



# LYNDEN MIDDLE SCHOOL

Hybrid Learning Addendum – Handbook 2020-2021



**PURPOSE** – The purpose of this “addendum” is to update our policies, procedures, and expectations to include hybrid learning expectations for in-building students. Lynden School District is working in collaboration and following the guidance of the Whatcom Department of

Health. The “K-12 Schools – Fall 2020-2021 Guidance” document linked below provides the foundation for the systems and protocols designed at LMS:  
<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/FallGuidanceK-12.pdf>

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# SECTION 1

## POLICIES

### ATTENDANCE POLICY

Teachers will take attendance daily during hybrid learning. On in-person days, teachers will take attendance during each class period. During at-home days elective teachers will take attendance during their live class meetings. Elective teachers will mark students “absent” if they are not logged into the entire live sessions; students must stay connected until dismissed by the teacher. On asynchronous days (Fridays), teachers will mark students “absent” who have not logged into their Canvas classes by noon.

All absences from class will require a phone call or email to the attendance secretary from a parent or guardian stating the reason for the absence within 48 hours of the absence or it will be unexcused.

Examples of appropriate excused absences include: personal illness and injury, family emergencies, school sponsored events, health appointments that cannot be made outside of the school day, court appointments, connectivity issues, and pre-arranged absences such as recognized religious holidays or family-related absences.

Any absence of three or more days due to a family vacation must be pre-arranged with the school principal or assistant principal at least one week prior to the vacation. Failure to pre-arrange the absences will result in unexcused absences and loss of credit during the days missed. Students who do not complete teacher assigned make-up work will receive a zero score for the days they were absent. Families can pre-arrange these absences by going to the Distance Learning Tab on the Lynden Middle School website and clicking on the pre-arranged absence button.

The attendance secretary, counselors, and assistant principal will reach out to families who may be struggling with consistent attendance to determine any barriers that may be contributing to absences and create a plan of action with families to get students back on track to regular attendance.

When a student has accumulated three (3) unexcused absences, a conference with the parent or guardian will be arranged to determine what corrective measures should be taken to prevent future absences. If the parent does not attend the conference, the conference will be conducted with the student and a school official and parents will be notified of the steps the district has decided to take in order to reduce student absences. When a student accumulates five (5) unexcused absences, the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010. If a student should reach seven (7) unexcused absences in a month or ten (10) unexcused absences during the school year the school will file a petition with the juvenile court alleging violation of RCW 28A.225.010.

### GRADING POLICY

During hybrid learning we will continue to utilize our traditional grading system. Students will be given a letter grade (A,B,C,D, or F) based on their academic performance. Informal assessments (group discussions, guided practice with the teacher, small group work) will provide feedback to students and parents throughout the year to determine where students are in their mastery of the content.

### DRESS CODE POLICY

Whether students are in the building or have their cameras turned on during synchronous learning at home, they must continue to follow the school’s standard dress code policy. Masks must also follow dress code policy and may not cause a disruption to the learning environment.

Students’ clothing, including hats, hoodies & beanies, must not be disruptive to the educational process, be offensive, cause a health/safety problem, promote or advertise alcohol or other drugs, inappropriate language, sexual innuendoes, or gang affiliations. Clothing should be clean, neat, and in good taste.

Helpful Guidelines: Beach wear, gang wear, bare midriffs, spaghetti straps, exposed underwear and low necklines with exposed cleavage are not appropriate. Sleeveless blouses need 1 & 3/4” minimum straps over the shoulders. If visible on camera, shorts, skirts & dresses should be mid-thigh in length. All pants must be ‘waist-size’ appropriate and suspended above underwear bands if visible on camera.

1. First Offense - Warning; students may be asked to change clothes.
2. Second Offense - Mandated change of clothes before returning to class or an online session with a camera turned on.

## **HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

Lynden Middle School is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying.

“Harassment, intimidation, or bullying” means any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act: (1) physically harms a student or damages the student’s property; (2) has the effect of substantially interfering with a student’s education; (3) is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; (4) has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

1. First Offense - Student/administrator conference, student may be placed on a behavior contract. Written notification will be sent home. The severity of the offense will determine if detention, short-term or long-term suspension is in order. Law enforcement officials may be contacted.
2. Second Offense - Progressive discipline steps will be enacted. The severity of the offense will determine if short-term or long-term suspension or expulsion is in order. Law enforcement officials may be contacted.
3. Third Offense – Short-term or long-term suspension, possible expulsion. Law enforcement officials may be contacted.

