teachers will be provided additional cleaning supplies to be used during the school day. High traffic areas are cleaned throughout the school day.



Face Masks/Shields-

Melba School District is not currently requiring students and staff members to wear any type of face covering. Students and staff members are welcome to wear a face covering if they prefer. Teachers will work with students to assist in the understanding of why some students may or may not wear masks.

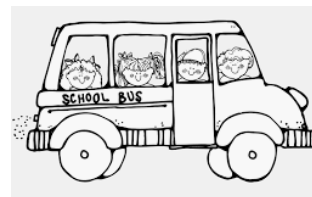
Back to School Night-

To minimize such a large group of people gathering, Back to School Night will only be held for incoming kindergarten students and new families to the district. For returning students, each teacher will upload a video and place it on the school's website (www://msd136.org). This video will contain a greeting from the teacher, a virtual tour of the classroom, and classroom expectations and procedures for the upcoming school year. Returning students will also receive a phone call from their teacher between the hours of 5pm-7pm, on August 11th. New families to the district may come to the school August 11th between the hours of 5pm-7pm. We ask that only one parent be present with only the child/ren that will be attending school to meet their teacher. You will be given a map of the school so that you can find your child/ren's classroom. Physical distancing will be encouraged.

Kindergarten students with the last name starting **A-N** are asked to come August 11th between **5pm-6pm**. Those with the last name starting **O-Z** are asked to come between **6pm-7pm**. The student and only one parent will be permitted to go to the classroom and meet the teacher. We are asking that only 2 families in total be in the classroom at one time. Families waiting in the hallway to enter the classroom will be asked to physical distance.

Bussing-

As per the recommendation of the Idaho Back to School Framework 2020, students will be grouped by families while riding the bus and physical distance will be provided on the bus as much as possible. Each student will be assigned a seat for the school year.



All students will remain in their classroom with their teacher until they are ready to load the bus. The teacher will arrange the students in their respective bus lines while in the classroom. Primary grades will be released after the walkers and riders. They will walk in a line one behind the other going down the hall in the same direction. Upper elementary grades will follow suit.

Each night busses will be sanitized to clean and disinfect frequently touched surfaces.

Before School-

Upon arriving, students will go to specified grade level areas on the playground, or to the cafeteria to eat breakfast. If a student chooses to eat breakfast, they will follow cafeteria procedures and then go to the playground upon finishing. The morning playground areas will be marked, and are as follows:

K-2: Upper playground equipment

3-4: Basketball courts

5-6: Lower grass/playground

When the bell rings, students will line up in specified single file lines with their class and will be walked to class by their teacher. Upon entering the school, students will sanitize or wash their hands.

After-School Pickup and Walkers-

Students will be encouraged to leave school grounds as quickly as possible after school. This means students will not be allowed to play on the playground equipment. If your child waits for an older sibling from the junior/senior high to walk with, they will be asked to wait on the sidewalk. Students will be permitted to walk through the playground to waiting parents. Once students have exited the building, they will not be allowed to re-enter. Students who are picked up after school will be encouraged to physical distance while waiting outside the school.

Hallways-

Routines and schedules have been established to encourage physical distancing between classes and grade levels. Classroom teachers will lead their classes through the hallways to ensure that students walk in single file lines. Students are required to walk quietly while keeping their hands to themselves.

Classroom Seating-

Teachers will develop seating charts that encourage physical distancing to the extent possible given a certain classroom/area size.

Library-

After students return their books to the library, the librarian will wait three days before checking the books back into the library. High traffic areas within the library, will be cleaned throughout the day.

Lunch-



Lunch will be served in two sessions to reduce the number of students in the lunchroom at one time. Students will enter the lunchroom after sanitizing or washing their hands with their class while being encouraged to practice physical distancing. After grabbing their lunch items, students will sit at the designated table with their teacher and class members. Traffic patterns have been established in the lunchroom to encourage students to walk one direction and in a single file fashion. Students will remain seated with their class until the end of the lunch period. When their class has finished eating, their teacher will escort them out of the lunchroom.

Snacks-

As with lunch, the priority will be in handwashing/sanitizing before the students eat. When parents send snacks for the entire class, it is requested that **store bought, individually wrapped, and pre-packaged items** be sent. Only the classroom teacher will dispense to the students. Personal snacks are acceptable, but students will only be allowed to eat them during their specified snack time. Students will not be permitted to share snacks.

