



In Person Learning Handbook

Reuther Middle School

October 2020

[RCS Welcome Back Video](#)

Dear Reuther Middle School Families,

Please see the pages contained within this handbook for information related to our return to in person instruction. The information contained in this handbook is subject to change as medical guidelines or health conditions fluctuate. Our goal is to mitigate the health risk, welcome our students back and help them feel safe and loved, and further their education in a supportive and caring environment. I thank you for your support and partnership.

Sincerely,

Wendy Darga, Principal

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HYBRID SCHOOL HOURS

Full Day Schedule: 7:25-1:40

Half Day Schedule: 7:25-10:40

PARENT VOLUNTEER & VISITOR POLICY

At this time, parent volunteers and visitors are not permitted at school.

While we are in the transition/hybrid model, no visitors will be allowed into school buildings, except for those who are there on official business (parent picking up a sick child, staff, district administrators, school liaison officers, etc.) No restaurant food deliveries or other outside deliveries to students are allowed. Most forgotten items do not need to be delivered. During the transition/hybrid model, no large gatherings will take place inside school. Parent/teacher conferences and other meetings will be held virtually. No outside field trips or assemblies will be held unless they can be done virtually. Visitors and/or in person meetings will be by appointment only and with prior approval from the building principal.

ATTENDANCE & EARLY PICK UP

Absences: There are two ways for you to report absences for your child.

- In ParentVue, click on the Attendance tab found on the left side, then click on the Report Absences button, enter the *date* and *reason for the absence* in the notes section, then click on *Save* to submit the absence.
- Call the Reuther Attendance Line at 726-4710 to report the absence. Please give the child's name, date and reason for the absence.

**Please notify the office ahead of time when you plan to pick up your child early from school. When arriving at Reuther, please call the office at 248-726-4707. Office staff will sign out your child and then escort them to main entrance. We will not be allowing any visitors into the main office. Thank you for understanding.

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STUDENT ARRIVAL & DISMISSAL

Your child's safety is a top priority. Please stay in your car at all times when using the Drop Off Loop.

Please review the following information to learn more about procedures for pickup and drop off. **It is important that you do not drop your child off at school until 7:10 am at the earliest.**

- ▷ Masks are to be worn by all students and staff during our morning arrival. Students need to be wearing masks as soon as they step on the bus or out of their cars. Adults will direct them to proceed directly to their classroom for their first class of the day. Students will not be allowed to gather/congregate in the hallways before school.
- ▷ For safety reasons, parents should not drop their child off earlier than 7:10am in the Drop-Off Loop.
- ▷ Any late student arrivals (after 7:25am) will be dropped off at the front office vestibule for check-in and then report to class.
- ▷ Bus Riders If your children will be riding the bus, they will use hand sanitizer upon entering the bus. Seating will be assigned. Please follow instructions from transportation staff. Masks need to worn for the entire time on the bus. There will be staff at each entrance upon arrival to help children find their classes.

