



# **Ferguson-Florissant School District Reentry Handbook STEAM Academy Middle School 2020-2021 School Year**



**Safety  
Access  
Schedules  
Support**

\*\*\*Note: Handbook policies and protocols are subject to change based on student, staff and building needs as we work forward through the re-entry process.

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## Letter from Dr. Davis

Dear Ferguson-Florissant Families,

I am excited to welcome you back to in-person learning in the Ferguson-Florissant School District. We have missed seeing you learning and growing in our buildings. We know that nothing beats face-to-face instruction with students and teachers in the same physical classroom.

It is my hope that this handbook will serve as an important and user-friendly tool for all families navigating our return to in-person learning. In this handbook you will find much information about how we plan to address health, safety, and instructional delivery within each of our buildings.

While we have been planning for an eventual return for many months, there undoubtedly will be some bumps in the road. I appreciate your patience and support as we move forward together in-person and virtually. Please keep the lines of communication open with your child's teacher and principal, so we can address concerns as we enter this next phase of learning.

Onward together,

*Dr. Joseph Davis*

Superintendent



## Letter from Dr. Ries, Building Principal

Dear STEAM Academy Middle School Families and Caregivers,

Our whole school community has worked very hard to get to the point where we will start in-person learning for many of our students. We remain committed to providing the best possible learning experience for all of our students, whether learning in person or virtually.

In the coming months as we engage in new and challenging experiences together, please reach out to your child's teachers and me so that we can support your child. Thank you for your ongoing support of our school community! I look forward to many bright moments amidst the backdrop of this challenging year.

Yours in Education,

*Dr. Chris Ries*

Principal of STEAM Academy Middle School and Director of Gifted Education - Probe



### School Contacts

Name/Position	Email	Phone number
Dr. Chris Ries - Building Principal	<a href="mailto:cries@fergflor.org">cries@fergflor.org</a>	(314) 824-2422 ext. 1113
Mrs. Lisa Whyte - School Nurse	<a href="mailto:lwhyte@fergflor.org">lwhyte@fergflor.org</a>	(314) 824-2422 ext. 1105
Miss Erica Snelson - School Counselor	<a href="mailto:esnelson@fergflor.org">esnelson@fergflor.org</a>	(314) 824-2422 ext. 1159
Mrs. Karen Williams - Office Manager	<a href="mailto:kwilliams2@fergflor.org">kwilliams2@fergflor.org</a>	(314) 824-2422
Mrs. Lynda Partee -Social Worker	<a href="mailto:lpartee@fergflor.org">lpartee@fergflor.org</a>	(314) 824-2048
Dr. Jennifer Macalady -SSD Area Coordinator	<a href="mailto:jmacalady@fergflor.org">jmacalady@fergflor.org</a>	



**This handbook will cover the following as comprehensively as possible:**

<p style="text-align: center;"><b>Health and Safety</b></p> <p>Health and Safety guidelines are outlined in the handbook.</p> <ul style="list-style-type: none"> <li>● Masks are required for everyone</li> <li>● Physical distancing</li> <li>● Hand washing &amp; Hand Sanitizing</li> <li>● Walking through the halls</li> <li>● Breakfast and lunch</li> <li>● Restroom</li> </ul>	<p style="text-align: center;"><b>Access</b></p> <p>All students have access to a Chromebook.</p> <ul style="list-style-type: none"> <li>● Canvas Learning Management System will be utilized daily.</li> <li>● Instruction will be concurrent             <ul style="list-style-type: none"> <li>○ In-person and virtual instruction will occur at the same time with a teacher</li> </ul> </li> <li>● Students will bring charged devices daily.</li> </ul>
<p style="text-align: center;"><b>Security</b></p> <ul style="list-style-type: none"> <li>● School hours are 7:25AM-2:30PM for in-person and virtual</li> <li>● Arrival and Dismissal is outlined in the handbook.</li> </ul>	<p style="text-align: center;"><b>Support</b></p> <p>Students will be provided academic, behavioral, and social emotional support.</p> <ul style="list-style-type: none"> <li>● Instructional blocks all for core instruction, Tier II, and III supports</li> <li>● Social Emotional Curriculum is taught during advisory</li> <li>● Counselors will continue to support schools</li> </ul>