Drinking Fountains-

Drinking fountains have been shut-off at this time. Students are encouraged to bring a personal water bottle. Water bottle fill stations will still be available for students to refill their water bottle as needed throughout the day. Students should only be filling their water bottles with water. Please no juice, soda, etc.

Recess-

Grade levels will have assigned areas before school on the playground. Physical distancing will be encouraged. Students will sanitize on the way in from recess. Grade levels will have split recesses to minimize exposure. The playground area **will not** be available after school.



Specials (P.E., Music, Library)-

When weather permits, an attempt will be made to create opportunities for outdoor games and activities for P.E. Minimal contact games will be emphasized. Physical distancing & strict adherence to assigned seating will be the norm. Students will sanitize going in & out each time they attend.

Computer Lab-

Students will sanitize coming in and out of the computer room. Seating assignments will be adhered to, as well as no shared equipment or supplies. Students will use their own headphones and bring their own pencils and scrap paper.



Classroom Computers/iPads:

Students will wash their hands or sanitize before and after each use. In classrooms containing 1:1 devices, students will be assigned a device for sole use. Routine cleaning procedures will occur.

Restrooms-

Restroom hygiene procedures and rules will be taught by all classroom teachers and will encourage Physical distancing and proper handwashing. Students will only be allowed to leave class one at a time from their classroom when necessary. Students are encouraged to use the bathroom on the way to recess.

Three students at a time will be the maximum allowed in at one time to encourage physical distancing.

Shared Supplies



Students will not share school supplies (crayons, scissors, glue, etc.). Each student will keep his/her own personal items in their desk or cubby.

Special Services-

Face shields will be encouraged for use by students and teachers attending special services. Physical distancing will be encouraged. Students will remain in the same group as much as possible to minimize exposure risk.

Volunteers/Visitors:

We absolutely love the support we receive from our parent and community volunteers! The positive impact this brings upon student learning is tremendous, and we want to



ensure that we do not lose this partnership. At this time, Melba Elementary will allow a limited number of volunteers. Room and art moms will be permitted to organize and conduct monthly parties and art lessons. Every volunteer must fill out a health screening form before entering the building. Volunteers will not be allowed to bring in other children. Volunteers will be organized by teachers and will only be allowed in the building if this has been prearranged with the teacher.

Due to the safety concerns with COVID-19, we are not allowing parents and community members to visit our school. This includes parent visitors during monthly birthday and seasonal parties. Room and art moms are permitted as mentioned above. Visitors are important to us and want to ensure that this is a temporary practice during this time!

Assemblies-

At this time, NO assemblies will be held combining multiple classrooms or grade-levels.

After-School Activities-

Students will be encouraged to go directly home after school, minimizing physical contact. Playground play will not be permitted during after school pick-up time as well as organized activities including, choir, homework club, media group, etc.

Health/Nurse Station-



Melba Elementary School has designated two separate areas for students seeking health services. Students who need basic first aid will be assigned to a specified area for medical attention.

Students who are not feeling well and display any symptoms of COVID-19 will be placed in a different specified area within the school. This area is isolated and will be cleaned thoroughly after each use.



Melba Elementary School

Yellow Category

Lesson Plans-

- Utilize district developed lesson plan template
- Completed weekly by grade level teams
- Turned in by Friday prior to the start of the week in OneNote
- Sent home with students each week for parents to review, check off, and sign

Communication with Families: Class Dojo/Seesaw (TBD)

Delivery of Instruction-

- Teacher will provide face-to-face instruction for students two days a week.
- The two days of face-to-face instruction will include curriculum from all core content areas in total of two days' worth of content.
- For the two remaining school days, students will complete homework packets sent home by the teacher.
- The homework packets will review concepts that were taught the previous day or earlier in the school year.
- Homework packets will review/reteach concepts in all curricular areas:
 - Into Reading-Reading Content
 - Into Reading- Writing Content
 - Into Reading- Grammar
 - Origo Math Lesson
 - Idaho History (4th Grade)
 - Science (For the applicable grades)
- 4 Hours' worth of content must be created for students to complete each day.
- Teachers should split the instruction between grade level team members to reduce the amount of material needing to be prepared each week.

