

Philomath Middle School Procedures



September 2021



PHILOMATH MIDDLE SCHOOL

Steve Bell, Principal

Chad Matthews, Assistant Principal

The following information is provided for the return to in-person learning at Philomath Middle School. Students will attend school in-person with a full week schedule. Following guidance from the Oregon Health Authority and the Oregon Department of Education (ODE), students and staff are required to wear a face covering while in the building and when outside and unable to maintain 6' of distance from others. While in school we encourage awareness of physical distance, healthy hand hygiene, and respectful observation of current health mandates and requirements.

Please take time to review this handbook with your children. If a question arises that is not addressed here, and you are not sure how best to deal with it, please reach out to our front office. Teachers will also review this information with their students in the first days of the school year.

Our homes are our first line of defense against this virus. When everyone supports and reinforces expectations and procedures, we all benefit. By working together we can confidently take this next step forward.

The information in this handbook is guided by the ODE RSSLR Framework as of August 17,2021. Be aware, the recommended and required guidance from ODE changes as conditions change. We will update documents, and inform students and families when there are substantial changes.

2021 Chapel Drive

Phone (541) 929-3167
Fax (541) 929-3180

Philomath, Oregon 97370

www.philomathsd.net/philomath-middle-school

Health and Safety

All people entering the building (staff, students, parents, etc.) are required to wear a face covering.

Markings on the floors and furnishings in the building are arranged to reflect current Centers for Disease Control and Oregon Health Authority requirements.



Common surfaces and touch points will be sanitized regularly throughout the day. Students and staff are expected to wash their hands regularly and/or use hand sanitizer when transitioning from one area to another.

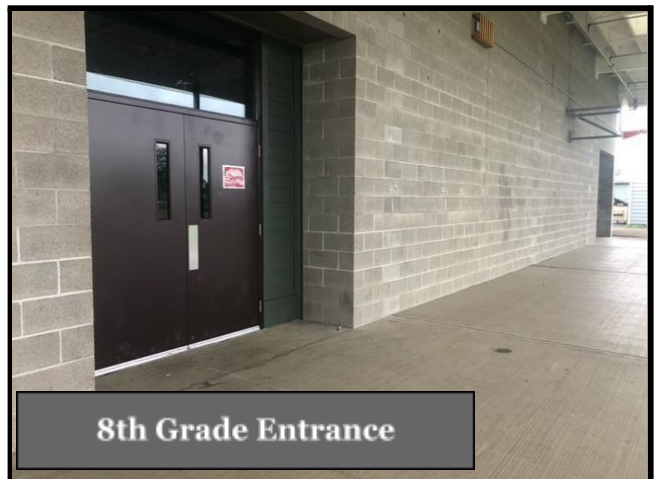
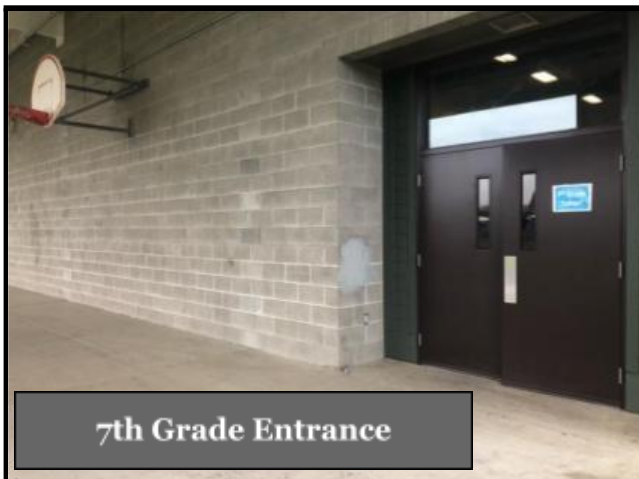
The interior of the school building will be closed to the general public during the school day. Parents who have a question can come into the office at any time. The best way to contact the office staff includes email (chelsea.vanderzwan@philomath.k12.or.us) or phone at (541)-929-3167.

