



Return to Learn
Safety Plan
Metzger Middle School
2021-2022



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SECTION 1: FACILITY SAFETY PLANS

In accordance with the CDC mandate, for the 2021-2022 school year, Metzger Middle School will put the following safety measure in place:

The following operational guidelines from the Texas Education Agency has taken into consideration in the development of our campus safety plans:

- Mask will be worn in the building at all times, until further notice.
- All instruction should be held in spaces that allow desks to be social distanced when feasible.
- If more than one group is using a shared space that is large enough to allow for students in all groups and their respective desks to be social distanced, then multiple groups of individuals can be in the space together. However, each group must be separated from the other when feasible. All students will be seated facing forward when feasible.

Campus and Classroom Capacity

Metzger MS Student Body projected enrollment = 1200

Classroom capacity depends on size of classroom. When possible, appropriate social distancing will be in place. All students and teachers will wear face masks in the building.

Students that are medically fragile or have individualized needs will have specific plans created to ensure safety within parameters that are created specifically for the student by the ARD committee.

****Subject to change**

Entrances and Exits

- **Bus Loop/cafeteria Entrance:** All staff members will enter through the bus loop/cafeteria entrance. Social distancing and masking are expected at all entrances.
- **Bus Loop/Cafeteria Entrance:** Students that ride the bus will enter through the bus loop entrance to the cafeteria. They will grab their breakfast from the first available cafeteria line and take it with them to their first class of the day.
- **Main Entrance:** Parents/visitors will use the main entrance.
- **Main Entrance:** Students that are car riders and walkers will access the building through the main entrance. They will grab their breakfast from the cart and report to their first class of the day immediately.

Health Holding Areas

Nurse's Office Room B117- Nurse Tillman and When a student or staff member develops any symptoms of illness consistent with COVID-19 (e.g., new onset or worsening cough or shortness of breath or at least two of the following symptoms: fever of 100.4°F, chills, muscle ache, headache, sore throat, loss of taste or smell) we will take the following general precautions:

The student will be removed from the classroom and assessed by the school nurse and contact will be made with the parent/guardian.

Isolation rooms have been identified in the event a student becomes ill during the school day.

Isolation Room B119- Any student displaying Covid symptoms will be placed in this room until parent pickup. The Parent will call the front office and pick up their child up at the side door.

Nurse Tillman or a campus designee will monitor students and follow the following guidance:

- o Maintain social distancing
- o Wear appropriate PPE including facial mask and gloves
- o The designated area will be closed off
- o Disinfecting protocols will be followed immediately

Safety Signage

Safety signage will be posted throughout the interior and exterior of the building reminding staff and students to follow safety guidelines including social distancing and handwashing.

Examples of signage:

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

DO NOT ENTER

IF YOU HAVE ANY OF THESE SYMPTOMS:

Wash your hands and help protect each other from getting sick.

For more information: [\[Link\]](#)

CITY OF SAN ANTONIO METROPOLITAN HEALTH DISTRICT

3/12/2020

Coronavirus Disease 2019 (COVID-19) Reduce Your Risk

CITY OF SAN ANTONIO METROPOLITAN HEALTH DISTRICT

You can help prevent the spread of respiratory illnesses with these actions:

<p>Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.</p>	<p>Cover your cough or sneeze with a tissue, then throw the tissue in the trash.</p>
<p>Avoid touching your eyes, nose and mouth with unwashed hands.</p>	<p>Avoid close contact with people who are sick.</p>
<p>If you feel sick, stay home and please contact your healthcare provider.</p>	<p>Clean and disinfect frequently touched objects and surfaces.</p>

For more information visit: sanantonio.gov/COVID19

3/12/2020

Stop the spread of germs that make you and others sick!

Cover your Cough

Cover your mouth and nose with a tissue when you cough or sneeze or cough or sneeze into your upper sleeve, not your hands.

Put your used tissue in the waste basket.