Any student who believes that he or she has been subjected to harassment, intimidation, or bullying either as a victim or witness to, should bring this to the immediate attention of a teacher, counselor, and/or administrator. All such complaints will be investigated promptly and fairly and, where appropriate, immediate corrective action will be taken. Students involved in a harassment complaint shall not be retaliated against because of participation in the complaint procedure.

## **SEXUAL HARASSMENT POLICY**

Reference: (Board Policy 6590) (WAC 392-190-056) (RCW 28A.640.020)

It is the Policy of the Lynden School District to maintain a learning and working environment which is free from sexual harassment. Sexual Harassment is a form of misconduct, which undermines the integrity of the educational environment. Lynden Middle School will not tolerate any form of sexual harassment.

Sexual harassment includes all unwanted and uninvited sexual attention as well as the creation of an intimidating, hostile or offensive school environment. This can include:

- Sexually suggestive looks or gestures
- Sexual jokes, pictures or teasing
- Sexually demeaning comments
- Deliberate touching

1. First Offense - Student/administrator conference, student may be placed on a behavior contract. Written notification will be sent home. The severity of the offense will determine if detention, in school suspension, short-term or long-term suspension is in order. Law enforcement officials may be contacted.
2. Second Offense - Parent/student/principal conference. The severity of the offense will determine if short-term or long-term suspension or expulsion is in order. Law enforcement officials may be contacted.
3. Third Offense – Short-term/long-term suspension, possible expulsion. Law enforcement officials may be contacted.

# SECTION 2

## IN-BUILDING SCHOOLWIDE EXPECTATIONS

### **MASKS**

Students are required to wear a mask\* around their mouth and nose in the building. Students will be given a mask break during the day. Students may remove their mask outside or in a well-ventilated area if they are 6 feet or more apart from others. Students who refuse to follow the mask guidelines are a health and safety risk for students and staff and may be removed from class if non-compliance reoccurs. Alternate/remote learning location may be assigned.

\*Masks must be either a fitted fabric mask, a doubled-over gaiter, or a disposable medical mask and must cover the full nose and mouth. Unfitted fabric and face shields will not be sufficient. Any imagery must fit “school appropriate” guidelines established in the dress code policy.

### **HALLWAY BEHAVIOR**

Students will not gather in the hallways. The hallways will only be used to get from one place to another. When walking with their classes, students will walk in a single file line, not side-by-side, and they will not walk against traffic. Students are expected to always wear their masks in the hallways.

### **PASSING TIME**

Students will exit classes when they are dismissed by their teacher and make their way directly to their next class. (No congregating.) Students may not use the bathroom during this time or stop by the drinking fountain. All students will use the sink in their classes to fill up their water bottles. Cups for drinking water will be provided upon request.

When arriving to the next class, students will line up in the prescribed direction, single file, maintaining space between each other as best as they can. Students will wait until the teacher directs them to enter the classroom. Masks MUST always be worn over nose and mouth during passing.

### **DURING CLASS**

When teacher signals, students will enter, sanitize hands, and take a seat in their desks. Students must always keep masks on, over nose and mouth, while in classroom. Students may lower mask to drink water. Students may be released one at a time to use bathroom (must wash hands with soap and water when done using restroom.) Students must sanitize hands each time they re-enter the room.

### **END OF CLASS**

Students will wipe down their chair and desk and any other materials they used that will be shared with another class. Students who have sensitivity to the wipes will be provided with gloves during their cleaning time. Students will wait to be dismissed by their teacher to go to the next class.

### **SUPERVISED BREAKS**

Supervised breaks will be given to each class. Supervisors will escort the students in a single file line to the designated break area. Students will stay in their line and keep six feet apart as much as possible and follow the flow of traffic to their designated break area.

Once outside, students will stay with their cohort in their designated area. Areas will rotate weekly between the courtyard, 4-square area, covered area, and soccer field. (During inclement weather students assigned to the soccer

field will use the cafeteria.) Students may take off their mask as long as they remain 6 feet apart in their designated area. Students may also use this time to eat a snack.

When break is over, students will walk back to class in a single file line, staying 6 feet apart as much as possible and follow the flow of traffic. Students will not walk against traffic or meet up with other cohorts during this time.

Students who do not follow the guidelines will spend their break time without their peers.

## **BATHROOM BREAKS**

Bathroom breaks will happen during class. All students will sign out/in when using the bathroom.