Parents please help us all stay healthy by assessing your child for any signs of illness before they get on the bus, get out of the car, or leave the house in the morning. Students will be sent home if they are presenting visual signs of sickness. When in doubt, please exercise caution and keep your child home.

Parent Drop Off / Student Entry

Last spring we used separate entrances for each grade level and welcomed students with a purpose. This turned out to be a good student management strategy, so we have decided to keep this process with the intent of welcoming each student by name every morning.

Drop off for students should occur no sooner than 10 minutes prior to the start of their first class on campus. This means, students should not arrive prior to 7:55am. Students are required to enter through the assigned door based upon grade level (please see the map at the end of the handbook). 6th grade will enter through the double doors at the front of the building (not the Office doors). 7th grade will enter through the multi-purpose room doors under the covered play shed. 8th grade will enter through the gym doors under the covered play shed. After entering the building students are to go to their first period class.



Bus Drop Off and Pick up

Buses will drop off and pick up all grades in front of the middle school. Upon arrival at school, students are expected to walk to their assigned school entry point. At the end of the school day, students will exit the school building from the exterior door of their seventh period class. The bus loading area is at the front of the school.

If you are in need of bus transportation please register with the bus company. The form for bus registration can be found on the Philomath School District website, [Philomath School District](#), or you may call Mid-Columbia Bus Company at 541-929-5474.



Late Arrival

Grade level entry doors will be locked 5 minutes after class starts (8:10am). After the doors are locked, all students will enter through the main doors at the front office.

Dismissal

At the end of the day, students will exit the building via the nearest exit door which, in most cases, will be an exterior classroom door. If a student is participating in activities after the school day they should report to the location of the activity and follow all health protocols.

Face Coverings / Sanitize / Distance

- A face covering must be properly worn at all times indoors. If a covering is unusable, the school will provide a disposable replacement mask for the day. Students should wear a clean face covering to school each day. Two-ply face gaiters are allowed.

- Face covering breaks will be provided to students in coordination with the teacher.
- Students are asked to respect Oregon Health Authority required physical distancing all times while on school grounds (i.e. the classroom, hallways, cafeteria, outside, etc.)
- Students will use their own school supplies during the day. School supplies will be provided to students in need.
- Hallway lockers will not be used at this time. Students will carry their supplies with them from class to class.
- Students will be reminded and asked to wash their hands with soap and water or use hand sanitizer regularly throughout the school day.
- A student's backpack, coat, or other effects should be kept in their personal work area.
- Sanitizing supplies for desks and surfaces are available for use in each classroom.

Students unable to comply with the health and safety protocols required at Philomath Middle School will be offered placement in the Philomath Academy.



Morning Snack / Lunch

A morning snack break and daily lunch will be available free of charge for all students. Students choosing school breakfast or lunch will be required to place their weekly order during their Advisory class.

As the weather permits, students will eat outside to allow for physical distancing. If outside, students may remove face covering and keep face covering off while maintaining 6' of physical distance, or engaged in physical activity (ie. basketball, kickball). While inside, students may remove their face covering only while actively

eating. Once students have finished actively eating, they are required to put their face covering back on.

Daily Schedule Times

First period class begins at 8:05am. Students should arrive on campus no sooner than 7:55am. Seventh period, the last class period of the day, ends at 2:55pm, Monday through Thursday. On Fridays, the school day ends for students at 12:25. Please see the “Student Daily Schedule” at the back of this handbook.

Classroom Set-up

Each classroom will be arranged according to current guidance which requires 3’ distancing to the fullest extent possible.

Music

Band and Choir courses will be offered. The location of these classes may change from their typical classrooms. Extra precautions will be in place to meet the need of the activity (singing, or playing an instrument). These precautions may include special face masks, covers for instruments, outside class sessions, a large room to accommodate social distancing, etc.

Physical Education (PE)

Students are not required to dress down but athletic shoes are encouraged for students during P.E. Face coverings are required when not actively participating in an activity. While participating in activities that require physical exertion, students do not need to wear face coverings. When outside and maintaining appropriate social distancing (6’ or more) students are not required to wear a face covering.