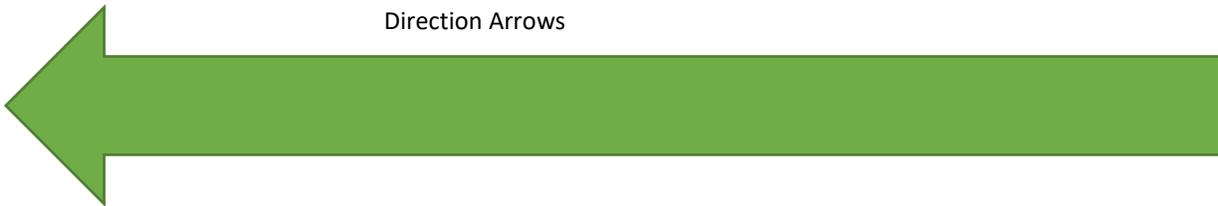
You may be asked to put on a surgical mask to protect others.

Clean your Hands

Wash with soap and water or clean with alcohol-based hand sanitizer.



Direction Arrows



Sanitizing Stations

One will be located at the Main Entrance.

Sanitizer is in each classroom along with disinfectant spray and paper towels.

Students will be provided several times throughout the day to wash their hands and/or sanitize.

Health Check-In for Employees

Teachers, staff and families should self-screen before coming to campus. If any risk factors are present in the self-screen process the individual should stay home and report risks to the campus principal.

Students and staff members are asked to report any symptoms that occur during the school day or several hours after leaving the campus.

Hallways – Flow of Traffic

Designated pathways have been determined based on the flow of traffic and in alignment with our entrance and exit areas. See campus maps for specificity.

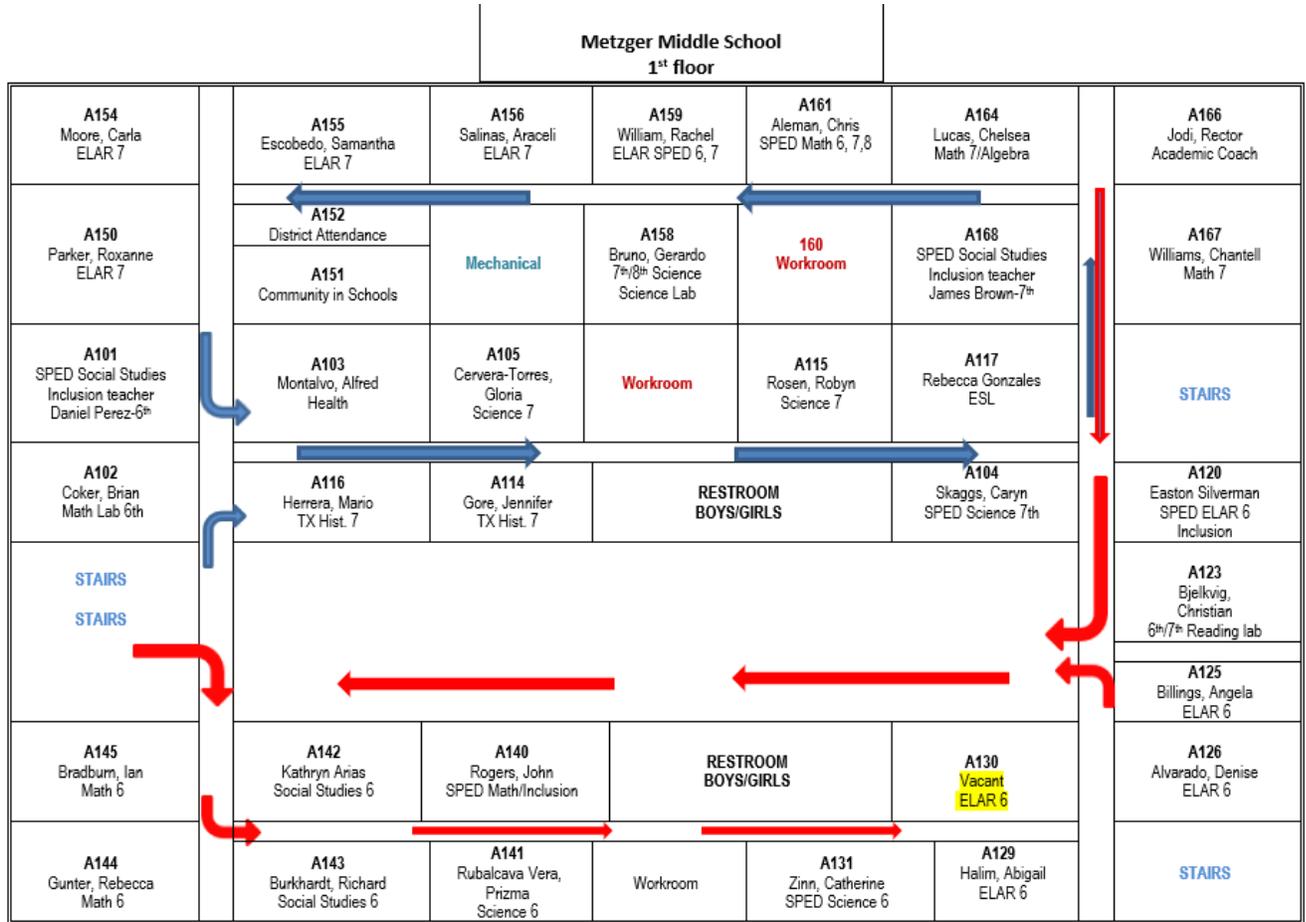
We will practice staggered transitions to minimize crowding in the hallways.

