

# BROOKLYN PARK MIDDLE SCHOOL

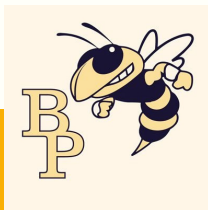
*Family Newsletter for Hybrid Learning*



## Welcome Back, Brooklyn Park Middle School!

Preparing for Hybrid Learning

Within a week, we will be opening our doors for hybrid learners and the Brooklyn Park Middle School staff is very excited! In this newsletter, you will find protocols, schedules, and much more that has been planned to ensure the safety of students and staff. We look forward to students reentering the building and getting one step closer to returning to normal.



### CONTACT:

**BROOKLYN PARK MIDDLE SCHOOL**  
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YOU WILL FIND:

**COVID SAFETY  
PROTOCOLS WHILE IN  
THE BUILDING**

**SCHEDULES AND  
EXPECTATIONS**

**SCHOOL POLICIES**

**GENERAL Q&A AND  
OTHER RESOURCES**



# COVID SAFETY PROTOCOLS WHILE IN THE BUILDING



It is important that students and families practice wearing their masks appropriately and socially distancing while hybrid learning. The following protocols have been put into place to ensure the safety of students, faculty, and families.

All students are expected to bring at least 2 masks to school daily. Masks may be removed only at designated times communicated by school staff. Masks must be worn covering nose and mouth on campus, including buses and bus stops. Students may remove their masks when eating breakfast or lunch. If these expectations are not followed, the following consequences will be put into place:

1st Offense	Verbal Warning	Admin
2nd Offense	Phone Call Home	Admin
3rd Offense	Return to Virtual Learning	Admin

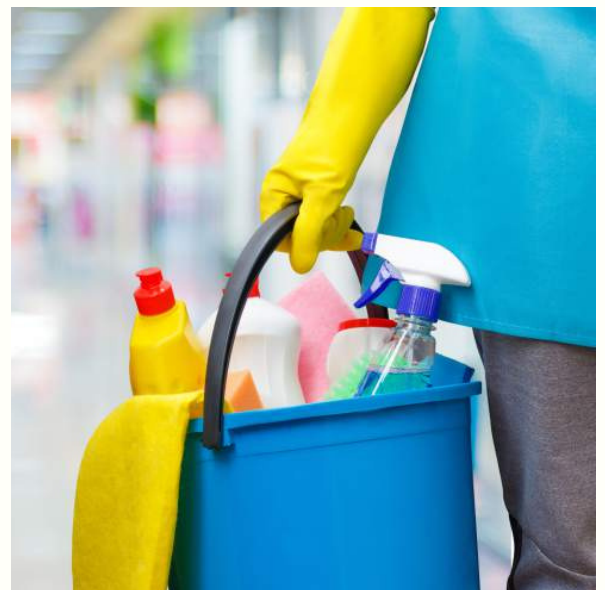
## SOCIAL DISTANCING

Physical distancing must be followed on campus, including buses and bus stops. Please stay 6 feet apart from peers and staff. There will be two-way traffic in the hallways (please stay to the right). It is important for students to follow movement directions within the building at all times. There will be PPE signage across the building to serve as reminders for wearing a mask and socially distancing. If these expectations are not followed, the following consequences will be put into place:

1st Offense	Verbal Warning	Teacher
2nd Offense	Phone Call Home	Teacher
3rd Offense	<a href="#">E-mail/Letter Home</a>	Admin
4th Offense	Virtual Parent/Teacher Conference	Admin
5th Offense	Return to Virtual Learning	Admin

## STUDENT STATION CLEANING

Upon Arrival to the classroom, students should take a sanitation wipe and proceed to wipe down their desk and chair. Students should properly dispose of sanitation wipes before leaving the classroom. All students should sanitize their hands when they enter and exit a classroom.





## SCHEDULES AND EXPECTATIONS

*Here is what to expect when your child arrives at Brooklyn Park Middle School:*

**ARRIVAL:** Students will enter the building at designated Grade Level Entrances. Student Supervision will not begin before 8:00 AM. Car Rider Drop off is at the CAC Parking Lot. Parents should park in an available space. Please do not line up along the curb. Traffic will be one-way only. Students are expected to maintain physical distance. Masks must be worn on campus at all times, including when a student is at the bus stop and/or boards a bus, on or before arriving on campus as a walker, and before exiting a vehicle.

