

**McHenry Middle School
Student & Family
Procedures Handbook
2021-2022**



Our Students, Our School, Our Future



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Schedule, Health Certification, & Student Arrival

MMS Schedule					
Time	6th Grade	Time	7th Grade	Time	8th Grade
7:15-7:35	Student Arrival	7:15-7:35	Student Arrival	7:15-7:35	Student Arrival
7:35-8:00	Homebase/Intervention	7:35-8:00	Homebase/Intervention	7:35-8:00	Homebase/Intervention
8:03-8:52	Core A	8:03-8:47	Unified Arts/PE	8:03-8:52	Core A
8:55-9:44	Core B	8:50-9:34	Unified Arts/PE	8:55-9:44	Core B
9:47-10:36	Core C	9:37-10:26	Core A	9:47-10:31	Unified Arts/PE
10:39-11:09	Lunch	10:29-11:18	Core B	10:34-11:18	Unified Arts/PE
11:12-12:01	Core D	11:21-12:10	Core C	11:21-11:51	Lunch
12:04-12:46	Band/Choir/SAT	12:13-12:43	Lunch	11:54-12:43	Core C
12:49-1:33	Unified Arts/PE	12:46-1:35	Core D	12:46-1:35	Core D
1:36-2:20	Unified Arts/PE	1:38-2:20	Band/Choir/SAT	1:38-2:20	Band/Choir/SAT
2:20	Dismissal	2:20	Dismissal	2:20	Dismissal

Health Certification

- Parents and guardians will be required to complete a one-time symptom self-certification form prior to the start of school
- [One Time Self-Certification Form](#)

Student Arrival

Students will be allowed to enter the building no earlier than 7:15 am

- Students being dropped off by car will enter through our Main Gym entrance (West side)- *See Map on p.5*
- Proceed to your locker/homebase through the Small Gym
- Walkers will enter via the Main Entrance door
- Bus riders will be dropped off at the Chapel Hill Entrance and enter through the 7th grade POD doors
- ALL Students will report immediately to their **homebase classroom**

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Student Arrival & Dismissal



Student Dismissal

- Students being picked up by car will follow the same traffic plan as drop off
 - Students will exit through the Small Gym (West side) doors
- Bus riders will be dismissed by the PA system by bus number
- Walkers may exit any door in the building
- Students will stay in their last class until dismissed by the PA system

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Navigating the Building, Mask Protocol, & Behavior Expectations

Navigating the Building

- Students/staff need to maintain a 3 feet distance while on school grounds
 - Help with social distancing
 - Traffic patterns; walking on the right hand side of the hallway
- Dismissal times will be staggered by team to minimize students in the halls

***Masks are required to be properly worn (over nose and mouth) at all times during the day as a non-negotiable.**

Mask Protocol

- All students and staff are required to wear masks at all times when in the building
- Exception is during lunch, drinking water, and future considerations for safe mask breaks
- Students who forget a mask will be given one to wear at school
- Proper mask wearing includes covering both the nose and mouth
- Masks must be worn at all times while on school property, including buses and bus stops
- Gaiters, bandanas, & face shields are not approved masks, but may be worn *in addition to a mask*

Behavior Expectations

Social Distancing and Masks:

Should a student not comply with proper mask protocols or social distancing

- Step 1: Teacher/Staff warning
- Step 2: Referral to administrative team and Parent will be contacted
- Step 3: Student may be removed from school via parent pick-up

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Navigating the Building, Mask Protocol, & Behavior Expectations

Classroom and Hallway Behavior:

- MMS staff will utilize our student handbook to address behavior situations on a case by case basis
- During the 2021-2022 school year, our behavior expectations will be higher due to the complex nature of teaching in a socially distanced classroom
- Acrylic shields or guards are available upon request in the classrooms and the cafeteria as added protection

Classroom Expectations

- Students will sanitize their hands when they enter and exit the classroom
- Teachers will communicate their classroom expectations
- Students will be expected to follow each teacher's classroom expectations
- Students should bring their own container for water and use touchless bottle filling stations
- Food will not be allowed in classrooms

	Procedures/Behaviors
Hallways	<ul style="list-style-type: none">● Maintain safe distance & follow hallway signs● As hallways are to be used from getting from class to class, there should be no gathering in the hallways● Follow hallway directions at all times
Lunchroom	<ul style="list-style-type: none">● Once students have lunch and are seated, they are to remain seated● If assistance is needed for any reason (bathroom break, etc.), the student will need to raise their hand● Masks will be required to be on if a student leaves their lunch table, and once they are done eating● Students will throw away trash as they exit the lunchroom
Classroom	<ul style="list-style-type: none">● Backpacks will be kept near each student's desk● Students are to stay in their designated seat● Once in class, students shall remain in class● Chromebooks need to be fully charged prior to the start of the school day● Each student shall bring the required school supplies each day. NO SHARING

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Restroom Breaks, Water Fountains, No Lockers, & School Supplies

Restroom Breaks

- Students will need teacher permission and must sign out of the classroom
- Students will take one of the classroom passes
- A maximum of **TWO** students in the restroom at a time
- If two passes are hanging on the hook outside the door, students must wait until someone leaves before entering
- Restroom use will not take place during passing time; rather at teacher discretion
- Importance of hand-washing and hand-sanitizing after restroom use will be reinforced regularly

Water Fountains

- Students cannot use water fountains
- Students should bring a water bottle for the day. Water bottle filling stations are available.