Mask wearing will be strongly encouraged.

Restrooms

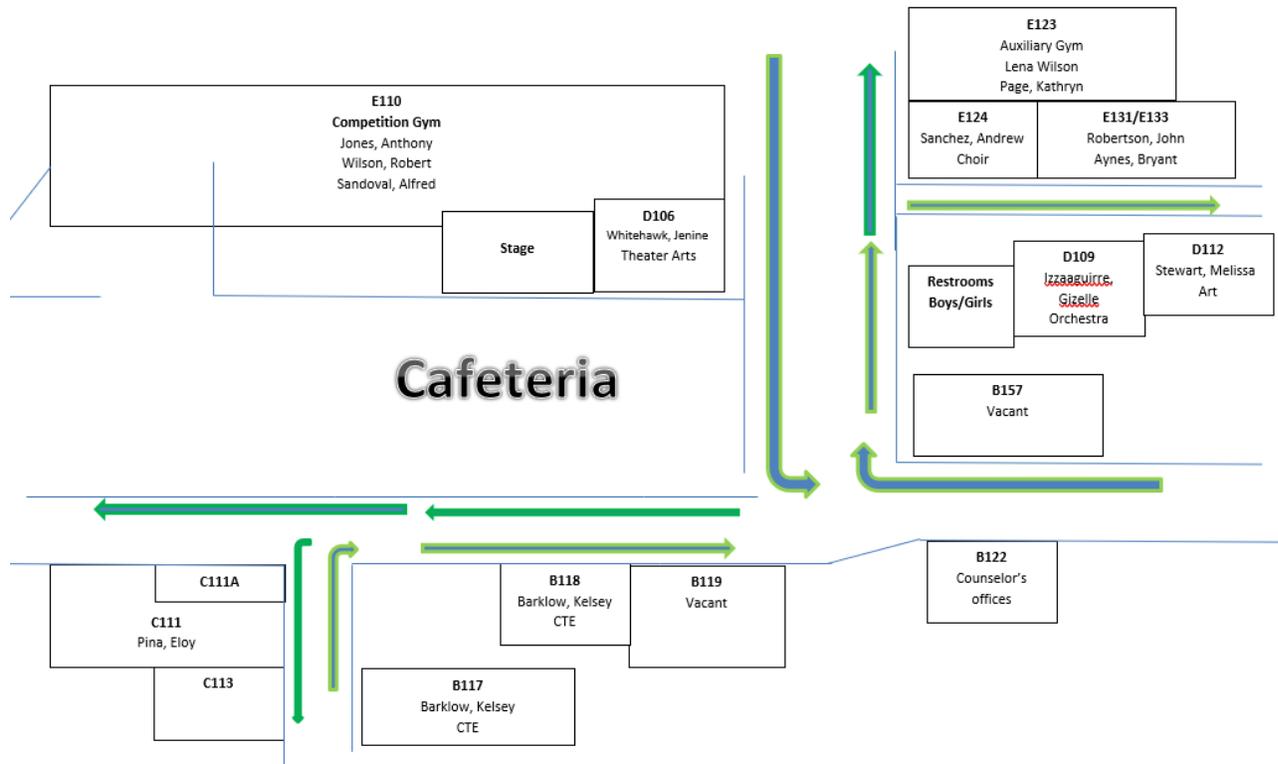
We will devise ways to safely manage and limit the number of students in the restroom. Trying everything from managing traffic flows with “bathroom monitors” to constantly cleaning urinals and toilets. Restrooms will be cleaned regularly and monitored for any additional cleaning as needed.