### **STUDENT ENTRY:**

**6th Grade:** Will enter at the Secondary Entrance Left.

**7th Grade:** Will enter at the Main Entrance (Non-AI Doors).

**8th Grade:** Will enter at the Secondary Entrance Right.

**Late Arrivals (after 8:30am):** Should report to the main entrance.

**Building Community Classrooms:** Staff will assist students to their Building Community classrooms.

**DISMISSAL:** BPMS Staff will escort students out of the building.

**6th Grade:** Secondary Entrance Right

**7th Grade:** Main Entrance

**8th Grade:** Secondary Entrance Left

Upon exiting the building students are not to gather or linger, students should begin moving towards buses, cars, or off campus. Walkers should maintain appropriate physical distancing at all times. BPMS Staff will be stationed around campus to ensure physical distancing and safety.



**EARLY DISMISSAL:** We understand that emergencies occur. All early dismissals requests must occur **before 2:35 pm**. If you have a planned appointment on a hybrid day for your student, we highly encourage you to opt for virtual instruction that day.

**BPMS PARENTS:** Parents coming to the school will be **by appointment only**. Parents needing assistance must call prior to coming to the school. The school reserves the right to limit parent access to the building. In the event of an emergency please stay in your car and call the main office. Inform the main office of the circumstance. School staff will inform you if/when you may access the building. BPMS reserves the right to deny "emergency" requests.

## WHERE WILL STUDENTS RECEIVE THEIR SCHEDULES?

For students arriving to school on a bus, BPMS staff will be handing each student their schedule as they exit the bus to enter the building.

For students that are dropped off or are walkers, students will walk to the tables by the secondary entrance to receive their schedule before entering the building.





# SCHOOL POLICIES

Here are some updated school policies to ensure safety of students and staff during hybrid learning:

To ensure the safety of our students and staff, we have modified school policies to fit our new "normal." Please review with your child prior to arriving to school.

**ELECTRONICS AND HOODS:** While we appreciate the importance of electronics in all of our lives, there are more distractions than benefits in allowing students to use personal devices in school. Therefore, personal devices (including earbuds, headphones, & smart watches) are to be kept off and away. During the day students will utilize school-issued devices. **CELLPHONES WILL BE PERMITTED DURING LUNCH AND ACTIVITY TIME ONLY!** If these expectations are not met, the following consequences are put into place:

Offense = Having an electronic device out during instructional time	Action	Person Responsible
1st Week back in school	The first week of school will be a time to practice this expectation without consequence and place items away. <b>Staff should remind students that they may use their cell phone at lunch and during outside time.</b>	BPMS Staff/Parent/Guardian
2 <sup>nd</sup> Week of School and thereafter	Devices/accessories will be taken to the Main Office for parent pick-up if found or seen outside of a locker. Teacher should call the main office for pick up.	Administrator/ Parent/ Guardian
Daily Repeated Offenses	Student leaves electronic devices/accessories at home or turns into Main Office upon arrival each day	Administrator/Parent/Guardian

## WHAT IF MY CHILD FORGETS THEIR DEVICE?

If a student does not report to school with a school issued device, the following will take place:

1. The parent/guardian will be contacted. If possible, the parent will bring the school issue device to school for the student to use.
2. If not possible, the student will be issued a "loaner" device for the day. The device will be returned to the grade level school counselor/administrator at the conclusion of the day.

**HOODS IN SCHOOL:** Just as employees report to their workplace in a professional manner with hoods down, our students are expected to report to school with hoods down as we display our professional work ethic. Students are not permitted to wear a hood during instruction. If a student is wearing a hood, all staff may request the student to remove the hood.

**RESTROOMS:** Students will not use sinks or stalls marked as Non-Use. Students should wash their hands and/or use hand sanitizer before returning to class. No more than 2 students in the restroom at any time. Students should use the restroom on the same level; It is not permitted to change levels. If the restroom is occupied, students should wait outside until the restroom facility becomes available. Students should maintain appropriate physical distance at all times.

**WATER FOUNTAINS:** Water fountains are to be used only for the refilling of a water bottle. Students are not to drink directly from a water fountain for any purpose. Students are **HIGHLY** encouraged to bring a reusable water bottle.

**SCHOOL NURSE:** Students and staff exhibiting or complaining of any COVID related symptoms will be **sent home immediately**. Students must be picked up within 30 minutes of being contacted by the School Nurse. Parents are expected to screen students prior to sending them to school. For the health and safety of others, BPMS asks that if your student is ill, please do not send him or her to school.