**\*\*\*Note: Handbook policies and protocols are subject to change based on student, staff and building needs as we work forward through the re-entry process.**



## Attendance

### *In Person*

Although student attendance is always important for academic success, we know during these times our families will be extra cautious sending their child to school when they are exhibiting symptoms that could be contagious. We appreciate your efforts to screen your child daily for symptoms and keep them home if there are any concerns. Please continue to call or email in any absence and provide information that would be important to the overall health of our school. If your child will be staying home due to illness, please do the following:

- Call the office if your child is going to be absent 314-824-2422.
- If your child has a **POSITIVE COVID** test result, please contact Nurse Whyte at 314-824-2422 ext. 1105.
- If your child has to **QUARANTINE** due to a close contact with a positive case outside of school, please contact Nurse Whyte at 314-824-2422 ext. 1105.

Please note: **If your child is experiencing symptoms as stated in the Health Screening section, do not send them to school and call the school to alert them that they are staying home.** We encourage you to reach out to your doctor prior to returning to school. If you have any health questions or concerns, please reach out to Nurse Whyte at 314-824-2422 ext. 1105.

### *Virtual*

- Students are expected to attend class via Zoom at the beginning of each class period to receive instruction from their teacher for that day. Students should refer to the teacher's Canvas page for Zoom links.
- If your child is not feeling well enough to attend class virtually, they should contact their teacher for missed work and instruction.
- Parents of virtual students should email the STEAM Attendance line at [steamattendance@fergflor.org](mailto:steamattendance@fergflor.org) to report an absence.





## Arrival and Dismissal Procedures

### Bus Transportation

#### *In Person*

Continuing safety measures on our school busses will be important to keeping our students healthy during this time. All bus drivers will be required to wear masks and have minimal contact with students. The interior of the bus will be disinfected with special attention to high touch surfaces. The following will be implemented on buses to ensure proper health safety to reduce the likelihood of spreading disease:

- Students will be required to wear face masks at bus stops and while on the bus at all times.
- When waiting at bus stops, students should maintain at least six feet of social distancing when possible.
- To minimize the spread of germs, buses will be loaded starting at the back of the bus, then moving to the front.
- Same-family households will be expected to sit together in a seat when possible.
- Students will be assigned to sit in the same seat going to and returning from the school, unless the Transportation Office has granted prior approval.
- Students should remain in their assigned seats while on the school bus.

#### *Virtual*

Transportation is not required for virtual instruction.

## Arrival

#### *In Person*

Students are not able to have access to school until 7:10 AM. Students should not plan to arrive or be dropped off prior to 7:10 AM. Students arriving prior to 7:10AM will need to remain in their car or bus until 7:10AM. Upon arrival, students will spread out and use the marked door (front door furthest to the right) to enter the building.

Students who have classes located in the 6th grade pod or the PE hallway will enter in the 6th grade entry doors. Students who have classes located in the 7th and 8th grade pod for block 1 will enter through the 7th grade entry door.

A grab and go breakfast will be available for all students. After taking their breakfast bag, students report directly to their block one classroom. If a student is in band or orchestra they will quickly drop their instrument in their band or orchestra classroom on their way to their block one classroom. Students will need to remain in their block 1 class until the start



of the day. Students will not be able to congregate in the halls or pod areas prior to school.

## **Dismissal**

Students will be dismissed by bus/hallway through a staggered dismissal schedule to prevent congestion at common exits in the building. Students will be expected to remain in their classroom until they are dismissed.

Car riders will report to the cafe' and remain socially distant. They will be dismissed separately from bus riders. Car riders will be escorted out to the car line by staff while maintaining social distancing.

All scholars will exit the building through the marked door (front door furthers to the right) at the front of the building.