Attendance:

- Teachers must place up two exit tickets for the students to complete each day in their homework packet.
 - ELA Ticket
 - Math Ticket
- Teachers must keep track of students that complete the assignments each day for attendance.

- Attendance needs to be sent to Candice the next school day by 8:30am by email. Please only include the students who were absent:
 - Absent= both exit tickets incomplete, marked by a 1 next to their name
 - ½ Day Absence= only one exit ticket completed, marked by a 0.5 next to their name
 - All names need to be placed under the specified date of the student's absence

Assignments (Exit Tickets)-

- At least one assignment must be graded and entered into Power Teacher Pro by the end of the week in each content area.
- Indicate on lesson plans if the assignments met requirements for attendance on the lesson plan page, send home with students the following week.

Assessments-

- Formal class assessments will be assigned and completed in class.
- District Assessments will be completed in class.
- State Assessments will be completed in class.

Teacher Expectations-

- Have all content available to students on time in an organized manner.
- Be in communication with any student who may not be performing well or completing assignments.
- Differentiate instruction as needed to support individual students.

Student Expectations-

- Complete all activities/lessons specified by teachers on the lesson plans.
- FULLY complete both the ELA and Math exit tickets and return to teachers the next school day.
- Complete daily assignments to the best of their ability.
- Communicate with teacher about any questions or concerns they may have.



Melba Elementary School

Melba Online Learning Environment

Platform- Microsoft 365 Teams

Lesson Plans-

- Utilize district developed lesson plan template
- Completed weekly by grade level teams
- Turned in by Friday prior to the start of the week in OneNote
- Posted for parents in Teams when class/student is working online

Communication with Families-

- Class Dojo/Seesaw (TBD)

Delivery of Instruction-

- Assignments must be in Teams program by 8am each day.
- Teachers will utilize their laptops to record their lessons directly into Stream
- If quarantined at home, may use additional programs to upload teaching such as Screencast-O-Matic.
- The teacher must be teaching in all main instructional videos.
 - Teacher must teach and cover all core curriculum.
 - Into Reading-Reading Content
 - Into Reading- Writing Content
 - Into Reading- Grammar
 - Origo Math Lesson
 - Idaho History (4th Grade)
 - Science (For the applicable grades)
 - Teachers may add additional videos to supplement their curriculum such as videos from Kahn Academy, etc.
 - Required videos for all core content must include either the teacher's voice or their physical appearance. At least 2 videos each week must have the teacher's physical appearance for students to see.
 - 4 Hours' worth of content must be up for students to complete each day. This includes both videos and assigned work.
- Teachers should split the instruction between grade level team members to reduce the amount of video being recorded in one classroom and the amount of preparation time.
- Laptop should be set up to include only the board/screen and the teacher.

Attendance:

- Teachers must place up two exit tickets for the students to complete each day.
 - ELA Ticket

- Math Ticket
- The exit tickets need to be assigned in Teams.
- Teachers must keep track of students that complete the assignments each day for attendance.
- Attendance needs to be sent to Candice the next school day by 8:30am by email. Please only include the students who were absent:
 - Absent= both exit tickets incomplete, marked by a 1 by their name
 - ½ Day Absence= only one exit ticket completed, marked by a 0.5 by their name
 - All names need to be placed under the specified date of the student's absence

Assignments (Exit Tickets)-

- Must be graded by the end of the week.
- Transferred into Power Teacher Pro

Assessments-

- Informal and Formal class assessments will be assigned and graded
- District Assessments- Students/Families will be contacted by Office Personnel to take these assessments on an individual basis.
 - i-Ready
 - Star
- State Assessments- Students/Families will be contacted by Office Personnel to take these assessments on an individual basis.
 - iStation
 - ISAT

Teacher Expectations-

- Be available to students and parents from 8:00am to 3:50pm each school day.
- Individually communicate with each student/family to check in each week by Chat in Microsoft Teams, by meeting in Microsoft Teams, or by phone call.
- Have all content available to students on time in an organized manner.
- Be in communication with any student who may not be performing well or completing assignments.
- Differentiate instruction as needed to support individual students.

