



# Trimpe Middle School

910 Second Street Bethalto, IL 62010  
Telephone (618) 377-7240 Fax 618-551-8651

Mr. Adam Miller, Principal  
Mrs. Laura Gipson, Asst. Principal  
Mrs. Sandy Erzen, Dean

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## Trimpe Middle School Return to Learn Plan - Fall 2020

### Introduction

Trimpe Middle School is excited to welcome students and staff back to school for Fall 2020. While this year will be different and perhaps challenging at times, we are committed to providing your student with a positive learning experience that will allow them to succeed in middle school and beyond. Our partnership is essential as we all will work together to ensure the best for your student. The hybrid model allows us to reduce our population by about 50%, which increases the amount of social distancing and reduces the number of students in passing periods.

We developed these guidelines by using expectations, policies, procedures, and guidelines established by the Bethalto School District #8 Board of Education, Illinois State Board of Education, Centers for Disease Control, Illinois Department of Public Health, Illinois Elementary School Association, and others.

It is important to note that guidelines and requirements are subject to change pursuant to updated public health guidance and changing public health conditions, and we will work to communicate any updates in a timely manner. This may include but is not limited to transitioning to alternate methods of delivering instruction, such as a hybrid/blended model and/or a remote learning model. If you have any questions, comments, or concerns, please feel free to contact us.

### Plans for Social Distancing and Safety

- The following social distancing guidelines will be posted at the entrances, in bathrooms, and throughout the building that address the following:
  - Symptoms of COVID-19
  - Handwashing Guidelines
  - Social Distancing Guidelines, including markers that designate appropriate spacing.



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## Staff and Student Hours

- Nurses 7:00 AM - 2:30 PM
- All Staff 7:10 AM - 2:40 PM
- Students: 7:10am-1:25 PM

## Student Bell Schedule

Class Period	Times
Student Arrival Time	7:10am - 7:30am
Advisory Period (First Hour Teacher)	7:30am - 7:37am
First Hour	7:37am - 8:25am
Second Hour	8:28am - 9:16am
Third Hour / Snack	9:19am - 10:17am
Fourth Hour	10:20am - 11:08am
Fifth Hour	11:11am - 11:59am
Sixth Hour	12:02-pm - 12:55pm
Grab and Go Lunch/Teacher Lunch	12:55pm - 1:25pm
Tutoring (By Appt.)	1:25pm - 1:55pm
Common Time	1:55pm - 2:40pm

## Hybrid Learning Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Group A In Person	Group A Remote	Group A In Person	Group A Remote	Full Remote
Group B Remote	Group B In Person	Group B Remote	Group B In Person	Full Remote



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## Hybrid Learning Schedule

- Students with the last name A-K will be Group A. Group A students will attend school on Mondays and Wednesdays.
- Students with the last name L-Z will be Group B. Group B students will attend school on Tuesdays and Thursdays.
- An emphasis will be placed on keeping families on the same schedule to the best extent possible. Per the Illinois State Board of Education (ISBE), consideration for daily in-person instruction and equitable scheduling is given to priority groups as outlined in the [ISBE 2020-2021 Joint Guidance document](#). Please keep in mind that on the days your child is learning remotely his/her teacher(s) will be instructing the other half of their class and will not be available during the entire school day.
- Fridays are Academic Support Days and will be reserved for teacher office hours to reteach and provide extended practice for students. Students who need additional help or tutoring should attend the virtual office hours. Teachers will share their open office hours with students, via Google Classroom.

## Symptom Screening

All staff, students, and essential visitors will be screened for symptoms prior to entering the building. Individuals with a temperature greater than 100.4 degrees Fahrenheit and/or with known/visible symptoms of COVID-19, such as cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, the new loss of taste or smell, congestion, nausea, vomiting, or diarrhea will not be allowed to enter the building and/or will be escorted to a designated area until pick-up can be arranged.