### *Virtual*

The school day is 7:25 AM - 2:30 PM. Virtual students will learn synchronously with their in person classmates following the in-person bell schedule.

## **Late arrival or Early Dismissal**

The front office is closed to non-essential visitors. If a student is arriving late to school or leaving early, the student will report to the main office and speak with Mrs. Williams regarding the student's attendance needs for the day.

If a student is late, Mrs. Williams will administer a late slip for students arriving after 7:25AM. Before a student may enter their classroom, Mrs. Williams will also ask for documentation stating the need for an attendance change that day (doctor's note, etc.).

Parents need to call the school office to check a student out. We ask parents to remain in their car and a staff member will ensure your child safely reaches your car upon parent request.



## Meals

### Breakfast

*In Person*

Breakfast will be provided for all students as they enter the building at 7:10 and will be eaten in their first block classroom.

### Lunch

*In Person*

Lunch will be available as a Grab N Go lunch during designated lunch periods. No additional purchases will be available in the cafeteria during this time. Students may bring lunch from home. For lunch, students will sit in assigned cafe' seats, social distance, and only remove masks while eating and drinking. **Student deliveries are prohibited and will be turned away.** Proper sanitation protocols (hand washing or using hand sanitizer) will be available prior to consumption.

The use of the cafeteria outside of lunch will be determined on a case-by-case basis.

*Virtual*

Breakfast and lunch are available at bus locations as prescribed by the district website.

## Classroom Expectations

Nothing about this experience is normal, so we must be patient and accept there will be challenges and missteps along the way. Be kind to your teachers and your family members. Don't be afraid to tell others when you're frustrated or upset, but know that you can't simply give up, either. We are better when we support each other.

*In Person*

- Students and staff must wear masks properly at all times, unless they are eating or drinking breakfast or lunch.
- Students should [practice good hand hygiene](#) as they enter and exit the classroom with hand sanitizer. Hand sanitizer will be available in all classrooms and hallways.
- Students will be expected to maintain social distance in the classroom.
- Students must sit in seats assigned by the teacher. No mingling or congregating with classmates before or after class.
- Students must hang non-uniform coats/jackets/outerwear on the back of their classroom chair.



- Student lockers will not be available.
- Teachers will work to limit unnecessary movement during class.
- Student desks will be separated a minimum of 3 feet to optimal 6 feet in classrooms.
- Students should bring necessary materials for class including school supplies, textbooks, chromebooks fully charged, and chromebook charger.
- Students will adhere to all health and safety measures for labs or activities. These measures will include social distancing during activities and hand hygiene before and after. In-person students are expected to attend class in-person. Virtual students are expected to attend class virtually. If absent, virtual or in-person, students will need to contact the teacher regarding missed instruction and assignments.
- Students will continue to use the Canvas platform from which they have accessed their learning all school year.
- Follow appropriate online “netiquette” expectations as outlined in the Digital Citizenship Contract for students.
- When using Canvas, only submit audio/video files that are appropriate.

### *Virtual*

- Students that chose to remain virtual will continue their studies online.
- Follow appropriate online “netiquette” expectations, outlined in the Digital Citizenship Contract for students.
- Stay informed by checking your Canvas account and district email daily, as appropriate.
- Establish your learning routine and prepare a space where you can work effectively and successfully. This should include having a quiet space in your home where you can participate in video conversations with others for live lessons or two-way communication with teachers.
- Prepare a daily schedule.
- Be an active learner by proactively communicating with teachers if you need additional support or may not be able to meet assigned deadlines
- Whenever possible create balance in your day so that you’re not sitting and/or online for hours at a time.
- When participating in Zoom video sessions dress appropriately for school and make sure there is nothing behind you that you don’t want others to see.
- When using Canvas only submit audio/video files that are appropriate.
- Engage in all learning with academic honesty and integrity. Do not falsify information about yourself or impersonate others online.
- Ask questions, be persistent, and work to solve problems that may occur.