Student Expectations-

- Complete all activities/lessons specified by teachers on the lesson plans.
- FULLY complete both the ELA and Math exit tickets by 11:59pm each day.
- Complete each assessment without support to provide teachers with information regarding the student's level of understanding on each concept.
- Complete daily assignments to the best of their ability.
- Communicate with teacher about any questions or concerns they may have.



Melba Jr/Sr High School Covid-19 Procedures and Practices for the 2020/21 School Year

The administration and staff at Melba Jr/Sr High School are committed to providing students with a positive and safe learning environment that encourages educational success. This handbook works in partnership with our Parent-Student Handbook to develop routines and procedures that will provide the blueprint and guidance staff and students need to help us achieve our goals.

The COVID-19 handbook was developed by staff and administration to specifically address routines and procedures our learning community will follow to promote our desired atmosphere. As we all know, the effects and response to COVID-19 are constantly changing; therefore, the procedures and routines in this handbook will need to be revised throughout the year to better respond to these changes and are always subject to change.

We are committed to providing the most effective and timely communication that we can and will work hard to communicate any revisions with our parents and community. If at any time you have any questions, please feel free to contact the Jr/Sr High School Office. We cannot wait to see our students on August 12th and begin the 2020-2021 school year!

Preventative Measures:

Parent Screening-

We need your help! To continue to run our day to day operations and keep our staff and students healthy, we will heavily rely on your commitment to keeping our school as healthy and safe as possible. Before sending your child to school each day, you should screen your child for the following symptoms of COVID-19 that are not attributable to another condition:

- Fever of 100.3 or higher
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting, or diarrhea

If your child displays any of these symptoms, please keep them home from school! Please contact a local health professional for direction on what to do next.

Hand Hygiene and Respiratory Etiquette-

Prevention is key! Keeping our staff, students, and families healthy is our priority. We know that this will take the participation of every member of our learning community. To prevent the spread of COVID-19, we also ask your help in teaching your child good hand hygiene and respiratory etiquette. Good hand hygiene consists of:

- Using soap and water to scrub all areas of the hands for 20 seconds or more. Students should be encouraged to wash their hands as frequently as possible.
- Following respiratory etiquette by covering all coughs and sneezes with a tissue, and then throwing the tissue directly into the trash.

- After throwing the tissue in the trash, students should wash their hands.
- If a tissue is not readily available, students are encouraged to sneeze into their elbow and then immediately wash their hands.
- When handwashing is not available, students will use a hand sanitizer that contains at least 60% alcohol.

Teachers will also teach hand hygiene and respiratory etiquette to students upon returning to school. Teachers will help to monitor and encourage students to participate in these techniques throughout the school year.

Additional Measures for Prevention of COVID-19-

In addition to good hand hygiene and respiratory etiquette, we encourage all Melba families, community members, and staff members to follow the guidelines set forth by the CDC:

- Understand and know how the Coronavirus spreads
- Avoid close contact and maintain a 6ft social distance from individuals outside your home
- Cover your mouth and nose with a cloth face cover when around others
- Clean and disinfect frequently touched surfaces
- Monitor your daily health and be alert for symptoms of COVID-19

Action Steps:

Close Contact with a COVID-19 Positive Individual Outside of School-

If your child has had close contact (within 6 feet for more than a period of 15 minutes) within the last 2 days of any person who has displayed symptoms or tested positive to COVID-19:

- Do not send your child to school!
- Please have your child quarantine for 14 days from the last contact with that individual and until the child experiences no COVID-19 symptoms.
- Call the office to inform school officials.

Students who are in quarantine will participate in the Melba Online Learning Environment. As the student completes the daily assignments, they will be counted in attendance for those days missed from school due to being in quarantine.

Close Contact with a COVID-19 Positive Individual at School-

If the school becomes aware of a confirmed case of COVID-19:

- School and district officials will coordinate efforts to communicate to staff, students, and parents the possible exposure to COVID-19 while maintaining confidentiality as required by law.

- School officials will notify Southwest District Health Department (SWDH) and assist SWDH with contact tracing and investigation.

- Students who are asked to quarantine will participate in Melba Online Learning Environment until the student meets requirements to return to the school building.