Lockers

- **Students will have limited access to their lockers (i.e. morning and afternoon)**
- **Students will carry their backpacks; containing their school supplies**
- **Students shall place their coats, lunches, and cell phones in their lockers at the beginning of the day, before reporting to their homebase**
- **Cell phones are to be turned off and remain in their lockers**

Recommended School Supplies	
<ul style="list-style-type: none">• Hand sanitizer• Mechanical Pencils OR Pencils with individual sharpener• Filled water bottle• Chromebook AND Chromebook Charger• Individual Kleenex• 2 Extra Masks (in plastic baggie)	<ul style="list-style-type: none">• Calculator• Agenda• Paper, Notebooks, Pencil, Pens, Glue Sticks, School-Given Whiteboards and Expo marker• Headphones or Earbuds• Textbooks• Other items as requested by Team

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Cafeteria Procedures, Class Dismissal, & Cleaning Procedures

Cafeteria Procedures

- Lunch will be in the cafeteria with the following guidelines:
 - ALL Students will be provided a lunch or they may bring one from home
 - They should **SANITIZE THEIR HANDS** before eating
 - Hand sanitizing stations will be available in the cafeteria
 - Students will be socially distanced; by utilizing multiple spaces
 - Masks must be worn except when eating or drinking
 - Students will sit in assigned seats
 - Students will follow lunch room supervisor guidance while entering, during lunch, and for dismissal
 - Students will not share food
 - Food must be consumed in the cafeteria before leaving for class
 - Fresh air breaks will be offered when weather permits

Class Dismissal

- Students will line up along lockers outside their classrooms using a 3 locker visual space between students to maintain social distancing
- Students will follow teacher instructions to enter and exit the classroom

Cleaning Procedures for Classrooms

- While students are in the hallway, staff may sanitize desks and prepare for a new class
- Disinfectant spray and disposable towels are available in the classroom
- Hand sanitizing stations are available in all classrooms
- All classrooms will be deep cleaned with disinfectant mist each day after students/staff are out of the building, as well as wiping down door handles and surfaces

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Exploratory Classes, Attendance

Exploratory Classes

- Teams will rotate dismissal times
- Students will walk on the right side of the hallway to their UAT classes

Calendar

McHenry Elementary School District 15 2021-2022 District School Calendar

August 16, 2021	First Day for Teachers—Teacher Institute Day
August 17, 2021	Teacher Institute Day
August 18, 2021	First Day for Students- Full Day
September 6, 2021	Labor Day— No School
October 8, 2021	Early Release Day-School Improvement Activities
October 11, 2021	Columbus Day— No School
November 5, 2021	End of 1st Trimester
November 12, 2021	Report Cards Available on Skyward
November 22, 2021	No School - Parent Teacher Conferences 10:00am - 8:00pm
November 23, 2021	No School --Parent Teacher Conferences 8:00am - 6:00pm
November 24, 25, and 26, 2021	Thanksgiving— No School
December 22-January 4, 2022	Winter Recess- No School
January 5, 2022	Classes Resume
January 14, 2022	Teacher Institute Day - No School
January 17, 2022	Martin Luther King Jr. Day-No School
February 18, 2022	Early Release Day-School Improvement Activities
February 18, 2022	End of 2nd Trimester
February 21, 2022	Presidents' Day— No School
February 25, 2022	Report Cards Available on Skyward
March 28-April 1, 2022	Spring Recess— No School
April 4, 2022	Classes Resume
April 15, 2022	Day of Non-Attendance Students and Teachers
April 22, 2022	Early Release Day - School Improvement Activities
May 20, 2022	End of 3rd Trimester
May 24, 2022	Last Day of Attendance -Full Day All Grades-(if no snow days are used)-Final Report Card Available on Skyward



MMS DAILY CHECKLIST

Please be sure to bring the following items to school each day you are at MMS

- ☐ FULLY CHARGED Chromebook
- ☐ Chromebook Charger & Case
- ☐ 2-3 Extra masks (just in case)
- ☐ Water Bottle
- ☐ Headphones or Earbuds
- ☐ Calculator
- ☐ Agenda
- ☐ Notebooks or Paper
- ☐ Sharpened Pencils and Pens
- ☐ Glue Stick
- ☐ School “Whiteboard” and Expo Marker
- ☐ Personal hygiene products
 - Individual Kleenex pack, hand sanitizer, etc.