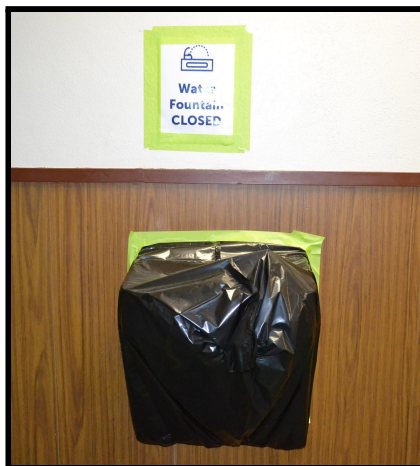
Library

The library will be closed to general student use, but will be available for whole class use. Books may still be checked out through an appointment with our Library Media Specialist.



Drinking Fountains

Drinking fountains will be closed. Students should bring a water bottle with them to school if they desire. A new water bottle filling station has been installed and is available in the main hallway near the student restrooms.



Restrooms

The student restrooms will be limited to an occupancy of 6 students at one time. Students will be asked to be responsible to follow the capacity guidelines.

Restrooms will be cleaned multiple times during the day and again in the evening. Students should wash their hands vigorously with soap and water for 20 seconds before returning to class.

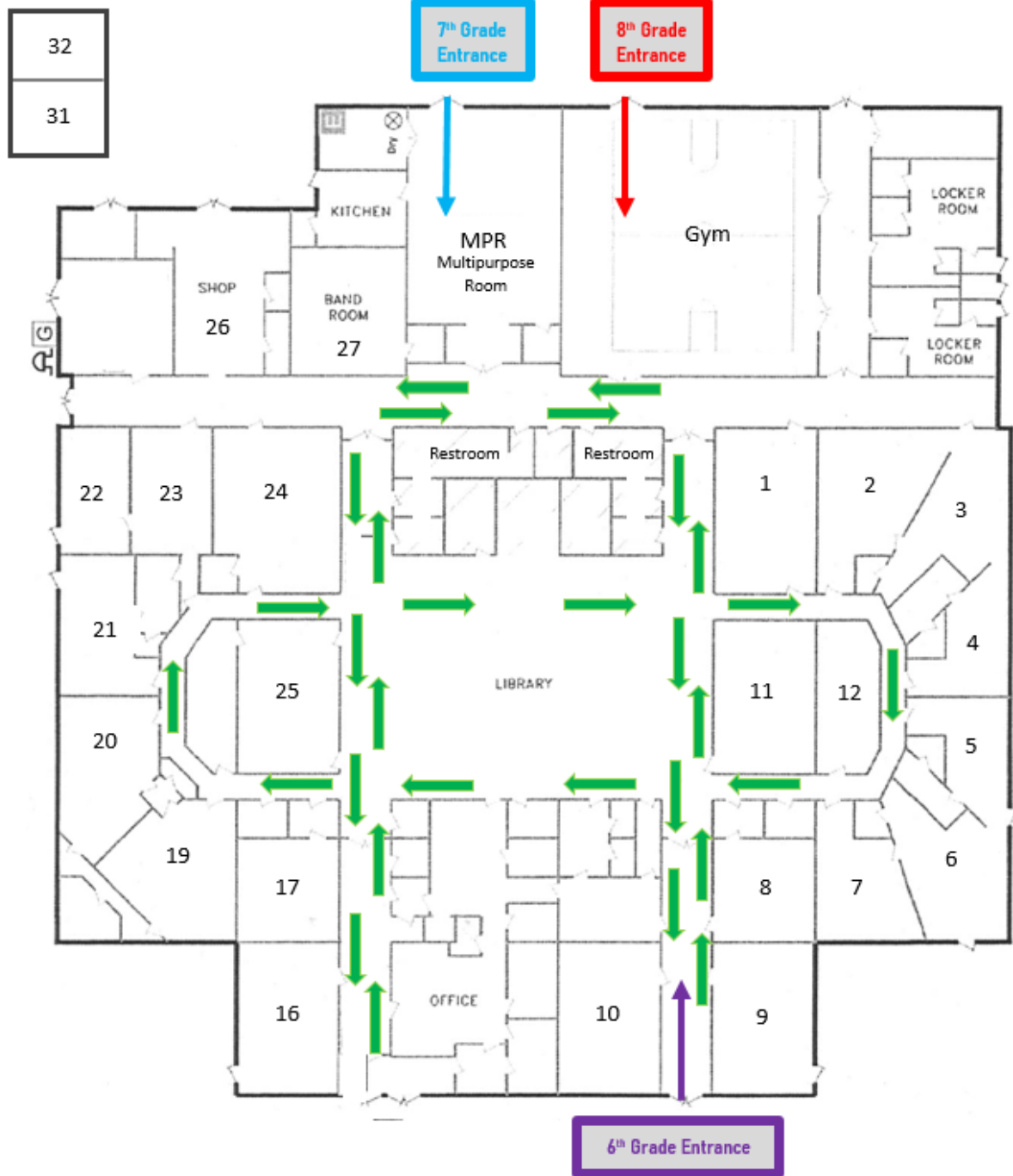
Infection Outbreak Protocol

Individuals exhibiting symptoms of illness will be escorted to the supervised isolation room. The parent/guardian of the student and school district nurse will be notified. The student will wait in the isolation room until they are able to go home.

Students and staff who have tested positive for COVID-19 will quarantine at home under guidance from the local public health authority. CDC guidance states that people who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine. The school district nurse and the Benton County Health Authority will conduct contact tracing and determine the extent of possible quarantine for susceptible students and staff.

If not vaccinated, current guidance states that exceptions from quarantine may occur if students were engaged in consistent and correct use of well-fitting face coverings and were observing other k-12 school prevention strategies including 3' feet or more of physical distance.

Entry Points & Common Area Traffic Patterns



Philomath Middle School

Student Daily Bell Schedule

2021 - 2022