Testing Positive for COVID-19-

If your child tests positive for COVID-19 or is directed by a health care professional to stay home:

- Please call the school office immediately to inform school officials!
- We ask that your student does not return to school until they have met the following criteria recommended by the CDC:
 - o 10 days since symptoms first appeared and
 - o 3 days with no fever (without the use of fever reducing medications) and
 - o symptoms improved

Our number one priority is to promote the health and safety of our students. Please make sure your child receives the care and support they will need to recover if they contract the Coronavirus. Your student is welcome to participate in the Melba Online Learning Environment if they choose while recovering from COVID-19. Please let us know how we can support you and your child during this time.

**School officials and staff members will also follow the above procedures and guidelines asked of parents, students, and community members.

Communication:

Communication with Families-

As we make our way through COVID-19, we know there are many unknowns and many changes to come. The staff at Melba Jr/Sr High School is committed to providing the most clear and efficient communication that we can with our parents and community members. Our two main modes of communication will be through email and our website. Information from the district office and the elementary school will be transmitted using these two delivery methods. Please be sure to continuously check our district website, district Facebook page, and the email account you provided in the Back to School packet. Our website address is: www.msdl36.org.

Transitioning between onsite and distance instruction- The decision to move between onsite and distance instruction will be made by the district administrators and Melba Board of Trustees using the advice and guidance of SWDH. This type of information will be communicated at the district level.

Changes with curriculum and academic instruction- If the need arises to change the type of curriculum or academic instruction being delivered, this will be communicated with parents and community members at the building level.

Student assignments and instructions- Student assignments and instructions both online and on-site will be communicated with you through your child's teacher or grade level team teacher. If you have any questions regarding your student's assignments, please contact their teacher.

Parents support and questions- We are all here to support you! If you have any questions or need any support, please feel free to contact us. We want every member of our learning community to have a safe and positive 2020-2021 school year. Let us know what we can do for you!

Revised Routines and Procedures to Address COVID-19

We know that this time of uncertainty and change can be a scary time for many. It is our goal to communicate with you as much as possible regarding the procedures and preventative measures we are taking to promote the safety and well-being of our staff and students. We have utilized the recommendations set forth by the Idaho State Board of Education, Idaho State Department of Education, the governor's office, Southwest District Health Department, and the responses taken from the Melba Community Survey to develop the following procedures. Below we have included brief explanations of these revised procedures we will be following in response to COVID-19 during the 2020-2021 school year. Keep in mind that these procedures are subject to change at any time. The staff of Melba Jr/Sr High School will strive to do the best we can in developing and implementing the strategies and procedures we feel meet the needs and safety of our learning community. Please let us know if you have any questions regarding these action steps and procedures.

School Sanitation- The entire school will be sprayed by an electrostatic sprayer monthly. The day that the school will be sprayed will be put on a calendar and shared with staff. In addition to this monthly spraying the school will continue to be cleaned each night. Neither teachers, nor students are obligated to wipe down desks and/or chairs after use. High touch areas like door handles will also be sprayed monthly and cleaned nightly.

To help alleviate the spread of germs: Each classroom and lab will be sprayed monthly with an electrostatic cleaner.

Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer.

Subsequently, the spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface they're aimed at. For awkwardly shaped objects or hard to reach places, cleaning staff only have to point and spray; the nature of the mist allows it to coat surfaces evenly, and envelope objects—even if the mist is only sprayed from one side. After the spray is applied, the sanitizing agent works to disinfect the covered surfaces. For this reason, electrostatic spray is an excellent solution for germ and contaminant ridden areas.

Face Masks/Shields- Face masks and shields are not required for students, staff, or visitors. However, anyone who wants to wear one can provided they do not break existing dress code as far as what is portrayed on them. The decisions of anyone to wear or not wear a mask should be respected at the school. The office, library, and counselor's office will all have sneeze guards in place.

Bussing - There will be assigned seats on the bus. Families will sit together. When possible, all students that are members of the same family will enter and exit the bus together.

Lunch - Students will make effort to maintain social distancing during lunch time. This will include lunch lines which will be marked to help students maintain as much distance as possible. To reduce the number of students in the cafeteria lunch will be separated into two lunch periods depending on 5th period teacher. Students will sit with their grade level at the identified tables. High School students may continue to walk to off campus businesses and Jr. High students will remain on campus.