## GENERAL INFORMATION

*We want to make sure all of our students are prepared for school! Here is other general information regarding hybrid learning and what to expect:*

**MATERIALS:** When students enter the building, we want to make sure that they are prepared with all of their materials in order to be successful. Students should not share materials and supplies in the classroom. If using content specific materials, each student should have his or her own set. Here is a quick school supply list for each student (Note-Items in **RED** are **REQUIRED**):

- **Backpack (Lockers will not be assigned this year)**
- **Appropriate athletic shoes for PE class**
- **Fully charged Chromebook (Please make sure your child brings their charger as well)**
- **Headphones/Earbuds (No Bluetooth as it interferes with the classroom sound system)**
- **Face masks (At least two masks with student's name)**
- Water bottle (HIGHLY recommended)
- Personal hand sanitizer (pocket-sized)
- Writing supplies (pens, pencils, etc)
- Folders and binders
- Loose-leaf paper
- Schedules for classes and daily routine
- Personal reading book



**SCHOOL LUNCHES AND MEALS:** All school meals – breakfast, lunch, and a Grab-and-Go snack – will continue to be served free to all students through June 30, 2021. There is no paperwork needed from families for students to receive these meals and no qualification requirements.

Students will receive bagged meals in their classrooms. BPMS students should return all trash to the bag their meal was delivered in and tie off the bag, before disposing of it in the trash bin in the hallway. Students can bring their own lunch to school, there will be no drop off allowed. Afternoon Grab and Go will be delivered during the last 15 minutes of class. No eating will occur in the classroom at the end of the day. At no time should students share or exchange food.



**DELIVERIES:** Parents are not permitted to drop off lunch or materials for students during the school day. Please check that your student has all materials prior to arriving at school each day.

**GENERAL LINKS AND RESOURCES:** For additional information and resources, please refer to the following links:

**Brooklyn Park Middle School Website:**

<https://www.aacps.org/Page/3743>

**Brooklyn Park Middle School "The Hive":**

<https://sites.google.com/aacps.org/thehive/the-hive?pli=1&authuser=2>

**AACPS Bus Stop Times:**

<https://busstops.aacps.org/Details.aspx?school=1023>

**COVID-19 Resources:**

<https://www.aacps.org/coronavirus>

**Prepare Your Child for Hybrid Learning:**

<https://childmind.org/article/preparing-for-back-to-school-success/>

# HYBRID HOURS, STUDENT SCHEDULES, AND MAPS

In this section, you will find the hybrid hours, student schedules for all grades, and maps to navigate the building.

## HYBRID START DATES:

**March 8, 2021:** 6th grade students ONLY

**March 22, 2021:** 7th and 8th grade students

**Beginning March 8, 2021, school hours will be slightly adjusted:**

8:05-8:20: Arrival for hybrid students/report to Building Community

8:25AM: Instructional day will begin for all students

2:55PM: Virtual students sign off/Hybrid students dismissed



## AACPS | Spring 2021 Hybrid Teacher Schedule – Brooklyn Park Middle School

Grade 6

Daily Schedule	A-Day Classes		Support	B-Day Classes	
	Monday	Tuesday		Thursday	Friday
8:05 – 8:25 AM	Student Entry <small>(Hybrid students report directly to BC for Breakfast &amp; Student Login)</small>			Student Entry <small>(Hybrid students report directly to BC for Breakfast &amp; Student Login)</small>	
8:25 – 8:55 AM	Building Community	Building Community	Building Community	Building Community	Building Community
9:00 – 9:50 AM	Period 1A	Period 4A	9:00 – 9:30 AM FLEX A	Period 1B	Period 4B
9:50 – 10:10 AM	1A Small Group	4A Small Group	9:35 – 10:05 AM FLEX B	1B Small Group	4B Small Group
10:15 – 11:05 AM	Period 2A	Period 5A	10:10 – 10:40 AM FLEX C	Period 2B	Period 5B
11:05 – 11:25 AM	2A Small Group	5A Small Group	10:45 – 11:30 AM Clubs	2B Small Group	5B Small Group
11:30 – 12:00 PM	Activity Time <small>(Outside)</small>	Activity Time <small>(Outside)</small>	Non-Duty Lunch	Activity Time <small>(Outside)</small>	Activity Time <small>(Outside)</small>
12:00 – 12:30 PM	Student Lunch <small>(in 3A Classroom)</small>	Student Lunch <small>(in 4A Classroom)</small>	12:00 – 1:00 PM Teacher Planning	Student Lunch <small>(in 3B Classroom)</small>	Student Lunch <small>(in 4B Classroom)</small>
12:30 – 1:00 PM	Teachers Office Hours <small>(in 3A Classroom)</small>	Teachers Office Hours <small>(in 4A Classroom)</small>		Teachers Office Hours <small>(in 3B Classroom)</small>	Teachers Office Hours <small>(in 4B Classroom)</small>
1:05 – 1:35 PM	Tools for Success	Tools for Success	1:00 – 2:30 PM Professional Development	Tools for Success	Tools for Success
1:40 – 2:30 PM	Period 3A	Period 6A		Period 3B	Period 6B
2:30 – 2:50 PM	3A Small Group	6A Small Group	2:40 – 3:30 PM Teacher Office Hours/ Connection Time	3B Small Group	6B Small Group
2:50 – 2:55 PM	Announcements/ Sanitize	Announcements/ Sanitize		Announcements/ Sanitize	Announcements/ Sanitize
2:55 PM	Student Dismissal	Student Dismissal		Student Dismissal	Student Dismissal