Monday - Thursday

1st Period	8:05* - 8:50
Break	8:50 - 9:01
A	9:05 - 9:50
2nd Period	9:05 - 9:50
B	8:54 - 9:39
Break	9:39 - 9:50
3rd Period	9:54 - 10:39
4th Period	10:43 - 11:28
Lunch	11:28 - 11:58
A	12:02 - 12:28
Advisory	11:32 - 11:58
B	11:58 - 12:28
5th Period	12:32 - 1:17
6th Period	1:21 - 2:06
7th Period	2:10 - 2:55

Friday

1st Period	8:05* - 8:36
Break	8:36 - 8:46
A	8:50 - 9:20
2nd Period	8:50 - 9:20
B	8:40 - 9:10
Break	9:10 - 9:20
3rd Period	9:24 - 9:54
4th Period	9:58 - 10:28
5th Period	10:32 - 11:02
6th Period	11:06 - 11:36
7th Period	11:40 - 12:10
Lunch	12:10 - 12:25

Friday Assembly

8:05* - 8:10
Assembly: 8:10--9:00
9:00 - 9:24
9:24 - 9:34
9:38 - 10:00
9:28 - 9:50
9:50 - 10:00
10:04 - 10:26
10:30 - 10:52
10:56 - 11:18
11:22 - 11:44
11:48 - 12:10
12:10 - 12:25

2-Hour Delay

Breakfast: 9:45-10:00
10:05 - 10:41
10:45 - 11:18
11:22 - 11:55
Lunch: 11:55 - 12:27
12:31 - 1:04
1:08 - 1:41
1:45 - 2:16
2:22 - 2:55

PSD Covid-19 Screening

Have you or a family member experienced any of the following symptoms in the past 48 hours:

The presence of any of the symptoms below generally suggests a student has an infectious illness and should not attend school, regardless of whether the illness is COVID-19. For students with chronic conditions, a positive screening should represent a change from their typical health status.

- Temperature of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Difficulty breathing (for students with asthma, a change from their baseline breathing)
- Diarrhea or vomiting
- New onset of severe headache, especially with a fever

If a child HAS any of the symptoms above **keep them home from school**

Parents should contact the school to report if their child is sick, and then the school will contact the Philomath School District Nurse if they think the situation requires further investigation. The school nurse may ask some additional questions to help determine when it is safe for that child to return to school.