## Hallway Expectations

Hallway movement will be staggered whenever possible. Students are expected to walk the correct direction in the hall. During class transitions, students will space with physical distancing. When traveling, students will be reminded to allow 6 feet distance between themselves and others. Students may not cluster with friends in classrooms or hallways. During the passing period, move from one class to another without stopping to visit. Students will not be assigned lockers. Hallway expectations and procedures will be taught and practiced. Teachers and staff will be in hallways helping to monitor the flow of traffic and supervise passing times.

## Cleaning - Building Readiness

### *In Person*

- All spaces have been cleaned and disinfected, and equipped with disinfecting spray or disinfecting wipes.
- Each class room has been equipped with a hand sanitizer floor stand and dispenser. Hand sanitizer dispensers have been mounted throughout the building in hallways, office areas, cafeterias and gyms.
- Custodial staff will disinfect high-traffic areas as often as possible throughout the day, and all surfaces will be cleaned and disinfected each evening.
- Buildings will be thoroughly cleaned each evening with focus on high touch areas.
- Restrooms will be checked and cleaned regularly throughout the day and documented on the back of the door.
- Staff is encouraged to utilize the spray disinfectant and paper towels available for use as needed.
- Deep cleaning by custodial staff will occur with the notification of a positive COVID case.

## Emergency Drills

Each school will schedule planned emergency drills that incorporate social distancing. Students will maintain a social distance of at least 3 feet and are required to wear their masks during emergency drills.

## Field Trips

Schools will participate in virtual field trips only.

## Gradebook - TylerSISK12 vs Canvas

Tyler SISK12 will continue to be our official grade reporting system. To accurately understand your grade you should continue to refer to grades in TylerSISK12. In Tyler SISK12, some courses may also have category weights for assignments and assessments to calculate a student's overall progress.

Canvas is used as a curriculum management tool. While Canvas can show individual scores



for some assignments, it does not show the accurate class average since categories are not weighted and not all assignments are collected and scored in Canvas.

## **Health and Safety**

### *In Person*

It is the goal of the Health Services Department to provide safety and support to all Ferguson-Florissant School District Students and Staff. Nurses and Clinic Aides have been trained on the procedures that should be followed if students or staff should become ill while at school. In addition to our regular health office, our building has a designated isolation room where individuals who may be experiencing COVID-19 symptoms may rest while waiting to be picked up. It is important that students experiencing COVID-19 symptoms be picked up immediately. Please be sure that your contact information is up to date so that we can provide the best care and highest level of safety to our STEAM Middle family.

All who enter the building must wash their hands or use hand sanitizer. In addition to the restrooms, all learning spaces are equipped with stand alone hand sanitizers. Signage and frequent reminders will be given so that students are encouraged to wash their hands and/or use hand sanitizer frequently.

## **Daily Health Screening**

Daily screening of students by caregivers is required every day for in person learners prior to coming to school. The next page has a checklist of symptoms that will help you decide to keep your child at home. If any of the symptoms are left unchecked (your student shows the symptom), the student should remain at home. Expectations and protocols for daily screening will be communicated to families prior to the start of in person instruction, with regular reminders provided throughout the semester. Please plan to make this daily screening a part of your morning routine.





# Ferguson-Florissant

## Morning Routine:

Screen your child for symptoms so we can keep everyone healthy at school.

- No fever or chills
- No cough
- No shortness of breath or difficulty breathing
- No sore throat
- No headache
- No muscle aches
- No nausea, vomiting or diarrhea
- No new loss of taste or smell
- No runny nose or congestion
- No close contact with a person with COVID-19 in the last 14 days

Sick? Stay H❤️me!