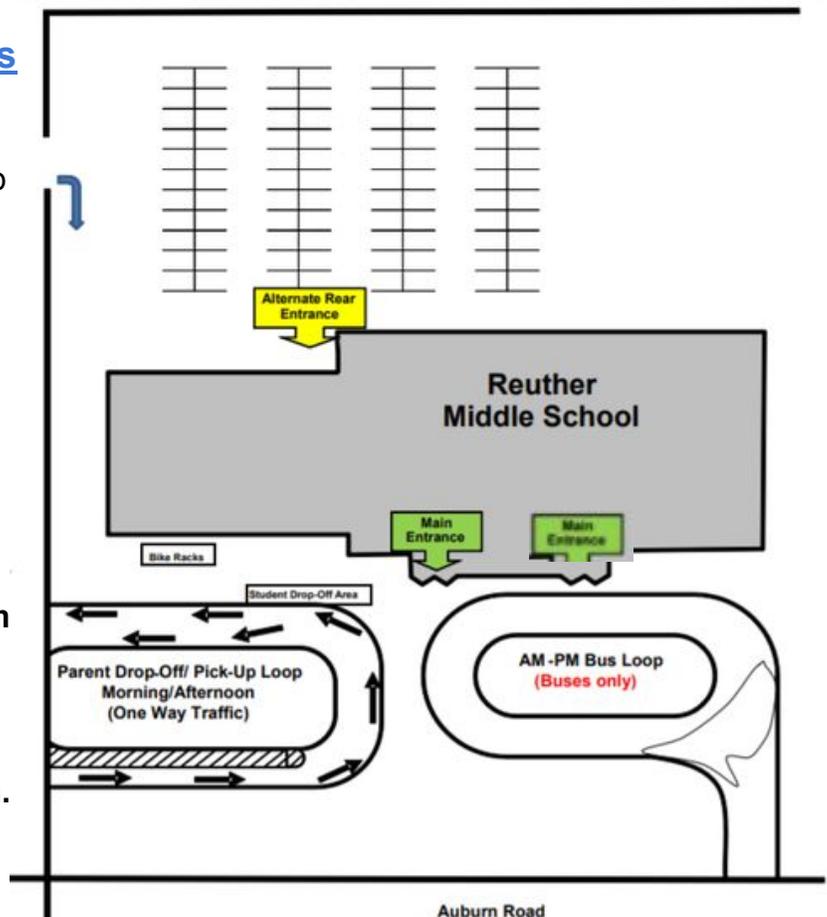
We will have three entrance doors

Both Main Entrances -- 6th and 7th/8th grade lobbies accessed from the bus loop and the Parent Drop-Off loop.

Rear Entrance -- Door #8 accessed from the back parking lot..

Dismissal

We will use a staggered dismissal to reduce the flow of students through and around the building. **Based on classroom location, one-third of students will be dismissed at 1:36pm, the next group will be dismissed at 1:38pm and the final group will be dismissed at 1:40pm.**



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FACIAL COVERINGS

According to the Center for Disease Control (CDC) and the Oakland County Health Department (OCHD), masks are the barrier that prevent the spread of COVID-19. It is RCS policy that students will be required to wear masks during the day with the exception of when outside or eating/drinking. These masks trap droplets that are released when the person wearing the mask sneezes, coughs or talks. They reduce the spread of viruses. Please make sure your child comes to school each day with their mask. If you are able to send two (one for morning and one for after lunch) that would be even better. We will have disposable child size surgical masks if a student forgets theirs at home or if it becomes unusable during the day. If you are trying to decide if you have an effective mask for your child, when selecting a mask for your student please make sure it is comfortable for them to wear and fits around the nose and mouth. Before sending your students to school, please try the candle test. If your child is able to blow out a candle or feel their breath on the outside of the mask when it is on their face, it does not meet the TSD mask requirements and your student will be asked to wear the masks provided at school. Breathable masks (or mesh masks), while comfortable, are not effective in preventing the spread of COVID-19 because these masks will not effectively trap droplets that are released when the person wearing it sneezes, coughs or talks.

****Please also send a breathable (brown paper, for instance) bag for students to use while they have their mask off for lunch and recess.**



ROCHESTER
COMMUNITY SCHOOLS
PRIDE IN EXCELLENCE

FACE COVERINGS

October 2, 2020

TK–12 students, post-high special education students, and all staff are required to wear face coverings during the school day

Face coverings must be worn during the school day and on buses.

Exceptions may include: meal time or drinking, children under age two, anyone who has trouble breathing or underlying health conditions. Documentation must come from a qualified medical professional capable of providing the appropriate diagnosis.

Pre-K, ages 4 and younger, will not need to wear a face covering when with cohorts. If a student or staff member does not have a face covering, a disposable mask will be provided.

Wear a face covering to protect others

DO

- Wear a face covering that covers the nose and mouth.
- Ensure a snug, but comfortable fit against the side of the face.
- Secure the face covering with ties or ear loops.
- Allow for breathing without difficulty.
- Wear a mask in public settings.

DON'T

- Don't put the mask around your neck or up on your forehead.
- Don't touch the mask.
- Don't touch your eyes, nose, and mouth when removing. If you do, wash hands or use hand sanitizer with 60% alcohol.

How to remove a face covering when eating or drinking

- Take off your face covering carefully.
- Untie the strings behind your head or stretch the ear loops.
- Only handle the ear loops or ties. Don't touch the face covering.
- Be careful not to touch your eyes, nose, or mouth when removing.
- Wash hands immediately after removing.



Cloth face coverings should be washed regularly. Disposable face coverings should be one-time use only.

Reference: [Center for Disease Control and Prevention \(CDC\)](#)

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DAILY HEALTH SCREENER

The student daily health screening is required to be completed daily for students on their in person learning days. Please complete this prior to entering any Rochester Community Schools bus or building. You can find more details about the Daily Health Screening Process [HERE](#)

STUDENT PERSONAL ITEMS

Students will be permitted to carry backpacks with their personal items and school supplies. Please send some basic supplies with your child to reduce the sharing of items at school. We will also have a supply any items that students may need.

