

Sutter Middle School Welcomes Back Students

"Home of the Cougars"

ASSISTANT PRINCIPALS

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2020-2021

12/18/2020

PRIORITIES FOR STAFF AND STUDENTS

Staff and student health and safety is our top priority at Sutter Middle School

Student learning and social-emotional well-being

Supports for students, staff, and families

Please note: If CDC or District guidelines change, our school's guidelines will also change



REQUIRED AT HOME SCREENING

BEFORE COMING TO CAMPUS EACH DAY PLEASE SCREEN YOUR CHILD FOR SYMPTOMS OF ILLNESS BY UTILIZING THE DISTRICT'S FRONTLINE SYSTEM: IT IS VERY IMPORTANT THAT YOU DO NOT SEND A CHILD TO SCHOOL WHO IS SICK.

- Do you have a fever 100.4 or greater without taking medication such as Advil, Tylenol etc.
- Do you have an uncontrolled cough?
- Do you have a sore throat?
- Do you have congestion or a runny nose?
- Do you have diarrhea or vomiting?
- Do you have a new severe headache?

HEALTH OFFICE VISITS

- If students are observed exhibiting symptoms of illness they shall be sent to the school health office's outside door **SMS #9-Health office procedures**
- Follow the small **red** cougar paw prints to the outside door to the nurse's office. Look for the large red cougar paw print with the white cross in the middle. Ring the door bell for assistance.
- The choir room D-102 will be used as a waiting area for students who are exhibiting signs of illness, **NOT** the nurse's health office
- Students who need to access the health office for scheduled medication and diabetes management must come to the health office door inside the main office.

ACTIVE SCREENING

- The nurse or health office staff will screen students for low-risk and high risk symptoms using the decision tree chart
- Low-risk symptoms are: congestion, sore throat, headache, body aches
- High risk symptoms: cough, difficulty breathing, loss of taste/smell

ILL STUDENTS AT SCHOOL

IF YOUR CHILD BECOMES ILL AT SCHOOL WE WILL CALL YOU TO PICK UP YOUR CHILD.

- **Please pick up your child within 30 minutes**
- The front office staff will give you specific directions on the pick up location of your child
- Negative covid-19 test:
 - Return to school after 24 hours without fever and only when symptoms are improving
- Positive Covid-19 test or no healthcare provider visit or test:
 - Return to school after 10 days since symptom onset and 24 hours without fever
- Exposure to a Covid-19 positive person:
 - Stay home for 14 days from last contact. Communicate with the school any symptoms or positive results/positive known exposure.

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ARRIVING TO CAMPUS

- Students may not arrive to campus prior to:
- **7:50am** for zero period students only
- **8:25am** for all other students
- Students will continue to use multiple entry points to reduce student contact **SMS #1-Entering Campus: AM**
- Students are required to wear a face mask during school. If a student forgets their face mask, one will be provided for them
- Upon arrival at school, students shall go directly to their grade level location, while practicing social distancing of 6 feet

WHAT IF A STUDENT IS LATE OR ABSENT?

IF YOUR STUDENT ARRIVES AT SCHOOL LATE:

- Late students should sign-in outside the office door and go directly to class
- Parents may watch from the car at this time. Currently our campus is closed to anyone who is not a student or staff member

IF YOUR STUDENT IS ABSENT

- Please call the office at (916) 294-9035 and report the absence to our attendance clerk, Mrs. Richardson
- You may also email her at: KArichardson@fcusd.org

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SCHOOL OFFICE PROTOCOLS

- To ensure safety of our staff and students the office will schedule essential in-person appointments **ONLY**. Please contact:
Chrisi Jones at 916-294-9035 ext. 320110
Email: Kcjones@fcusd.org
- A drop box is available outside the main office for important documents
- **Two** people at a time will be able to access the Main Office. Please wait outside until it is your turn and maintain social distance
- If a parent is picking up a child early, please call the Main Office at: 916-294-9035 and wait in your car. Once the student arrives at the office, we will call your cell phone and direct you to park in front of the office for child pick up

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ARRIVING TO CAMPUS

- **6th grade** will meet in the A-wing quad and garden area and will be required to maintain 6' social distancing
- **7th grade** will meet in the lower quad area around the student store and will be required to maintain 6' social distancing
- **8th grade** will meet in the upper quad by the multipurpose building and will be required to maintain 6' social distancing

SMS #10-Congregation areas by grade level

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TRANSPORTATION

- Transportation will be provided; Students will need a bus pass
- All students must wear approved face coverings on the bus
- Open windows on bus/air vent on top of bus to increase fresh air flow
- Stagger seating - 6 foot distance between driver and passengers



TRANSPORTATION

- Students will use hand sanitizer upon entry to the bus
- Students should sit in the same seat each day when possible
- Siblings riding the bus should sit together