Source: Missouri Department of Elementary & Secondary Education

**If your child is experiencing symptoms as noted above, please do not send them to school and call the school to alert us that your child is staying home. We encourage you to reach out to your doctor prior to returning to school. If you have any health questions or concerns, please reach out to Nurse Whyte**



## **If Symptoms Develop While at School**

It is the goal of the health services department to provide safety and support to all Ferguson-Florissant School District Students and Staff. Nurses and Clinic Aides have been trained on the procedures that should be followed if a student or staff should become ill while at school. In addition to our regular health office, our building has a designated isolation room where individuals who may be experiencing Covid-19 symptoms may rest while waiting to be picked up. It is important that students experiencing COVID-19 symptoms be picked up immediately. Please be sure that your contact information is up to date so that we can provide the best care and highest level of safety to our school community.

Students or staff who develop symptoms suggestive of COVID-19 or those with a positive response to the questionnaire during the school day will be assessed by the school nurse, with the district nurse available for consultation, as needed.

[Health Room Guidelines for Teachers](#) - This document will be used to support staff with the processes and procedures for sending students to the nurse.

## **HVAC**

The HVAC systems have now been calibrated to provide fresh air at volumes that exceed those recommended in response to COVID-19. All Air Handling Units (AHUs) have been inspected and are working properly, all exhaust fans are in working order. District-wide, all air filters have been replaced and will be replaced based on a stringent schedule to assure safety. The HVAC systems operate using filtered outdoor air while the air in the building is replaced every 15 minutes.

## **Inclement Weather**

In the event of inclement weather, school closures or changes in the daily attendance times due to inclement weather, the district will alert families through the tele-parent system, as well as through the local media sources.

## **Instruction**

*In Person and Virtual*

Instruction will continue within the Canvas platform that students have used all school year. Each student will be engaged in quality instruction and meaningful interaction with content. The learning management system, Canvas, is a critical component for instructional delivery and will be utilized daily.





The instructional block includes core instruction and intervention each day. Concurrent instruction will allow learning to continue when quarantined.

At middle school 45 minutes of instruction and 25 minutes of intervention/enrichment will be available in each block.

## **Office Hours/Asynchronous Learning Time**

Asynchronous time is an opportunity for students to seek additional help from their teachers. Students can seek additional academic, behavioral and social-emotional support.

There are multiple ways for students to connect with staff:

- Attend a Zoom call with the teacher/counselor/ social worker. Virtual and in-person students can use Zoom on Fridays to meet with their teacher, counselor, or social worker for additional support.
- Email teacher(s) with questions.
- Each instructional block has a designated time for intervention and/or enrichment.

### *Virtual*

Teachers and students will use Zoom and Canvas for instructional delivery.

## **Special Education Services**

Students will continue to receive all services as outlined in his/her IEP, regardless of the parent’s declaration of “in-person learning” or “virtual learning”. The instructional platform for all students will continue to be Canvas and ZOOM. In the case of a special education teacher being quarantined and unable to teach, a trained paraprofessional or substitute will provide educational services. All meetings called for the purpose of an evaluation, planning, or determination of services by Special School District staff will be held virtually using the ZOOM platform. In advance of the meetings, all attendees will receive an invitation via email including the ZOOM link. For building specific information, please contact the assigned Area Coordinator.

## **Examples of Class Instruction**

Teachers will work with both in-person students and virtual students on best practices, curriculum content, and resources. The chart below helps describe how class instruction may look for *virtual* and *in-person* students.



### Examples of Class Instruction

In-Person Students Expectation	Virtual Students Expectations
<p>There may be times when your child will be asked to work independently in class so that teachers can work with virtual students.</p> <p>Your child will follow the virtual schedule for the class they are in if they are unable to attend due to symptoms or if they are quarantined.</p> <p>All staff and students will be required to properly wear masks at all times.</p> <p>Parents will conduct a daily health screening for their children. If students are showing symptoms, parents will keep their children home and communicate their absence.</p> <p>Each class will have a required seating chart.</p> <p>Students will not be allowed to congregate in the hallways before, during, or after school.</p> <p>For health and safety reasons, the building will open at 7:10 AM.</p>	<p>Your child needs to log on to the classroom Zoom at the specified time for each class period for attendance and to receive instructions for the class.</p> <p>Teachers may choose to live Zoom lessons with virtual students, or they may serve virtual students with a combination of live Zoom and small group learning (ie. learning that students obtain independently).</p> <p>Students can expect to work independently at times throughout the day.</p> <p>Your child may be included in additional class activities (with students at school) depending on the class or activity that would require them to remain on Zoom for an extended period of time.</p> <p>Zoom links are posted on the Canvas landing page for the course.</p>