HYGIENE

Hand washing will be practiced multiple times per day and hand sanitizer will also be available in the classroom and throughout the building. Enhanced cleaning protocols will be implemented throughout the day and each evening, as well as a deep cleaning mid-week each week in between cohorts.

DISTANCING

We will distance as much as possible given the logistics of school. Reminders to distance are throughout the building, there will not be large indoor assemblies, and lunch and rec time procedures will be adjusted in order to mitigate risk.

CLASSROOMS

We will physically space student desks and workstations as far apart as possible. Depending on student numbers, a six-foot distance between students will not always be possible. Whenever possible, all student workstations will be placed so that students are facing the same direction. Shared supplies have been removed from classrooms to mitigate risk of spread.

SNACKS / WATER

Please feel free to send a water bottle with your child daily. There will be water filling stations for students to refill their water. Students will be allowed to drink water, but snacks will not be allowed in classrooms unless for a documented medical condition. If there is a documented medical need, we will make accommodations. Please let your classroom teacher know.

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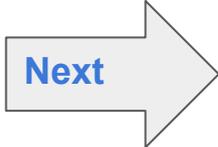
BREAKFAST

The cafeteria will be open in the mornings for students who would like to pick up breakfast. All meals served will be “brown bag” type meals and a juice. After they pick up their breakfast, they should eat at the cafeteria tables in accordance to the spaced seating.

LUNCH

Students will report to the cafeteria with their 2nd/5th hour class. We will have four different lunches (A, B, C and D). Lunches are not divided by grade level -- they are assigned to allow for proper social distancing. Students can figure out which lunch they have by finding their 2nd and 5th hour teachers on the list below. For example, a student in Mrs. Knox’s 2nd hour would have D Lunch. A student in Mrs. Duff’s 5th hour would have B Lunch. It is possible for a student to have A Lunch on Monday and C Lunch on Tuesday. Students will choose their own seats, but will be asked to sit in the same seats each day. In addition, there will also be allergy sensitive tables provided for those who need one. All students have the opportunity to receive a free brown bag lunch or you may still send a lunch with your child. It will be much easier and safer this year if you send school lunches in a disposable bag but that is not mandated. Please also send a breathable bag for your child’s mask at lunch so their mask is not sitting on the lunch table or they may also keep their mask in a jacket pocket. Microwaves will not be available for student use.

Belzyt	C		Lykins	A
Bodell	A		McKee	C
Castonia	A		Moore	A
Chynoweth	D		Moreno	B
Cottone	B		Ontiveros	B
Tolomei	B		Owen	A
Duff	B		Reinke	D
Dyas	A		Rossell	C
Hoekstra	B		Saddington	B
N. James	B		Saraniacki	C
Keinath	C		Schneider	D
Klak	C		Thomason	D
Knight	D		VanLaan	B
Knox	D		Wilson	B
Lazzo	D		Zukkoor	A



