

Muncie Community Schools:

Reopening Plan Framework

JUNE 30, 2020



Muncie Community Schools (MCS) will continue to respond to the COVID-19 pandemic in a manner that promotes the safety of staff, students and visitors while furthering our mission and values. MCS' policies and plans will also be aligned with guidance from government agencies, public health officials and the Centers for Disease Control and Prevention (CDC). The pandemic presents a constantly evolving and dynamic situation, and MCS will review and update our information as needed.

1. Opening Day for students is Tuesday, Aug. 11, 2020.
2. Students may participate in our traditional, in-person learning program or our new virtual learning program.
3. School start and dismissal times have been adjusted for all MCS Middle schools and Central High School, but remain the same as last year for all elementary schools, the Muncie Area Career Center (MACC) and the Youth Opportunity Center (YOC). The school days are as follows:
 - a. Elementary: Doors open – 7:45 a.m., Start – 8:10 a.m., Dismissal – 2:40 p.m.
 - b. Middle: Doors open – 9:00 a.m., Start – 9:15 a.m., Dismissal – 4:00 p.m.
 - c. High School: Doors open – 8:00 a.m., Start – 8:15 a.m., Dismissal – 3:05 p.m.
 - d. MACC (Morning): Start – 7:55 a.m., Dismissal – 10:30 a.m.
 - e. MACC (Afternoon): Start – 12:25 p.m., Dismissal – 3:00 p.m.
 - f. YOC: Start – 8:10 a.m., Dismissal – 3:00 p.m.

In-person Learning Program

4. The schedule at the secondary schools will be modified to reduce class transitions and the number of close contact situations.
5. Elementary students will stay with their classroom cohorts as often as possible.
6. All students will be assigned a take-home device and internet connectivity where needed.
7. MCS partners providing before- and after-school care will follow all MCS policies, procedures and guidelines with regard to COVID-19.
8. All students will use our Learning Management System, Schoology, on a daily basis.

Virtual Learning Program

9. All students will be assigned a take-home device and internet connectivity where needed.
10. Access for all K-12 students will be assigned class times, online and offline work.
11. A virtual school orientation process will be conducted with tips for success, attendance expectations, communication requirements and course logistics.
12. Robust, 5-day/week online curriculum is available for all K-12 students.
13. Teachers will monitor academic progress daily through the online curriculum platform and through instruction. Additionally, virtual full class or small group sessions, one-on-one video conferences, phone and email communications are part of the design.
14. The virtual program will be overseen by an administrator who will be available to parents and students for additional support.
15. Virtual Learning program students will have the opportunity to participate in extracurricular and co-curricular activities as well as specialized offerings not available via the virtual program.
16. MCS will provide all virtual students the opportunity to receive a 5-day breakfast and lunch meal pack every week, pending no changes to state and federal regulations.

General information

17. MCS employees are required to complete a self-certification form pertaining to their physical health. If experiencing sickness symptoms at any time, they should not report to work.
18. Parents/guardians are required to perform a daily assessment of their child prior to going to school. If the child is experiencing any sickness symptoms they should stay home from school.

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19. Any employee or student experiencing a temperature of 100.4 degrees or higher should not be in school and will need to be fever-free for at least 72 hours before returning.
 20. Visitors and guests in MCS buildings will be restricted. Volunteers will be encouraged to assist remotely.
 21. All employees and students will be encouraged to frequently wash their hands with soap and water. All MCS buildings will have hand sanitizer available throughout.
 22. All employees and students should maintain a distance of at least six feet whenever possible. Signage will be posted as reminders throughout buildings.
 23. Lockers will not be used in buildings. Hallways will be marked as two-way traffic to limit interaction.
 24. All students, teachers and staff will be required to wear a face covering with exceptions for people with a medical condition, mental health condition or disability that prevents the wearing of one. Face masks will be available for anyone who needs one.
 25. The sharing of materials is discouraged and personal bins will be available for each student. Community materials that are used by students will be sanitized before being returned to their spots.
 26. Field trips will be disallowed except for Camp Adventure.
 27. Parents/guardians will be allowed to check out their child electronically so they do not need to enter the building.
 28. Water fountains will be turned off. Students will be issued an MCS water bottle. Touchless water stations will be available in all schools.

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29. Desks will be positioned in one direction and spread apart. Other furniture should be removed to provide as much space as possible in classrooms.
 30. Plexiglas barriers will be installed for employee work stations in high-density, public areas involving regular face-to-face contact with others (front desk, cafeteria, etc.).
 31. Deep cleaning and sanitizing will be increased throughout the day and night in all MCS buildings.
 32. Breakfast in the classroom will take place in all K-8 buildings with “Grab and Go” stations set-up in the high school.
 33. Self-serve food and beverages in cafeterias will be restricted. We will also use other areas of the buildings during lunch periods to allow for better physical distancing.
 34. Drivers are required to wear masks and hand sanitizer will be available on all buses. Members of the same household will be encouraged to sit together.
 35. All students will have access to in-person and virtual support for social and emotional wellness.
 36. Teachers will have opportunities for professional development to improve skills with delivering blended or remote learning.

For more details regarding our Reopening Plan,
please visit <https://bit.ly/MCS-Reopen>.