### Expectations for Both Virtual and In-Person Learners

- The classroom teacher is responsible for providing instructional materials for both in-person and virtual students. Canvas will be used for the delivery of instructional material.
- Both virtual and in-person students work on the same content; however, delivery will vary. Your child may have independent work in Canvas to complete outside their school day to support his/her learning.
- Teachers will continue to use Canvas as a communication hub for both virtual & in-person students (Course information page, Inbox, Calendar, Modules [Lessons] Link)
- Teachers will determine how to deliver instruction for in-person and virtual students based on best practices in their content areas.
- Virtual students and in-person students will have a consistent format of assessment.



## Library

### *In Person*

To ensure continued health and safety of our students while still providing services for students in the library the following guidelines have been established:

- Masks must be worn correctly at all times.
- Students should sanitize their hands when entering and leaving the library. Hand sanitizer will be available in the library.
- Students must sign in with their student id and an i-pad.
- Students should practice social distancing while waiting to sign in or out, browsing the shelves and checking out books.
- No food or drink will be allowed in the library.
- Teachers may call the library and send students on a pass to gain access to library materials, resources, and reading books, as well as work one-on-one with the librarian as needed and available.
- Teachers may still bring their classes to the library to check out books or use the space for classroom learning and activities, restrictions will apply and classes may be split. The current procedures for booking the library space will be used and will be adjusted to meet social distancing guidelines (i.e. fewer students at a table, rotating the number of students looking for books at any given moment, etc.).
- No students may be in the library without a class or a pass (and permission).
- Students will be allowed to browse for books and asked to place books in the return slot instead of reshelving.
- The library may be closed or locked if the librarian is working in a classroom.
- Students will return books in the book slot in the library. Returned library books are quarantined for 72 hours.

### *Virtual*

- The librarian is available to assist staff and students with lessons, online resources, and learning.
- When learning from home, please email or call the librarian if you need assistance.

## Lockers

### *In Person*

Academic Lockers - Students will not be assigned academic lockers this school year to help improve the flow of traffic in the halls during the passing period and prevent clusters of students. Students should be prepared to carry all necessary items with an appropriate clear backpack. Water bottle filling stations will be available, but water fountain spouts will



not be accessible for use.

PE Lockers will not be assigned. Students enrolled in physical education classes should wear appropriate shoes to actively participate in class. Students are required to remain in the STEAM High uniform for PE. Lockers rooms will not be available for students to change before or after PE class.

#### *Virtual*

School lockers are not utilized during virtual instruction.

## **Masks**

### *In Person*

Masks are **required** to be worn at all times. If students or staff forget their mask or do not have a mask, a disposable mask will be provided. The most effective masks are made with at least 2 layers of fabric which cover their nose and mouth without large gaps and include ear loops or ties for adjustments. Please note, the following types of masks are not allowed as they are less effective in blocking respiratory particles:

- Bandanas, face shields, and gaiters
- Masks with a breathing valve or “button” vent

If a student forgets his/her mask or does not have a mask, disposable masks are available and will be provided as needed. Masks will be available in classrooms, at the main office, and in the nurse's office. All masks should be changed if they become wet or soiled, dropped on the floor, or otherwise contaminated. Students will be taught and reminded not to touch the front or inside of the mask and to use the side loops to put on and take off the masks.

## **Meetings**

### *In Person*

Meetings for student support such as IEP meetings or 504 meetings will continue to be held virtually. Parent-Teacher conferences will also continue to be held virtually. Any other meeting needed should be scheduled in advance with the building principal or guidance counselor.

### *Virtual*

All meetings will be held virtual.