Campus Map- Campus Map with teachers and staff room numbers and current directional pathways.

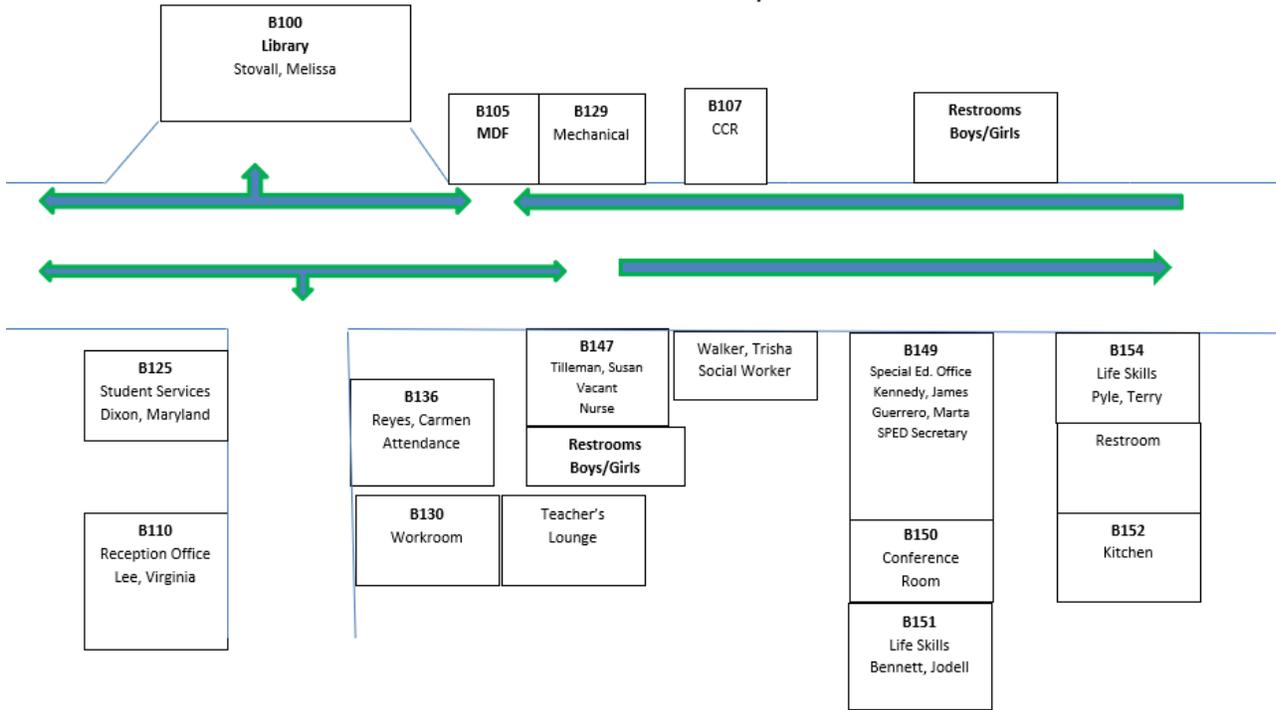



METZGER MIDDLE SCHOOL
2nd FLOOR

A254 Hewgley, Brian Academic Coach	A255 Storage	A256 TESTING ROOM	A259 Vacant/Book/resource room	A261 BAC Cool down	A264 Young, Brianna Moore, Florence BAC	A266 Chestnutt, Duane Academic Trainer
A250 Shotwell, Eric US History Inclusion	A252 Speech	Mechanical Room	A258 Teacher Planning	A260 Small Work Room	A268 Computer Lab	A267 Reading Workshop Resource Rm.
	A251 ELA HMH Books					
A201 Cody, Carmen RTI Math 8	A203 Jackson, Gayla Dyslexia	A205 Bruno, Geraldo Science 8	Workroom	A215 Vacant	A217 Velasquez, Lucio Spanish	STAIRS
A202 Cody, Carmen RTI Math 8	A206 Shoemake, Travis CTE Law Enforcement 8	Mechanical Room	RESTROOM Boys/Girls	A214 Aragon, Jimmy Tech Apps	A216 Clark, Kenneth College and Career Readiness	A220 Gibson, Sheila Health
STAIRS STAIRS	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px; text-align: center;">A204A</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 80px; text-align: center;">A204 B</div> <div style="border: 1px solid black; padding: 5px; width: 100px; text-align: center;">LSSP, Guerra A204C</div> </div>					A222 Holbrook, Caleb SPED Science
	A243 Sanchez, Mathew Resource Math 8	A240 Licon, Raquel US History 8	A238 Encarnacion, Felix US History 8	RESTROOM Boys/Girls	A230 Mechanical Room	A228 Vasquez, Melissa 8 th ELAR 8 Resource
A242 Franco, Vanessa Math 8	A241 Stuart-Thompson Math 8	A239 Miller, Cynthia Science 8	A237 Workroom	A229 Croft, Anita Science 8	A227 Kusak, Rebecca ELAR 8	STAIRS



**METZGER MIDDLE SCHOOL
1ST FLOOR MAIN HALLWAY/ENTRANCE**



SECTION 2: DAILY SAFETY PLANS

Cleaning Protocols

There are three lines of defense to decrease the spread of pathogens in a school environment: 1) Personal hygiene, 2) Regular cleaning procedures, 3) Proper disinfection and sanitizing procedures.

The difference between cleaning, disinfection and sanitizing is discussed below:

Cleaning- Removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection (CDC, 2016).

Disinfecting - Kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection (CDC, 2016).