Only one student from a class at a time will go to the bathroom. Students must take a hall pass with them to the bathroom. **All multiple stall bathrooms are restricted to two students at a time.** Students will hang their bathroom pass on the hook outside of the bathroom before they enter to let others know how many students are in the bathroom. If a student arrives in the bathroom and two students are in there, the student will wait outside the bathroom on the social distancing dot. If a student arrives to the bathroom and finds a student waiting on the dot, they will return to the classroom and try again in 5 minutes.

# SECTION 3

## STUDENT DAILY SCHEDULE

For most students, you will follow the below schedule:

	<b>Last Names A-L</b>	<b>Last Names M-Z</b>
<b>Monday</b>	<b>In-Building</b> In-Person Learning for Core Classes	<b>At Home</b> Zoom Classes for Electives & Asynchronous Work for Core Classes
<b>Tuesday</b>	<b>At Home</b> Zoom Classes for Electives & Asynchronous Work for Core Classes	<b>In-Building</b> In-Person Learning for Core Classes
<b>Wednesday</b>	<b>In-Building</b> In-Person Learning for Core Classes	<b>At Home</b> Zoom Classes for Electives & Asynchronous Work for Core Classes
<b>Thursday</b>	<b>At Home</b> Zoom Classes for Electives & Asynchronous Work for Core Classes	<b>In-Building</b> In-Person Learning for Core Classes
<b>Friday</b>	<b>At Home</b> Asynchronous Work for All Classes	<b>At Home</b> Asynchronous Work for All Classes

Due to special circumstances, some students may attend on the opposite set of days. If this were the case for you, you would have been contacted by the school directly. If you have not been contacted directly, please plan to follow the schedule for your last name.

# SECTION 4

## ATTESTATION & COVID SYMPTOMS

### ENTRY WELLNESS CHECKS

Wellness checks are the first line of defense against the spread of illness. We will depend heavily on every member of the school community to be honest about their own health and exposure to illness, and thoroughly assess their own health daily before coming on campus.

Students and staff who are exhibiting any symptom of illness or who have had close contact with a person who has tested positive for COVID-19 must stay home. Below are the steps we will use for daily health checks and attestation:

1. We ask that parents/guardians participate in student health screening and attestation each morning.
2. Each student will be provided a pad of Health Attestation Forms. Complete one form in the morning BEFORE getting on the bus or coming to campus.

Lynden School District Health Attestation		
**Complete this attestation in the morning BEFORE coming to school.**		
TODAY'S DATE: _____	Yes	No
Were you absent from school due to illness on your last scheduled school day?		
Have you had a positive COVID test in the past 10 days?		
Have you had a recent COVID test and are waiting on results?		
Have you had contact with anyone confirmed to have COVID in the last 14 days?		
Do you have any of these symptoms that are not attributable to another condition: Fever of 100.4°F or higher, chills, cough, shortness of breath, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion, nausea or vomiting, diarrhea?		
Has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?		
**Print your name below if you answered "no" to all the questions.		
**If you answer "yes" to any question or have questions, contact your school before coming to campus (LHS 354-4401, LMS 354-2952, LA 354-6675)		
Print Student Name: _____ Grade: _____		

3. If the answer to any question is "Yes," you will be directed to the nurse by a staff member when you arrive to campus.
4. Upon arrival on campus, each student will submit their attestation form and have a temperature check. Students who have a temperature of 100.4° F or higher will be isolated and parents contacted for pick-up.

If a student is not able to attend in-person school due to illness, it is critical that the attendance office is notified promptly, and the student is cleared by the nurse before returning to school.

### COVID-19 SYMPTOMS

If an individual has just one symptom from the Class B list that lasts less than 24 hours, it may be possible to return to school after the symptom has resolved and without a COVID test. Prior to return, the student or parent must communicate with the nurse regarding the symptom and its resolution.

Class B symptoms include:

- Fatigue
- Headache
- Sore Throat

- Muscle or
- Nausea/Vomiting
- Congestion
- Diarrhea
- Runny Nose
- Body Aches

If even one symptom lasts more than 24 hours the student must follow the protocol for Class A, below.

Any of the following symptoms, regardless of duration, is considered a Class A symptom, and require a student to stay out of school for 10 days from symptom onset.

Class A symptoms include:

- Fever 100.4° +
- Loss of Smell
- Any Class B symptom lasting more than 24 hours
- Multiple Class B symptoms
- Cough
- Shortness of Breath
- Loss of Taste

The student may be able to return to school sooner than 10 days if they are confirmed negative for COVID-19. However, they may return no sooner than 24 hours after being symptom-free without medications. The student must be cleared by the nurse.