Break – Students will have break in the room of their 2nd period class. After 1st period students will go to the commons to get break food and then go directly to 2nd period.

Hallways/class transitions – Students are encouraged to walk with traffic on one side of the hallway. Students should transition to the next period as quickly as possible and not spend unnecessary time in the hallways.

Back to School Night - Back to school night has been canceled for the upcoming year. The school is preparing a video presentation that will be shared on social media and Teams to take the place of Back To School Night. There will also be a 7th grade introduction video presented by Mr. Forsgren and Mr. Lincoln.

Before School- Students should not be in the school more than 10 min before school. Exceptions can be made when arranged with the office and a teacher. Doors to the school will not be unlocked until 7:50.

After School - Upon the completion of the school day, teachers will direct students to quickly leave school and return home to minimize large gatherings on the school grounds. Students who ride the bus will promptly go to the bus and go to the assigned seat on the bus.

Drinking Fountains - Students and staff will use personal water bottles and water bottle filling stations instead of classroom/hallway drinking fountains. The fountain spigots will be disabled.

Changing classes - There will be no requirement to clean classrooms and desks after each class period, there will be hand sanitizers in the hall and cleaning material in the classroom if cleaning is desired.

Seating Chart - Teachers will create and maintain a seating chart for every class. The seating chart will need to be printed so that substitute and replacement teachers can see it. Seating charts will also be used in computer labs. As much as possible student desks will be in rows and lines facing the same direction. Desks, tables, and chairs will not be put into groups. Students should also use the same computers, iPad, or other devices each time they are used.

Special Education/Speech - Special Education / Speech teachers will be provided face shields to use when working with students. Speech Therapy students will also be assigned their own shield to be used during therapy. The shield will be disinfected after each session.

Volunteers/Visitors - All volunteers or visitors should check into the office. Until further notice no volunteer or visitor will be allowed in any other part of the building except the office.

Restrooms- No more than one student from each class may go to the restroom at a time.

Students should use the restroom as soon as possible and exit and return to class. Students will not be required to carry a hall or bathroom pass.

Students who need to see the nurse – Students who need to see the nurse should go to the office. There will be two categories; Students who require first aid will be taken care of in the Nurse's Office. Students who feel sick will be given a mask and directed to an isolation room. Parents will be notified and asked to come pick up the student. *Students who feel sick should not come to school.*

Attendance policy – The attendance policy is being modified to take into consideration situations involving Covid-19.

Assemblies - Until further notice assemblies and other large gatherings during the school day are canceled.

M.O.L.E and Lesson Plans - Lectures and instruction must be accessible from home; teachers will continue to use Microsoft Teams in order to upload lectures notes, instruction, and classroom work for students who are absent from class. Throughout the year each class will have one Teams specific lesson at least once every two weeks in order to keep students in the practice of using the format. If moving to Red, Microsoft Teams will be used daily. Lesson plans will communicate how Teams is being used with each lesson. Per District Framework for Reopening if school goes into red category students will receive online instruction and practice via M.O.L.E.

Alternate Schedule – Per District Framework for Reopening, if school goes into yellow category students will be divided by district plan for a Mon/Wed and Tues/Thurs schedule. Teachers will provide instruction on in-class days and practice will take place on at home-days. Students are responsible for attendance and participation on home-days. Attendance will be taken by completing at home assignments.

After school programs will be affected in the following manners:

Athletic programs will adhere to any guidelines set by the IHSAA which is the governing body for all high school athletic events.

FCCLA, BPA, Honor Society, and FFA will adhere to any guidelines set by their respective governing bodies.

All in school clubs will be suspended until further notice.



Melba Jr/Sr High School

Yellow Category

Lesson Plans-

- Utilize District developed lesson plan template
- Completed weekly
- Turned in by Friday prior to the start of the week in OneNote
- Sent home with students each week for parents to review, check off, and sign

Communication with Families: Email or phone

Delivery of Instruction-

- Teacher will provide face-to-face instruction for students two days a week.
- The two days of face-to-face instruction will include curriculum from content in total of two days' worth of content.
- For the two remaining school days, students will complete homework packets sent home by the teacher.
- Math teachers may use face to face instruction time to help students complete assignments and provide additional help and instruction. Students may watch instructional videos prepared by the teacher on at-home days.
- The homework packets will recover concepts that were taught the previous day or earlier in the school year.
- Homework packets will review/reteach concepts in the curriculum
- 30 minutes' worth of content must be created for students to complete each day.