- Staff
  - Staff will self certify before starting the school day that they do not have a fever over 100.4 degrees Fahrenheit or COVID-19 symptoms. Information about the self screening process will be sent at a later date.
  - Staff may enter the building beginning at 6:00 a.m. and must



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- leave by 4:00pm.
  - Staff should enter the building at the following locations:
    - Back Entrance Near the TMS Gym
    - Back Entrance Near Cafeteria
  - The kitchen and custodial staff will self-check upon arrival and check-in with the nurse after 8:00 a.m., as needed.
  - Students
    - Students will self certify before starting the school day that they do not have a fever over 100.4 degrees Fahrenheit or COVID-19 symptoms. Information about the self screening process will be sent at a later date. This process should be completed before arriving at school. More procedures for this process will be sent out at a later date. Those who do not self-certify will be screened by school personnel at the beginning of the school day.
    - Students who ride a bus and exhibit symptoms and/or have a fever over 100.4 degrees Fahrenheit will be escorted to a designated area of the building until pick-up can be arranged.
  - Essential Visitor, Outside Agencies, Substitutes, and Guest Speakers
    - Substitute Teachers
      - Substitute teachers will need to check-in using the Raptor Visitor Management System.
      - Substitutes will have their temperature taken by a school nurse or other school personnel, required to wear a mask, and given hand sanitizer before gaining access to our building.
      - Mrs. Susie Lorts will provide them with their teaching assignments and duties for the day.
    - Outside Agencies
      - Personnel will need to check-in using the Raptor Visitor Management System.
      - Outside agencies personnel need to complete a self-certification upon arrival for symptoms of COVID-19 and will be denied access if they answer yes to any of the



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- health questions performed during the self-certification.
- Personnel will have their temperature taken by a school nurse or other school personnel, required to wear a mask, and given hand sanitizer before gaining access to our building.
- Essential Visitors
  - Visitors will need to check-in using the Raptor Visitor Management System.
  - Visitors need to complete a self-certification upon arrival for symptoms of COVID-19 and will be denied access if they answer yes to any of the health questions performed during the self-certification.
  - All essential visitors must have prior approval from the building principal or designee to visit the school.
  - The visitor will have their temperature taken by a building secretary, asked to wear a mask, and given hand sanitizer before gaining access to our building.
  - An essential visitor may include, but is not limited to, a student teacher and/or university supervisor, military recruiters, college/career representatives, and others.
- Guest speakers
  - Guest speakers will not be permitted during the Fall semester for in-person speaking engagements. However, we will welcome the opportunity for them to engage with our students virtually.

## Attendance

- Student attendance will be taken as it has in the past in all of our buildings during in-person learning.
- Attendance will be taken everyday for students who attend both in person and remote classes. Further directions will be provided at a later date for attendance procedures for those working remotely.
- We want to stress that students should not attend school if they have any symptoms and will not be allowed to enter the building if they do not clear the symptom check protocol that is discussed in the Health



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& Safety area of the district plan.

- Students will not be penalized for missing school due to an excused illness and will be given the opportunity to make up missed work.
- In case of any absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified in advance or on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. If a note or call is not received within 48 hours of the absence, then the absence will be marked unexcused and will remain as unexcused. The school may require documentation explaining the reason for the student's absence. All assignments missed due to absences are expected to be made up.
  - If a student is excused from school they have 2 days for every day missed to make up their assignments/assessments. Students may not be permitted to make up work for full credit if they are unexcused.
- Per the Illinois State Board of Education, schools may no longer provide attendance incentives such as tracking "perfect attendance."

## Arrival

Doors open for students at 7:10 AM daily.

- Doors open for students at 7:10 AM daily. Students shall enter the building and immediately proceed to their morning advisory period (their first hour classroom.)
- Car riders should be dropped off in the back of the building (North side of building).
- Buses will drop students off in the front circle at the Main Entrance of the building (on Second Street).