## Social Emotional Needs

Addressing the social-emotional needs of students remains an important aspect of STEAM Academy Middle School and we recognize students will not be ready to engage in formal learning until they feel physically and psychologically safe. Establishing a sense of safety and community may take weeks or even months and all staff are prepared to provide support. As we re-enter school, we will create an intentional focus on social and emotional skill building, mental and behavioral health, personal safety and self-regulatory capacity, which likely regressed due to the lack of social interactions between peers and teachers. If you would like someone to contact you for additional support for your child(ren) please use this [link](#) to make your request. A district representative will contact you within 72 hours.

### Focus Priorities: Connections, Relationship Building, & Routines

- Collaboration between the Ci3T Core Team, counselors, administration, and teachers.
- 6-12 advisory teachers deliver 7 Mindsets lessons and team building activities.
- PK-12 teachers will facilitate community building circles.
- [School Counselors](#) will deliver lessons to students about exploring and handling feelings, provide individual and small group counseling, and make referrals to outside agencies as needed.
- [School Social Workers](#) are available to assist your family as your student(s) transition back to school
- St. Louis Children's Service brings specialized services and programs to our schools through our [partner agencies](#) and are ready to support students with mentoring and counseling.

## Guidance Office Procedures

Guidance services will continue to be available to students for academic, behavioral, and social-emotional support. Students will need to make an appointment with Ms. Snelson by completing the [Google request form](#) to provide the least disruption to class. For quick questions, students are encouraged to email their counselor directly. In the event of a counseling emergency, students are encouraged to have their teacher contact Ms. Snelson directly.

## Physical Education

### *In-Person*

The District will make every effort to hold Physical Education (PE) classes outdoors. In the event that PE cannot be held outdoors, classes will take place in a gym, weight room, or a classroom with physical



distancing for aerobic activities, while also wearing a mask.

Until further notice, Middle School students will not change their clothes for participation in PE, and the locker rooms will not be accessible. Please wear proper athletic footwear and attire, regardless of the location.

During PE classes, all physical distancing guidelines and practices will be followed. During indoor classes, if physical distance guidelines pertaining to physical activity cannot be followed, classes will focus on the cognitive and affective domains of PE. Examples of these types of lessons would be presentations, reading articles, class discussions, or other methods of learning that do not require physical activity.

All students will be required and encouraged to participate in their assigned PE class, regardless of the class being administered in the live, synchronous, or asynchronous format. Grading criteria will be presented and reviewed by each student's teacher.

#### *Virtual*

All students will be required to participate in their assigned PE class, regardless of the class being administered in the live, synchronous, or asynchronous format. Grading criteria will be presented and reviewed by each student's teacher.

## **Restrooms**

#### *In Person*

Restrooms will be open during passing periods. Students should practice social distancing in the restroom, wear masks and hand hygiene. Hand sanitizer will be available by restrooms.

Signage will be in place to maintain six feet of social distancing outside of the bathrooms, and to ensure handwashing and/or sanitizer usage.

Our custodial staff will disinfect often with full sanitization.

#### *Virtual*

Teachers prefer students to use the restroom during passing periods of the virtual schedule.

## **School Hours**

#### *In Person*

The school day is from 7:25AM-2:30PM. Students may enter the building at 7:10AM.

#### *Virtual*

The school day is from 7:25AM-2:30PM.



## Schedules

### *In Person*

Monday thru Thursday students receive instruction in person. On Friday, students complete asynchronous instruction. They do not attend in person.

Students will be able to access their schedules from the Tyler Portal. A great deal of time, effort, and thought has gone into the process of student placement for the 2020-2021 school year. Courses were created based on student needs and interests and are balanced. Our class lists are structured to provide equitable class sizes at each level. Moving students is difficult without causing imbalances and inequities; therefore we will not honor requests for change.