Attendance:

- Teachers must place exit tickets for the students to complete each day in their homework packet.
- Teachers must keep track of students that complete the assignments each day for attendance.
- Attendance needs to be sent to Marlene the next school day by 8:30am by email. Please only include the students who were absent:
 - Absent= both exit ticket incomplete, marked by a 1 next to their name
 - For a student to receive full attendance for the day, the student would have to have an exit ticket for each assigned class.
 - All names need to be placed under the specified date of the student's absence

Assignments (Exit Tickets)-

- At least one assignment must be graded and entered Power Teacher Pro by the end of the week.
- Indicate on lesson plans if the assignments met requirements for attendance on the lesson plan page, send home with students the following week.

Assessments-

- Formal class assessments will be assigned and completed in class.
- District Assessments will be completed in class.
- State Assessments will be completed in class.

Teacher Expectations-

- Have all content available to students on time in an organized manner.
- Be in communication with any student who may not be performing well or completing assignments.
- Differentiate instruction as needed to support individual students.

Student Expectations-

- Complete all activities/lessons specified by teachers on the lesson plans.
- FULLY complete all exit tickets and return to teachers the next school day.
- Complete daily assignments to the best of their ability.
- Communicate with teacher about any questions or concerns they may have.



Melba Jr/Sr High School

Melba Online Learning Environment

Platform- Microsoft 365 Teams

Lesson Plans-

- Utilize school developed lesson plan template
- Completed weekly
- Turned in by Friday prior to the start of the week in OneNote
- Posted for parents in Teams when class/student is working online

Communication with Families-

- Use email or phone.

Delivery of Instruction-

- Assignments must be in Teams program by 8am each day.
- Teachers will utilize their webcams or other device to record their lessons directly into Stream
- If quarantined at home, may use additional programs to upload teaching such as Screencast-O-Matic.
- The teacher must be teaching in all main instructional videos.
 - Teacher must teach and cover all core curriculum.
 - Teachers may add additional videos to supplement their curriculum such as videos from Kahn Academy, etc.
 - Required videos for all core content must include either the teacher's voice or their physical appearance. At least 2 videos each week must have the teacher's physical appearance for students to see.
 - 30 minutes' worth of content must be up for students to complete each day. This includes both videos and assigned work.
- Camera should be set up to include only the board/screen and the teacher.

Attendance:

- Teachers must place an exit ticket for the students to complete each day.
- The exit tickets need to be assigned in Teams.
- Teachers must keep track of students that completed the assignments each day for attendance.
- Attendance needs to be sent to Marlene the next school day by 8:30am by email. Please only include the students who were absent:
 - Absent= exit ticket incomplete, marked by a 1 by their name
 - For a student to receive full attendance for the day, the student would have to have an exit ticket for each assigned class.
 - All names need to be placed under the specified date of the student's absence

Assignments (Exit Tickets)-

- Must be graded by the end of the week.
- Transferred into Power Teacher Pro

Assessments-

- Informal and Formal class assessments will be assigned and graded
- District Assessments- Students/Families will be contacted by Office Personnel to take these assessments on an individual basis.
 - i-Ready
- State Assessments- Students/Families will be contacted by Office Personnel to take these assessments on an individual basis.
 - PSAT
 - ISAT

Teacher Expectations-

- Be available to students and parents from 8:00am to 3:50pm each school day.
- Individually communicate with each student/family to check each month by Chat in Microsoft Teams, by meeting in Microsoft Teams, or by phone call.
- Have all content available to students on time in an organized manner.
- Be in communication with any student who may not be performing well or completing assignments.
- Differentiate instruction as needed to support individual students.

Student Expectations-

- Complete all activities/lessons specified by teachers on the lesson plans.
- FULLY complete exit tickets by 11:59pm each day.
- Complete each assessment without support to provide teachers with information regarding the student's level of understanding on each concept.
- Complete daily assignments to the best of their ability
- Communicate with teacher about any questions or concerns they may have.