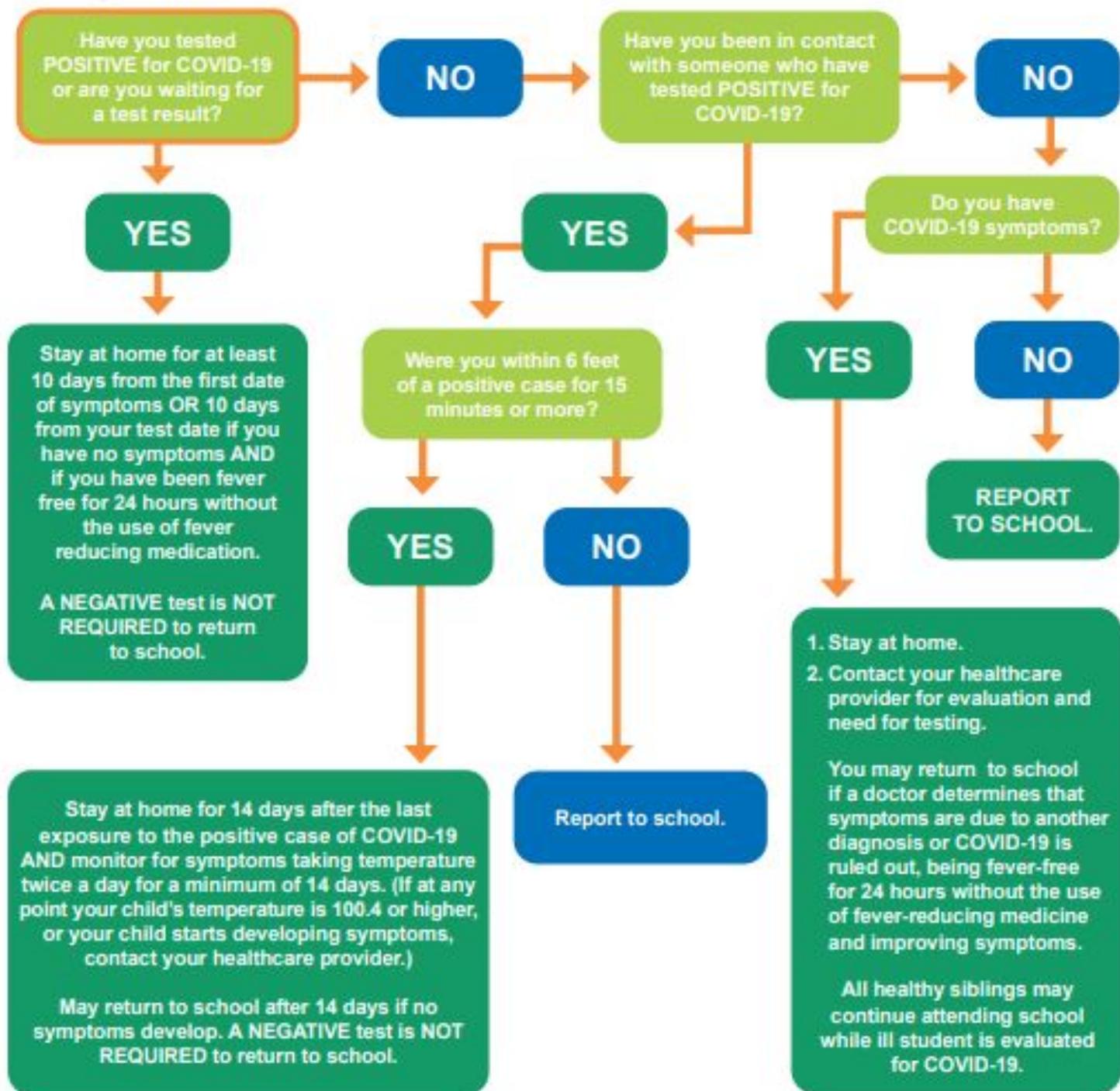
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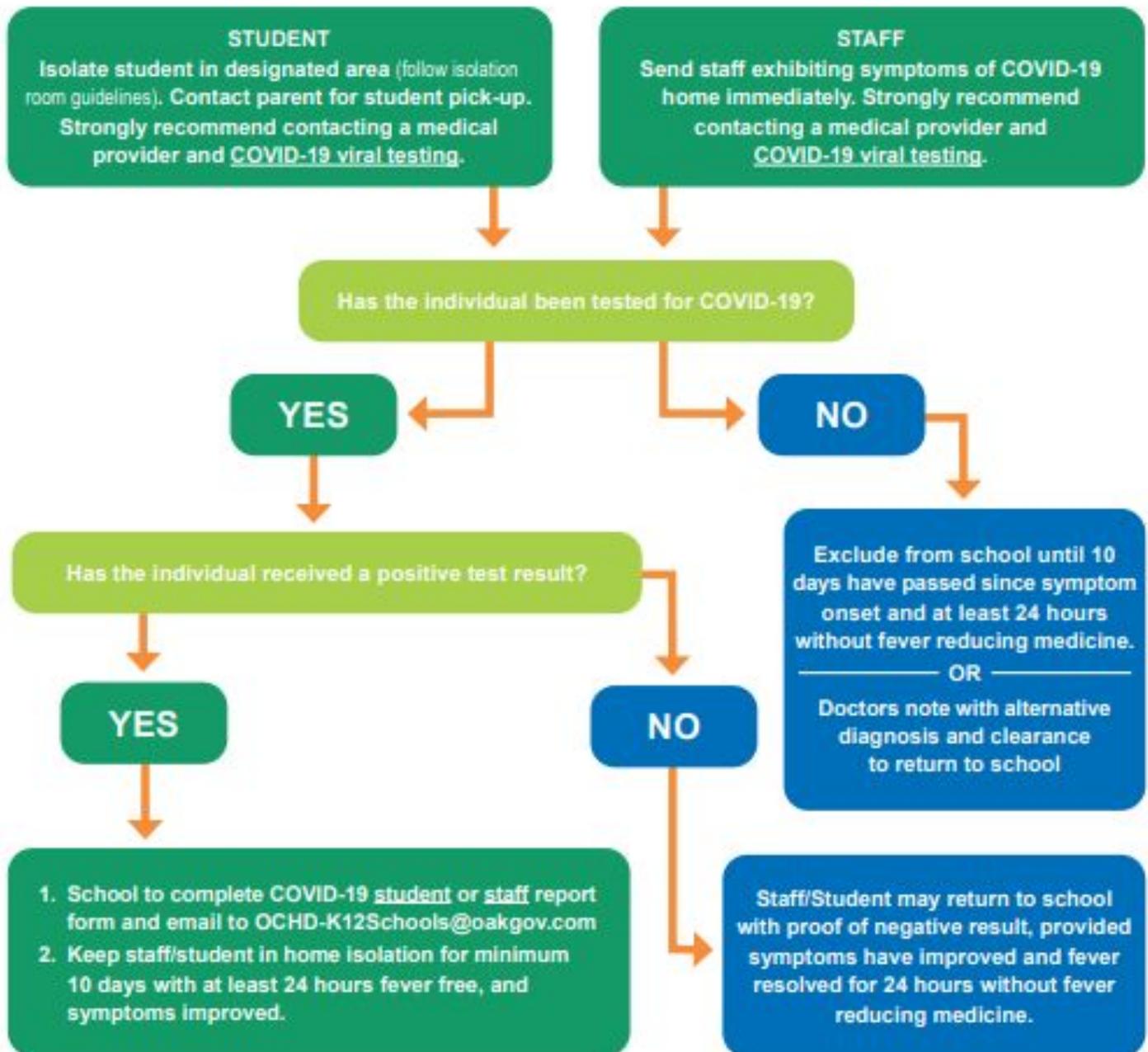
HYBRID SCHEDULE