## **RESPONDING TO CASES OF COVID-19**

Due to the nature of the COVID-19 virus, it is likely that some in our school community will contract the virus despite all precautions being taken. Positive cases of COVID-19 for students and staff members do not necessarily indicate that the school will have to close. Lynden will use the policies and procedures developed by the Whatcom Department of Health. For more info visit: <https://www.lyndenhealthinfo.com/>

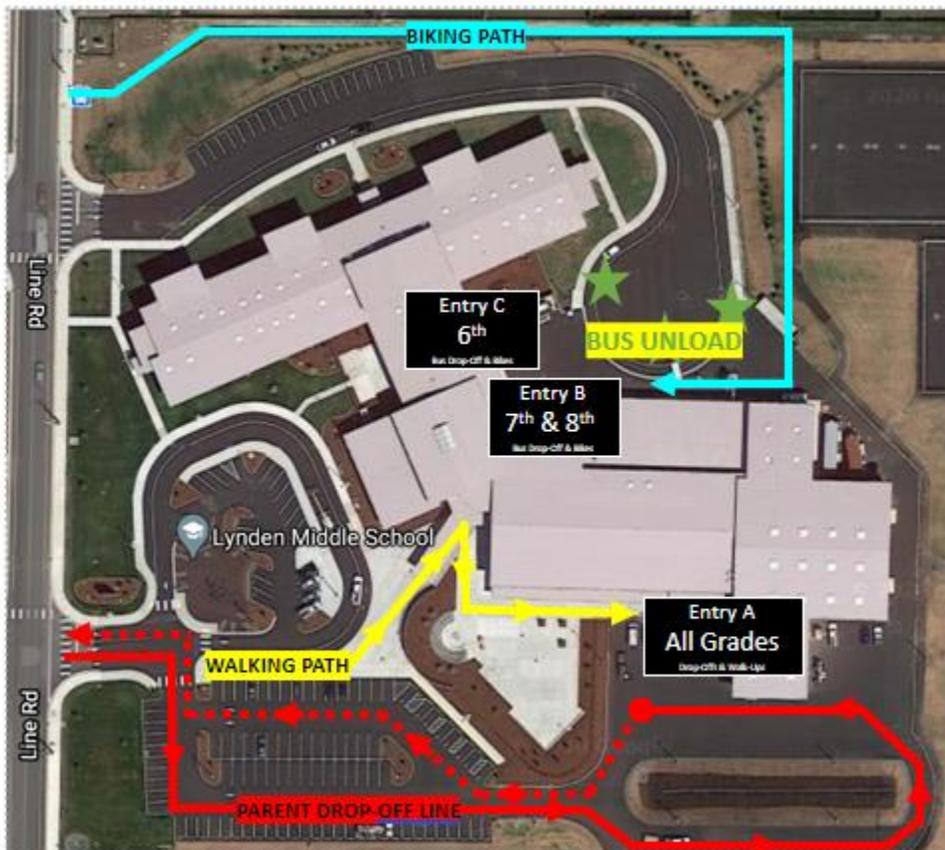
# SECTION 5

## ARRIVAL, DEPARTURE, & BUSSING

### ARRIVAL ON CAMPUS

Students will enter and exit the campus based on their method of transportation. Upon arrival, students must immediately get in their appropriate grade-level line to be screened for entrance to school.

- PARENT DROP OFF or WALKERS – The parent drop-off line will go through the parking lots and students can be dropped off next to the covered area attached to the gym (see map below)
- BUS or BIKING– Students dropped off by the bus or biking will enter through the bus loop entrance doors.



### BUS TRANSPORTATION

Updated bus routes are on the transportation website: <https://lynden.wednet.edu/departments/transportation>. You may contact the transportation department for additional questions at 360-354-5469.