## Dismissal

- Students not participating in the grab and go lunches will need to exit the building immediately following the dismissal bell.
- Students waiting for the bus will remain either in the Cafeteria, Commons, or other designated area.



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- Student-Athletes waiting for practice to begin will need to stay in the Cafeteria, Commons or other designated area.

## Schoolwide Procedures and Expectations

- Lockers
  - Students will not have access to their lockers during at least the 1st quarter of the school year. As a result of no locker usage, students may carry a backpack throughout the school day. The backpack should contain a space with a padded sleeve to safely carry the student Chromebook. Students do not need to carry both a backpack and a laptop bag.
    - Athletes can request an athletic locker to store their equipment and practice gear. We do encourage our athletes to limit locker usage when possible.
      - Athletes can request a locker by contacting Mr. Jeff Ochs.
    - Students with disabilities may request a locker to use throughout the school day by contacting their case manager or Mrs. Gipson, Assistant Principal.
    - Students will not be issued a Physical Education locker for usage. Furthermore, students will not be allowed to change for Physical Education classes.
- Cell Phones
  - Cell phones will need to remain put away during class, as studies have shown that cell phones and electronic devices carry large amounts of germs. Those caught using them will be asked to turn it into the office until the end of the day.
- Restrooms
  - Students will not be permitted to use the restroom during passing periods.
  - After the beginning of class, teachers will allow one student at a time to use the restroom. There will be a sign-up sheet for students in each class. Restrooms will have a maximum occupancy based on the number of stalls. Social distancing markers will be placed outside the restroom.





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- Water Fountains
  - All water fountains will be turned off. Bottle-filling stations will remain available to students and staff. All students are encouraged to bring water in a resealable container for use throughout the day.
- Seating Charts
  - All students will have an assigned seat in each class and be expected to sit in that seat each day. If your student has a barrier to learning that requires an accommodation other than those listed in an I.E.P. or section 504 plan, they need to make the request to their classroom teacher.
- Band
  - Band classes will be under 50 students in order to meet the ISBE guidelines. Band will meet outside when possible. In a case in which the class is not under 50 students, the class will be split into two separate locations. Students will only be permitted to remove their mask if needed to play their instrument.
- Choir
  - Choir classes will be under 50 students in order to meet the ISBE guidelines. Choir will only perform outside. On days when students cannot conduct class outside, students will learn music theory in an indoor setting.

## Instructional Plan

- Hybrid Learning Instructional Plan
  - Students will receive two days of in-person instruction at TMS.
  - On remote learning days, students will be expected to complete other learning activities as provided by the teacher.
    - Students should check their Google Classroom every day for updates from their teacher.
    - When students are working remotely at home, they will be given times to connect with their classroom teachers for additional help and support.
  - As students and staff become more comfortable with hybrid and





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remote learning, we will work to provide more synchronous learning and instruction as the year progresses.

- Google Classroom
  - All teachers will utilize a common platform, Google Classroom, during in-person instruction. This platform will serve as our primary method of communication and instruction for students.
- Students who choose the Bethalto School District's Remote Learning Option, will not be able to participate in the following:
  - Band
  - Choir
  - and other courses as determined by the building principal
- We will not have IMSA to begin the school year. As circumstances change throughout the year, we are hopeful to add IMSA instruction as we have had in year's past.

## Events and Activities

- **6th Grade Orientation**
  - 6th Grade Orientation will be conducted on Wednesday, August 12, 2020. Students will be given the opportunity to sign up for an assigned time to learn about our school procedures, tour the building, and become more familiar with TMS.
- **Athletics**
  - Students who choose the Remote Learning Option will not be allowed to participate in athletics.
  - The district is following the IHSA guidelines for Phase 4 with the modifications required by the IDPH and the ISBE.
  - Due to the Illinois Department of Health guidelines, spectator limits may be set by the size of the venue.
  - The IESA (Illinois Elementary School Association), of which TMS is a member, canceled the regular season and IESA state series in fall sports on 7/24. Then, on 7/31, the IESA rescinded that decision and is allowing fall sports. For Trimpe, this means girls softball and cross country will have a 20-21 season. Decisions on other TMS sports, including football (which is not an IESA sport) along with sports that begin later in the school



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year, such as girls basketball, boys basketball, wrestling, track, and volleyball have not yet been made.