PMS COVID PROTOCOL FAQ'S:

What principles help guide decisions?

1. Promoting behaviors that reduce the spread of COVID-19
2. Maintaining healthy environments
3. Maintaining healthy operations
4. Preparing for when someone gets sick

Our guidance comes from the Centers for Disease Control and Prevention (CDC), the Oregon Department of Education (ODE), the Oregon Health Authority, and Benton County Public Health.

- **CDC:**
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>
- **ODE / OHA:**
<https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/Planning-for-the-2020-21-School-Year.aspx>
- **Benton County:** <https://www.co.benton.or.us/covid19>

What are the behaviors that help reduce COVID-19's spread?

There are 6 key mitigation factors that are required for all students and staff.

1. Consistent and correct use of face coverings and barriers
2. Physical distancing of at least 3' when indoors to the fullest extent possible
3. Proper hand hygiene (sanitizing upon entry and regularly while on campus)
4. Regular and routine cleaning and disinfection of common areas
5. Increased airflow and circulation including emphasis on outdoor activities when possible
6. Contact tracing in collaboration with Benton County Health

What if Somebody in the School Contracts COVID-19?

A positive case may involve students and/or staff. Cases are reported when the Benton County Health Department provides confirmation. In the event of a positive case, individuals directly connected are notified as soon as the district is made aware. Individual schools will share notification of any positive cases directly with staff and the impacted families.

How Do Students Enter the Building?

Students are assigned a specific entry point based on their grade level (see page 3). Entry will begin at 7:55 am.

How Can We Help?

Addressing COVID-19 is difficult for each student and family. District leadership is working hard to keep our schools open through adherence to national, state, and local guidelines. Please encourage your children by remaining positive and optimistic as we work through this difficult time.

What other steps are being taken?

Mitigating the risk of Covid spread is addressed through regular sanitization of common spaces, strict adherence to wearing face coverings, physical distancing, and regular exchange of air in the building.

How does building ventilation work?

HVAC run times will begin two hours before school and continue for four hours after school. Air exchange occurs 6-8 times per hour. MERV 8 filters will be replaced on an increased schedule. All economizers will be closed and outside air distribution will be maximized while allowing for temperature regulation. Where appropriate and safe, doors and windows will be opened to allow for additional air flow.

When Should I Keep My Child Home?

Students should not come to school if they are feeling sick or have been in contact with others who are sick. When in doubt, students should remain at home.

Are there other helpful tips?

Water fountains will be non-operational. Students should bring their own water bottle if they so desire. Lockers will not be provided as students will not congregate. Face coverings will be required on campus inside the building and outside if standing closer than six feet.

What about breakfast & lunch?

Free school breakfast and lunch is available for all students while on campus (Students wanting school breakfast or lunch will place their order during Advisory class).

What happens if somebody on campus gets sick with COVID-19?

The person will be moved to an isolated setting and offered a rapid test with parental consent. The district nurse will direct the response with guidance and oversight from the Benton County Health Department.

What does it mean to be a “susceptible” individual?

According to OHA 333-019-00010(d) a “susceptible” individual is a child lacking documentation of immunization

Will the buildings operate as normal?

For the most part the school day and school buildings will operate as “normal”. Over the past year we have instituted some new procedures. These procedures originally started out as COVID protocol but have become good management practices for a middle school. Access to the building will continue to be restricted to only those who are critical for daily operations (students and staff). Visitors and volunteers will be extremely limited. Students should arrive no earlier than 10 minutes prior to the start of class and should leave campus following the last class.

What will school look like?

We are hopeful that full school days, standard instructional times, standard breaks, social times, and the return of school bells will feel more normal. We also know that wearing face coverings and physical distancing will still be different than what we are accustomed to at school. We will do our best to create a caring and welcoming environment for all students.

What if the numbers of infections increase?

Benton County Health will monitor all local cases and coordinate with the Philomath School District.