Sanitizing - Lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection (CDC, 2016).

Personal Hygiene, Cleaning, Disinfections

Masks are mandated to be worn in the building at all times by all employees, students and visitors.

Personal Hygiene

The spread of pathogens can be minimized in schools by employing good personal hygiene, regular cleaning and the proper use of disinfectants. The use of good

personal hygiene by students, staff and visitors can greatly reduce the spread of pathogens in the school. These can include the following components:

Proper hand-washing hygiene and sanitization. All building occupants will have access to adequate soap, water and drying mechanisms (air dryers or paper towels). Adequate training and signage on proper hand-washing techniques are posted through-out the school. Explicit training for handwashing will be provided by the school nurse and monitored by supervising adults. In addition, sanitization stations will be placed inside of classrooms to include alcohol-based sanitizer.

Custodians, Teachers, Office staff & Administration

Guidance for Cleaning and Disinfecting

Routine cleaning and disinfecting are key to maintaining a safe environment for faculty, students, and staff.

- Cleaning removes dirt and most germs and is usually done with soap and water.
- Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

Routine Cleaning and Disinfecting

The following areas will be cleaned after every use:

- Shared Computers/electronic devices
- Shared Phones
- Countertops

All shared devices will have signage posted reminding users of protocols for hand washing and sanitizing.

The following areas will be cleaned at least twice a day:

- Door knobs and handles
- Stair Rails/handrails
- Light switches

- Push-buttons on vending machines
- Restrooms

The following areas will be cleaned before and after meals:

- Tables
- Desks
- Chairs

The following areas will be cleaned at the end of each session:

- Student desks and chair
- Student devices
- Student work spaces
- Classroom furniture
- Soft surfaces such as carpets are to be cleaned using soap and water or a cleaner appropriate for the material.