OTHER TRANSPORTATION MEANS

- Students walking to school should remain physically distant from each other
- Do not drop off or pick up in the Riley Street bus zones
- Parents who park must stay in their car while on campus
- Students must meet their parents outside the school gates. Parents may NOT walk onto campus to pick-up or drop-off their student

OTHER TRANSPORTATION MEANS

- Students should enter campus to the closest entrance to their first period class
- Students should only walk onto campus through gates marked **Enter**
- Bikes, scooters, and skateboards are to be placed inside the bike rack area and locked for security purposes

FACE MASKS AND FACE SHIELDS

- Face masks **MUST** be worn by students and all staff while on campus. Campus is currently a closed campus which currently can not allow parents or visitors on campus
- Face masks must cover both your nose and mouth securely! **Double layer gaiters may only be worn outside, not in the classroom. Face shields must have the curtain attached**
- Valve masks & bandanas have not been approved by CDC and are not considered safe for campus purposes
- Public health guidelines state all staff and students must wear face masks, maintain 6 feet social distancing, and frequently wash or sanitize your hands
- Students are required to wear a mask the moment you arrive on campus, including passing periods
- If students do not have a face mask the school will provide one



RECOMMENDED FACE COVERINGS

DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps

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CDC MASK GUIDELINES

- Wear masks with two or more layers to stop the spread of COVID-19
- Wear the mask over your nose and mouth and secure it under your chin
- Masks should be worn by people two years and older
- Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- CDC does not recommend the use of face shields alone. Evaluation of face shields is ongoing but effectiveness is unknown at this time
- Evaluation of mask and gaiter materials and structure is ongoing
- [HOW TO WEAR A MASK IN SCHOOL](#)

GAITERS VS FACE SHIELDS

Gaiters & Face Shields



Wear a gaiter with two layers, or fold it to make two layers



Caution: Evaluation is ongoing but effectiveness is unknown at this time

NOT RECOMMENDED

DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents, which allow virus particles to escape



Are intended for healthcare workers, including N95 respirators or surgical masks

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RESTROOMS POLICIES & PROCEDURES

Parents please encourage your student to use the restroom at home before school. Once at school, the following procedures will be put into place around restroom use:

- Restrooms can accommodate two students at a time
- Students will call into the restroom before entering
- If there are two students in the restroom, students will wait outside
- Students should wash their hands in the restroom after use. Students will be asked to sanitize their hands upon entering the classroom
- Restrooms will be cleaned and sanitized **3** times per day



HANDWASHING AND SANITIZING

- Students will be trained on how to wash their hands effectively
- Students will be asked to sanitize their hands upon entering AND exiting classrooms and of all buildings
- Paper towels should be placed next to the hand sanitizer upon entry of a classroom; Students may wipe their own desks with a paper towel if the desk is not dry from sanitizing

[What you need to know about handwashing](#)

BREAKFAST & LUNCH

- Breakfast will NO longer be served once students return back on campus in January 2021
- Grab and go lunches will be served from the two outside window serving stations
- Wear your mask while in line and practice social distancing by standing on the cougar paw prints
- Once students get their “grab and go” lunches they must exit the campus

SMS #8-End of the Day (Egress): Grab-n-go lunches

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HOW ARE OUR CLASSROOMS SET UP?

- Classrooms have been carefully set up so each desk is appropriately distanced from all others by six feet
- Teachers' work areas are also a minimum of six feet from student desks, and every care has been taken to make sure all students and staff are able to work and learn in the safest possible environment. Our classrooms have all received MERV 13 filters which have success filtering very small particles out of the air, even smaller than a single micron
- Each classroom is equipped with hand sanitizer solution & masks. Classrooms will be sanitized between classes once students leave. Each classroom has been provided a canister spray tool that contains NEW hypochlorous disinfectant
- Custodians will clean and sanitize each classroom at the end of each day with NEW hypochlorous disinfectant

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CLASSROOM EXPECTATIONS

- The hybrid model will reduce class sizes to no more than **16** persons in a class to promote social distancing; if a classroom is above size and social distancing of 6 feet can be maintained limits may increase
- Student desks will be separated per CDC recommendations
- Teachers will maintain a 6-foot distance from students
- Students will remain 6 feet distance from the teacher's desk

CLASSROOM EXPECTATIONS

- Students will need to bring textbooks, a CHARGED Chromebook and school supplies ON in-person days
- If a student forgets to bring school materials such as textbooks and a Chromebook, the teacher will provide a pass to the media center for the student to check out necessary items
- Assignments submitted on paper may be quarantined for 24 hours prior to being graded
- Online/digital work will be utilized whenever possible to reduce the amount of paper exchanging hands
- Students are responsible for taking the Chromebook home to be charged daily

CLASSROOM EXPECTATIONS

- Food or eating in class will not be permitted
- Students are encouraged to bring their own hand sanitizer and a water bottle with their name on it
- Students should not share food, drinks or hand sanitizer with each other
- Students with medical needs may be allowed to have access to food and drink in classrooms
 - A designated area will be established by the teacher
- Classroom materials should not be shared with other students