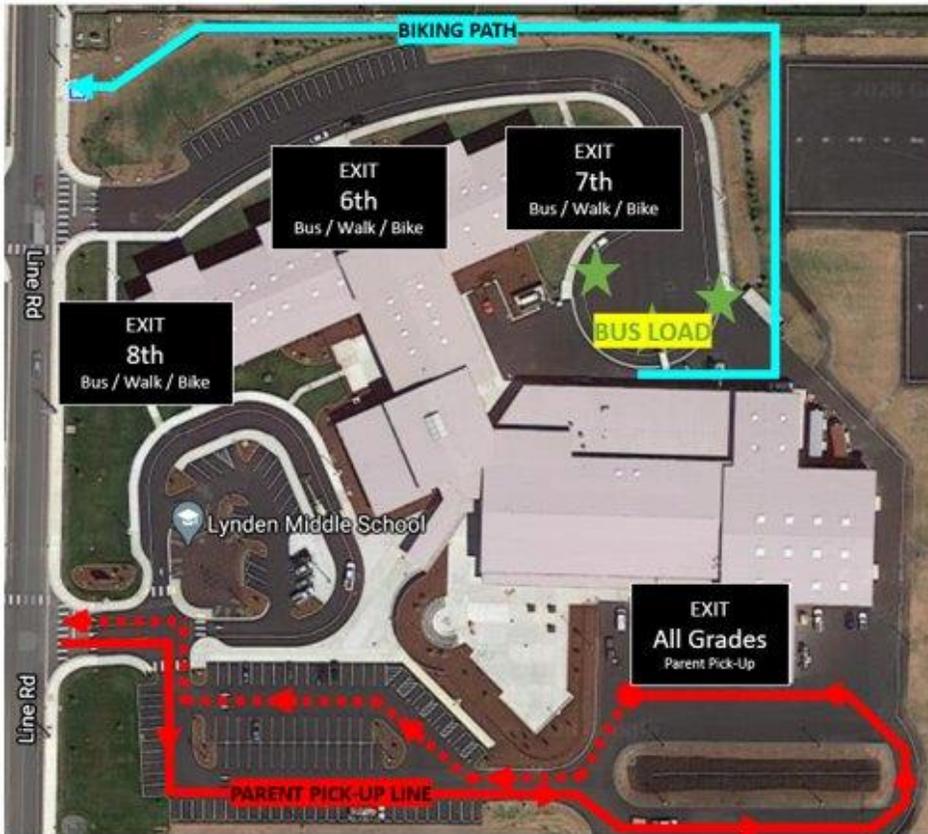
### DEPARTURE

Students who ride the bus, walk home, or ride bikes will exit the building from the following exits.

- 6<sup>th</sup> grade students will exit out of the north entrance to the bus loop.
- 7<sup>th</sup> grade students will use the east stairwell to exit to the bus loop.
- 8<sup>th</sup> grade students will use the west stairwell to exit to the bus loop.

Student pick up will be out back by the outdoor covered area. Students will use the cafeteria to exit through the courtyard to the covered sport court out back. All students will wait under the covered area until their parent's car pulls up in the lane on the side closest to the covered area. Students may not walk in front of cars to get to their parent.

- 6<sup>th</sup> grade students will use the art gallery hallway to the cafeteria and exit through the courtyard to the outdoor covered area out back.
- 7<sup>th</sup> and 8<sup>th</sup> graders will use the main stairwell to the cafeteria and exit through the courtyard to the outdoor covered area.



# SECTION 6

## SCHOOL SUPPLIES

*Please ensure your student has the following supplies and brings them to school each day they are scheduled to attend in-person learning.*

### **SCHOOL-PROVIDED SUPPLIES:**

- Laptop (charged to 100%)
- Charger

### **GENERAL SUPPLIES FOR ALL STUDENTS:**

- Glue Stick
- Pens – Red and Black or Blue
- Colored Pencils (minimum 12 colors)
- Earbuds
- College-Ruled Notebook Paper
- Eraser Tops or Pink Erasers
- Ruler (Must have standard and metric measurements)
- Pencil Pouch
- Binder
  - 6<sup>th</sup> grade – 1 ½" or 2" with 6 dividers
  - 7<sup>th</sup> grade – 2" or 3" with 6 dividers
  - 8<sup>th</sup> grade – 2" or 3" with 6 dividers or 6 pocket folders or 6 accordion folders
- Composition Books
  - 6<sup>th</sup> Grade – 2
  - 7<sup>th</sup> / 8<sup>th</sup> Grade – 3
- Highlighters
  - 6<sup>th</sup> Grade – 1 (any color)
  - 7<sup>th</sup> / 8<sup>th</sup> Grade – 5 (pink, yellow, blue, green, orange)

### **ADDITIONAL SUPPLIES FOR 7<sup>th</sup> / 8<sup>th</sup> GRADE ONLY:**

- Ultra-Fine Point Black Sharpie
- College-Ruled Spiral Notebook
- Compass (wait until teacher explanation to purchase)
- Protractor
- Scientific Calculator

### **ADDITIONAL SUPPLIES FOR ART STUDENTS ONLY:**

- 9" x 12" Art Sketch Book with minimum 50 pages