The risk of getting COVID-19 from cleaning is low. The following are general precautions for cleaning staff, given that community transmission of COVID-19 is occurring:

- Staff should not touch their face while cleaning. This should only be done once they have washed their hands.
- Cleaning staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- Staff who are responsible for cleaning and disinfecting will receive proper training regarding the use of disinfectants safely and effectively and how to safely clean up potentially infectious materials and body fluids – blood, vomit, feces, and urine.

Classroom Procedures

All staff members will be expected to adhere to the TEA guidelines for social distancing in the classroom. Such procedures will include:

- Students will enter their classroom one at a time.
- Students will sit at their assigned desk/table.
- Students will sanitize their hands prior to entering the classroom.

Meal Distribution

Breakfast: stations will be available for students in the cafeteria, providing breakfast items as they go to their 1st period class, where they will eat.

*a second chance breakfast station will be available between 1st and 2nd period for students who missed the earlier opportunity to receive breakfast.

Lunch: will be in the cafeteria with 4 lunch periods with social distancing in place where available. Students will sit by 4th period class to prevent extended possible exposures.

****Subject to change**

Safe Training for Staff and Students

Training will be provided for students and staff on proper use of facial masks and social distancing guidelines and the importance of not sharing drinks, cups, food, paper towels, masks, etc.

Student / Safe Expectations

Students have the opportunity to wear masks at all times.

Students will practice social distancing at all times when applicable.

Students will routinely wash their hands.

Students will sanitize their hands when hand washing is not available.

SECTION 3: STUDENT LEARNING AND SCHEDULING

If a student is not feeling well or showing symptoms of Covid 19 they will remain in quarantine.

Student Pick-Up / Drop-Off Procedures

Parents must wait outside of the building during drop-off and pick-up. Entry to common areas or classrooms will not be allowed.

Visitors

All visitor access will require proper identification to enter the building.

The following guidelines will be communicated to parents regarding steps to access the building:

- Parents and visitors will enter the reception area and present proper identification to access the building.
- The School Nurse will notify the front office if a parent is expected due to an illness.
- All parents and visitors are required to sign-in through the front office.

2021-2022 School Calendar

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	*22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	*19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	*16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	*21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	*18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	*16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



2021-2022

Bell Schedules

Elementary School- 7:30 am—2:55 pm
 Middle School- 8:15 am—3:45 pm
 High School- 8:45 am—4:35 pm

Student and Staff Holidays

- July 5 — Independence Day
- Sept 6 — Labor Day
- Oct 11— Columbus Day
- Nov 11 — Veterans Day
- Nov 22 - 26 — Thanksgiving Break
- Dec 20 - Dec 31 — Winter Break
- Jan 17 — Dr. Martin Luther King Jr. Day
- Feb 14— Student & Staff Holiday
- Mar 14-18 — Spring Break
- Apr 8—Student & Staff Holiday
- Apr 15 — Good Friday
- May 30 — Memorial Day

PD Days — Students Off

Campus PD	District PD
Aug 9, 13 (half day)	Aug 10
Jan 3	

Convocation & Campus PD

Aug 13

Teacher Planning & Preparation Days — Students Off

Aug 11, 12 Oct 22, Jan 4, Feb. 4, Mar 25

Early Release Dec 17 June 2

Early Release with PD

Sep 17 Oct 21 Nov 29 Feb 3 Mar 24

+ Bad Weather Make-Up Days Mar 25 Apr 15

New Teacher Academy Aug 2-6

Student Days (177)

1st quarter [Aug 16—Oct 15] - 43
 2nd quarter [Oct 18 —Jan 7] - 41
 3rd quarter [Jan 10—Mar 18] - 42
 4th quarter [Mar 21—Jun 2] - 50