- On remote learning days, students can attend practices and competitions at their scheduled times after school.

- **Musical Events**

- If possible, we will conduct the musical events using the guidelines provided by the Illinois State Board of Education and Illinois Department of Health. Considerations are being made to livestream a performance for our community.

- **Clubs**

- Clubs and activities such as, but not limited to, Student Council may conduct their regularly scheduled meetings using all school-approved safety guidelines.

- **Parent-Teacher Conferences**

- Back to school events, parent programs, open houses, and parent/teacher conferences may be held virtually.

- **Coverage for staff that are sick/quarantined**

- Attempts will be made to provide substitute teachers. However, when substitute teachers cannot be secured, teachers on flex will fill in for the sick/quarantined teacher. Efforts will be made to fill those positions with a common teacher certification.

## **Breakfast and Lunch Process**

- Grab and go breakfast will be made available to students before the start of the school day. Students can eat their breakfast during their morning advisory class.
- Students will sign up and indicate whether they want a grab and go lunch via a Google Form during their morning advisory period each school day. Lunches will be delivered to 6th hour classrooms prior to dismissal.
- Students may bring their own individual snacks and drinks to school. Students and staff will eat their snack during a defined time in the day that does not take away instructional time.
- Staff lunch will take place from 12:55 PM to 1:25 PM. All staff



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should follow proper C.D.C. and IDPH guidelines when eating lunch at school.

## Health and Safety

For additional information on health and safety guidelines and procedures, please see the district plan.

- Student Education on Health & Safety Guidelines
  - An instructional video modeling proper hand washing, social distancing, sneeze/cough etiquette, and mask wearing will be shown to students within the first two weeks of school and to regularly reinforce the information.
- Face Coverings/Masks
  - Staff:
    - All staff will be required to wear a mask at school at all times when working with kids and other staff members.
  - Students:
    - Students will have to wear a facemask when in the building. If they do not wear their facemask, the teacher will issue a warning. Students who continue to not wear their masks will be asked to report to the main office. An administrator will meet with the student and will have a choice to comply or will be sent home. Those who chose to wear a facemask will be allowed to return to their next class. Students who continue to have compliance issues may have consequences issued or may be recommended for full remote learning.
- Cleaning/sanitizing
  - Teachers and students will sanitize the classrooms at the end of each period. Furthermore, the custodians will be on a continuous cycle of sanitizing the high traffic areas throughout the day.
- Hand Sanitizer
  - All students are encouraged to bring their own bottle of



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hand sanitizer for use throughout the school day. Hand sanitizer will be available in the classrooms as well.

- Nurse's Procedures
  - For all non-life threatening medical needs, students will fill out an online appointment to meet with the school nurse. The school nurse will call down the students at her earliest convenience.
  - Students will come to the nurse's office for medications at their assigned time.
  - Students exhibiting signs of COVID-19 will be referred to the school nurse for an on-site evaluation. Following the nurse's evaluation, students determined to be exhibiting signs of COVID-19 will be escorted to the designated waiting area within the building and supervised until pick-up can be arranged. A doctor's note may be required before returning to school.

## Building Offices

In order to reduce traffic in the office area, non-essential visits from staff, students, and visitors will be limited. Staff and students should only come to the office for essential reasons and make appointments when possible.

## Bus

- Students shall sit in their assigned seat when riding the bus.
- Students will not be permitted to ride any bus other than the one they have been assigned by the district transportation office.
- No notes will be accepted for a student to ride with another student on a bus other than their assigned bus for any reason.

## Communication Plan

- Students and parents should read daily announcements that are sent to them via email and SchoolMessenger. All daily announcements are posted on the TMS website.