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TRAVELING WHILE ON CAMPUS

- Teachers shall leave doors open during passing periods to limit students access to high touch door handles upon entering & exiting classrooms
- Students will follow all posted signs and ground arrows for direction on campus
- Students will stay to the far right when traveling in hallways and walk ways (similar to driving on a roadway)



PHYSICAL EDUCATION

- Students will **NOT** be dressing out for PE. The locker rooms will be closed
- Students will need to wear appropriate shoes and dress in clothing that permits PE movement and bring their own water bottle
- All activities will follow social distancing guidelines (soccer, obstacle course, line dancing for example)
- Students will do warm-ups and activities outside as weather permits
- Students will still move indoors for rain, heat, or smoke events
- Sanitizing and hand washing will be part of the daily lesson plan
- PE equipment will be sanitized between each class with NEW hypochlorous disinfectant
- Students will store their backpacks in the gym on the bleachers. Bleachers will be sanitized between classes
- Teachers and students will wear a mask at all times

BAND AND CHORUS

- Social distancing will be taken into consideration and a minimum 6 feet spacing will be applied
- Collaboration for Music classes with the guidance of teachers is being planned and implemented following CDC guidelines
- Virtual concerts or prerecorded concerts may be an option as a substitute for performances

STUDENT LIBRARY USE

- Students will be required to use hand sanitizer as they enter the Media Center, with hand sanitizing stations placed throughout the library
- The Media Center will NOT be accessible during passing periods. Passing periods will be used to clean and sanitize the space
- Before school and after school use of the Media Center will be on a priority basis only and will be open for 30 minutes before and after school
- Small groups of students with a max of eight (8) students to include one (1) teacher or Instructional Aid will be able to use the Media Center at one time. Reservations are required
- A reservation system will be established to fulfill the needs of students who need assistance in a materials search, reference search, printing documents and/or need the use of a chrome book in a separate space

LIBRARY CHECK-OUT

- Students can return library books before school and after school. A cart will be outside to collect returned items
- Library books will be quarantined for 72 hours and cleaned before recirculating
- The library will continue to do remote library book checkouts throughout the year. Students will not be allowed to browse for library books on their own
- Students will be able to check-out materials on a one-on-one basis with the librarian, if needed, with prior approval by a teacher and a reservation
- Library materials placed on hold by students will be delivered to students during the last class of the day, within the last 30 minutes of class

BAND CONCERTS, SPORTS, ASSEMBLIES, DANCES

- Assemblies and dances have been postponed until further notice
- All other assembly events will be postponed until further notice
- Concerts have been postponed until further notice
- Virtual concerts may be an option
- Our sports league has officially cancelled all games; however the district is looking at alternative options

SOCIAL EMOTIONAL SUPPORT

- Support is available for students who are experiencing social and/or emotional challenges
- School counselors are available to students and families
- Referrals to mental health specialists may be made through school counselors if appropriate
- Surveys will be shared with families within the first month of return to hybrid to assess needs
- Outside mental health resources are available by request

STUDENTS CAN DECREASE STRESS WITH THE FOLLOWING BEHAVIORS AND TECHNIQUES:

- Exercise and eat regularly
- Get enough sleep and have a good sleep routine
- Avoid excess caffeine which can increase feelings of anxiety and agitation
- Learn relaxation exercises (abdominal breathing and muscle relaxation techniques)
- Develop assertiveness training skills. For example, state feelings in polite, firm, and not overly aggressive or passive ways: ("I feel angry when you yell at me." "Please stop yelling.")
- Learn practical coping skills. For example, break a large task into smaller, more attainable tasks
- Decrease negative self-talk: challenge negative thoughts - with alternative, neutral, or positive thoughts. Learn to feel good about doing a competent or "good enough" job rather than demanding perfection from yourself and others
- Take a break from stressful situations. Activities like listening to music, talking to a friend, drawing, writing, or spending time with a pet can reduce stress
- Build a network of friends who help you cope in a positive way

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PARENTS CAN HELP THEIR STUDENTS DECREASE STRESS IN THE FOLLOWING WAYS:

- Stay informed and involved in your student's academic progress
- Monitor if stress is affecting their student's health, behavior, thoughts, or feelings
- Listen carefully to student and watch for overloading
- Learn and model stress management skills
- Support involvement in sports and other pro-social activities

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SEL RESOURCES/WEBSITES

- Sutter Middle School counseling website:
<https://www.Fcusd.Org/domain/767>
- FCUSD virtual calming room website:
<https://sites.Google.Com/fcusd.Org/calmingroom/home?Authuser=0>
- FCUSD wellness support page: <https://www.Fcusd.Org/domain/5607>
- American academy of child and adolescent psychiatry- facts for families:
https://www.Aacap.Org/AACAP/families_and_youth/facts_for_families/fff-guide/helping-teenagers-with-stress-066.Aspx

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