Elementary STAAR Testing Dates

Secondary STAAR & STAAR/EOC Dates

*** Board Meeting Dates**

July 22, 2021	Aug 19, 2021	Sept. 16, 2021	Oct 21, 2021
Nov 18, 2021	Dec 16, 2021	Jan 20, 2022	Feb 17, 2022
Mar 24, 2022	Apr 21, 2022	May 19, 2022	June 16, 2022

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	*20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	*17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	*24	25+	26
27	28	29	30	31		

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15+	16
17	18	19	20	*21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	*19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	*16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Board Approved on August 12, 2021

Learning Platforms

Canvas

Google classroom

Nearpod

Other programs and Apps as approved by Judson Technology

Schedule



MMS 2021-2022 Passing Bell Schedule

6 th Grade		7 th Grade		8 th Grade	
7:45 Morning Bell		7:45 Morning Bell		7:45 Morning Bell	
7:45-8:15	Breakfast/Enrichment	7:45-8:15	Breakfast/Enrichment	7:45-8:15	Breakfast/Enrichment
8:15-9:05	1 st Period	8:15-9:05	1 st Period	8:15-9:05	1 st Period
9:05-9:09	Passing Period	9:05-9:09	Passing Period	9:05-9:09	Passing Period
9:09-9:59	2 nd Period	9:09-9:59	2 nd Period	9:09-9:59	2 nd Period
9:59-10:03	Passing Period	9:59-10:03	Passing Period	9:59-10:03	Passing Period
10:03-10:53	3 rd Period	10:03-10:53	3 rd Period	10:03-10:53	3 rd Period
10:53-10:57	Passing Period B Lunch	10:53-10:57	Passing Period	10:53-10:57	Passing Period
10:57-12:57	4 th Period	10:57-12:57	4 th Period	10:57-12:57	4 th period
10:57-11:27 11:27-11:31 11:31-12:57	A Lunch (30) Passing Period 4 th Period (86)	10:57-11:27 11:27-11:57 11:57-12:01 12:01-12:57	4 th Period (30) B Lunch (30) Passing Period 4 th Period (56)	10:57-11:57 11:57-12:27 12:27-12:31 12:31-12:57	4 th Period (60) C Lunch (30) Passing Period 4 th Period (26)
10:57-11:27 11:27-11:57 11:57-12:01 12:01-12:57	4 th Period (30) B Lunch (30) Passing Period 4 th Period (56)	10:57-11:57 11:57-12:27 12:27-12:31 12:31-12:57	4 th Period (60) C Lunch (30) Passing Period 4 th Period (26)	10:57-12:27 12:27-12:57	4 th Period (90) D Lunch (30)
12:57-1:01	Passing Period	12:57-1:01	Passing Period	12:57-1:01	Passing Period
1:01-1:51	5 th Period	1:01-1:51	5 th Period	1:01-1:51	5 th Period
1:51-1:55	Passing Period	1:51-1:55	Passing Period	1:51-1:55	Passing Period
1:55-2:45	6 th Period	1:55-2:45	6 th Period	1:55-2:45	6 th Period
2:45-2:49	Passing Period	2:45-2:49	Passing Period	2:45-2:49	Passing Period
2:49-3:45	7 th Period	2:49-3:45	7 th Period	2:49-3:45	7 th Period

On Campus Learning

Please see the above attached daily schedule for in-person instruction.

For All Learners:

- Staggered release for the 3 grade levels. Allows all administrators and support personnel to be in the hallway for each transition. Enforce social distancing and prevent community spread.
- Breakfast in the 1st period class allows for more social distancing.
- Time at the end of the day for staggered release. This limits the opportunity for community spread as students leave campus.
- This schedule follows the 7-period master schedule already created by the counselors. Students will get all of their classes and teachers will get their conference periods.

Extended Learning Opportunities

- Time built into schedule for tutoring and additional assistance.
- Morning tutoring will be offered Monday-Thursday 7:45-8:10.
- Afternoon tutoring will be offered Monday -Thursday 3:45 to 4:15.
- Extended day tutoring will begin in the 1st semester.
- Saturday School extended learning will also be offered monthly.