STEAM Middle Schedule			Lunch
	In-Person	Virtual	
Breakfast	7:10 - 7:25	7:10 - 7:25	
Period 1	7:25 - 8:34	7:25 - 8:34	
Period 2	8:38 - 9:46	8:38 - 9:46	
Period 3 - Advisory	9:50 - 10:20	9:50 - 10:20	
Period 4	10:24 - 12:05	10:24 - 12:05	1st Lunch 10:24 - 10:54
			2nd Lunch 11:00 - 11:30
			3rd Lunch 11:35 - 12:05
Period 5	12:09 - 1:17	12:09 - 1:17	
Period 6	1:21 - 2:30	1:21 - 2:30	
Friday	Asynchronous	Asynchronous	



## Supplies

Items to Bring to School:

- Chromebook fully charged everyday
- Extra masks (put in a plastic bag in your bookbag)
- Clear water bottle
- Small bottle of personal hand sanitizer
- Notebook or Binder with Looseleaf Paper (No Specific Style or Type)
- Pens (Blue/Black)
- Pencils
- Headphones
- Clear backpack
- STEAM Middle Uniform components from Fishers
- Teachers may request other specific items

## Uniforms

Students who attend the STEAM Academy Middle School are required to wear the following attire (the embroidered items and ties must be purchased at Fischers Uniforms):

- Embroidered Navy blazer or Embroidered Cardigan
- Embroidered Oxford Shirt
- Khaki pants or shorts (no cargo)
- Khaki skirts or skorts
- Plaid 37 or navy ready tie, cross tie, or bow tie
- A solid brown or black belt must be worn for any items requiring a belt
- Solid navy, white, black or red socks
- Black or white shoes or sneakers (primary colors are black or white)
- School ID - (will be provided by the school)

\*Eighth-grade students may wear the STEAM High Oxford Shirt or the STEAM High Embroidered Navy blazer.

\*\*The Embroidered Navy Blazer is not required during the 20-21 school year. Students can wear the Embroidered Cardigan instead.

PLEASE NOTE: PE Uniforms will not be worn for in person learning during the 20-21 School Year. In person learners will be required to wear appropriate gym shoes to participate in PE and will participate while wearing the daily STEAM Middle uniform.





Special non-uniform days will be scheduled throughout the year and as spirit days, rewards for accomplishments. Spirit wear will be available at our online store soon.

Students may wear their embroidered navy blazer or embroidered cardigan as outerwear. Non-uniform jackets, coats, and hoodies are not permitted during the school day (except during outdoor PE) and must be carried or hung on the back of your chair. Students may opt to wear a **long sleeved white shirt** under their STEAM Middle uniform shirt and remain in compliance with the dress code.

### **UNIFORM VIOLATION CONSEQUENCES**

- First violation – Teacher will send a responsibility reminder with uniform policy attached, to be signed and returned.
- Second violation – Principal or designee will contact the parent that a second violation has occurred.
- Third violation – Principal or designee will contact the parent that a third violation has occurred.
- Fourth violation – Principal or designee will contact the parent and assign a lunch detention.
- Future violations will be considered an act of insubordination and will be handled as such in accordance with the Ferguson-Florissant School District Student Expectation Code.

Clothing and accessories that detract from the educational process are not permitted. We expect our students to maintain a level of dress conducive to learning that does not disturb the learning environment.

### **Technology/Chromebooks**

Students will be expected to bring Chromebook to class every day, fully charged. Virtual students will be expected to log in to each class via Zoom at the beginning of each hour. If students have an issue with their Chromebook they should do the following:

For Chromebook Tech Support, please click the link.

<https://onedistrict.fergflor.org/service/portal.asp>

or call the Help Desk at 824-2299

### **Visitors**

The District campuses will be **closed** to all visitors. Parents/guardians needing an appointment for any reason other than arrival and dismissal must schedule a virtual visit. **Student deliveries will not be accepted and will be turned away.** For safety reasons, former students will not be allowed to visit.

**It is important to remember:**



- Families must drop students off outside of the building and are not allowed to walk their child inside.
  - Drop-offs must be as brief as possible.
  - Visitors will not be allowed unless previously scheduled.
  - Staff members will be present to ensure students safely enter and exit the school building
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