As you know, we have two cohort groups A & B. Beginning October 12th, Cohort A will attend Monday and Tuesday from 7:25-1:40 pm. Cohort B will attend October 15 & 16, from 7:25-1:40 pm. Teachers will check in with at home cohorts between 1:45-2:30 pm. Wednesdays will include online live instruction between the hours of 8:30-12:20 pm and teacher planning and collaboration in the afternoon.

Cohort A	Monday	Tuesday	Wednesday	Thursday	Friday
	In-person 1st hour 7:25-9:05	In-person 4th hour 7:25-9:05	Remote 1st Hour 8:30-9:00	Asynchronous Learning	Asynchronous Learning
	In-person 2nd hour 9:20-11:50 (includes lunch)	In-person 5th hour 9:20-11:50 (includes lunch)	2nd Hour 9:10-9:40		
	A Lunch 9:20-9:50	A Lunch 9:20-9:50	3rd Hour 9:50-10:20		
	B Lunch 10:00-10:30	B Lunch 10:00-10:30	4th Hour 10:30-11:00		
	C Lunch 10:40-11:10	C Lunch 10:40-11:10	5th Hour 11:10-11:40		
	D Lunch 11:20-11:50	D Lunch 11:20-11:50	6th Hour 11:50-12:20	Zoom/Office Hours 1:45-2:30	Zoom/Office Hours 1:45-2:30
	In-person 3rd hour 12:05-1:40	In-person 6th Hour 12:05-1:40			
Cohort B			Remote 1st Hour 8:30-9:00	In-person 1st hour 7:25-9:05	In-person 4th hour 7:25-9:05
	Asynchronous Learning	Asynchronous Learning	2nd Hour 9:10-9:40	In-person 2nd hour 9:20-11:50 (includes lunch)	In-person 5th hour 9:20-11:50 (includes lunch)
			3rd Hour 9:50-10:20	A Lunch 9:20-9:50	A Lunch 9:20-9:50
			4th Hour 10:30-11:00	B Lunch 10:00-10:30	B Lunch 10:00-10:30
			5th Hour 11:10-11:40	C Lunch 10:40-11:10	C Lunch 10:40-11:10
			6th Hour 11:50-12:20	D Lunch 11:20-11:50	D Lunch 11:20-11:50
	Zoom/Office Hours 1:45-2:30	Zoom/Office Hours 1:45-2:30		In-person 3rd hour 12:05-1:40	In-person 6th Hour 12:05-1:40

START HERE





*CDC lists COVID19 symptoms as: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. School nurse should consider pre-existing conditions that may cause similar symptoms, such as asthma, allergies, etc.