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## AACPS | Spring 2021 Hybrid Teacher Schedule – Brooklyn Park Middle School

Grade 7

Daily Schedule	A-Day Classes		Support	B-Day Classes	
	Monday	Tuesday		Thursday	Friday
8:05 – 8:25 AM	Student Entry <i>(Hybrid students report directly to BC for Breakfast &amp; Student Login)</i>			Student Entry <i>(Hybrid students report directly to BC for Breakfast &amp; Student Login)</i>	
8:25 – 8:55 AM	Building Community	Building Community	Building Community	Building Community	Building Community
9:00 – 9:50 AM	Period 1A	Period 4A	9:00 – 9:30 AM FLEX A	Period 1B	Period 4B
9:50 – 10:10 AM	1A Small Group	4A Small Group	9:35 – 10:05 AM FLEX B	1B Small Group	4B Small Group
10:15 – 11:05 AM	Period 2A	Period 5A	10:10 – 10:40 AM FLEX C	Period 2B	Period 5B
11:05 – 11:25 AM	2A Small Group	5A Small Group	10:45 – 11:30 AM Clubs	2B Small Group	5B Small Group
11:30 – 12:00 PM	Student Lunch <i>(in 2A Classroom)</i>	Student Lunch <i>(in 6A Classroom)</i>	Non-Duty Lunch	Student Lunch <i>(in 2B Classroom)</i>	Student Lunch <i>(in 6B Classroom)</i>
12:00 – 12:30 PM	Teachers Office Hours <i>(in 2A Classroom)</i>	Teachers Office Hours <i>(in 6A Classroom)</i>	12:00 – 1:00 PM Teacher Planning	Teachers Office Hours <i>(in 2B Classroom)</i>	Teachers Office Hours <i>(in 6B Classroom)</i>
12:30 – 1:00 PM	Activity Time <i>(Outside)</i>	Activity Time <i>(Outside)</i>		Activity Time <i>(Outside)</i>	Activity Time <i>(Outside)</i>
1:05 – 1:35 PM	Tools for Success	Tools for Success	1:00 – 2:30 PM Professional Development	Tools for Success	Tools for Success
1:40 – 2:30 PM	Period 3A	Period 6A		Period 3B	Period 6B
2:30 – 2:50 PM	3A Small Group	6A Small Group	2:40 – 3:30 PM Teacher Office Hours/ Connection Time	3B Small Group	6B Small Group
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## AACPS | Spring 2021 Hybrid Teacher Schedule – Brooklyn Park Middle School

Grade 8

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	Monday	Tuesday		Thursday	Friday
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12:00 – 12:30 PM	Activity Time <i>(Outside)</i>	Activity Time <i>(Outside)</i>	12:00 – 1:00 PM Teacher Planning	Activity Time <i>(Outside)</i>	Activity Time <i>(Outside)</i>
12:30 – 1:00 PM	Student Lunch <i>(in 3A Classroom)</i>	Student Lunch <i>(in 9A Classroom)</i>		Student Lunch <i>(in 3B Classroom)</i>	Student Lunch <i>(in 6B Classroom)</i>
1:05 – 1:35 PM	Tools for Success	Tools for Success	1:00 – 2:30 PM Professional Development	Tools for Success	Tools for Success
1:40 – 2:30 PM	Period 3A	Period 6A		Period 3B	Period 6B
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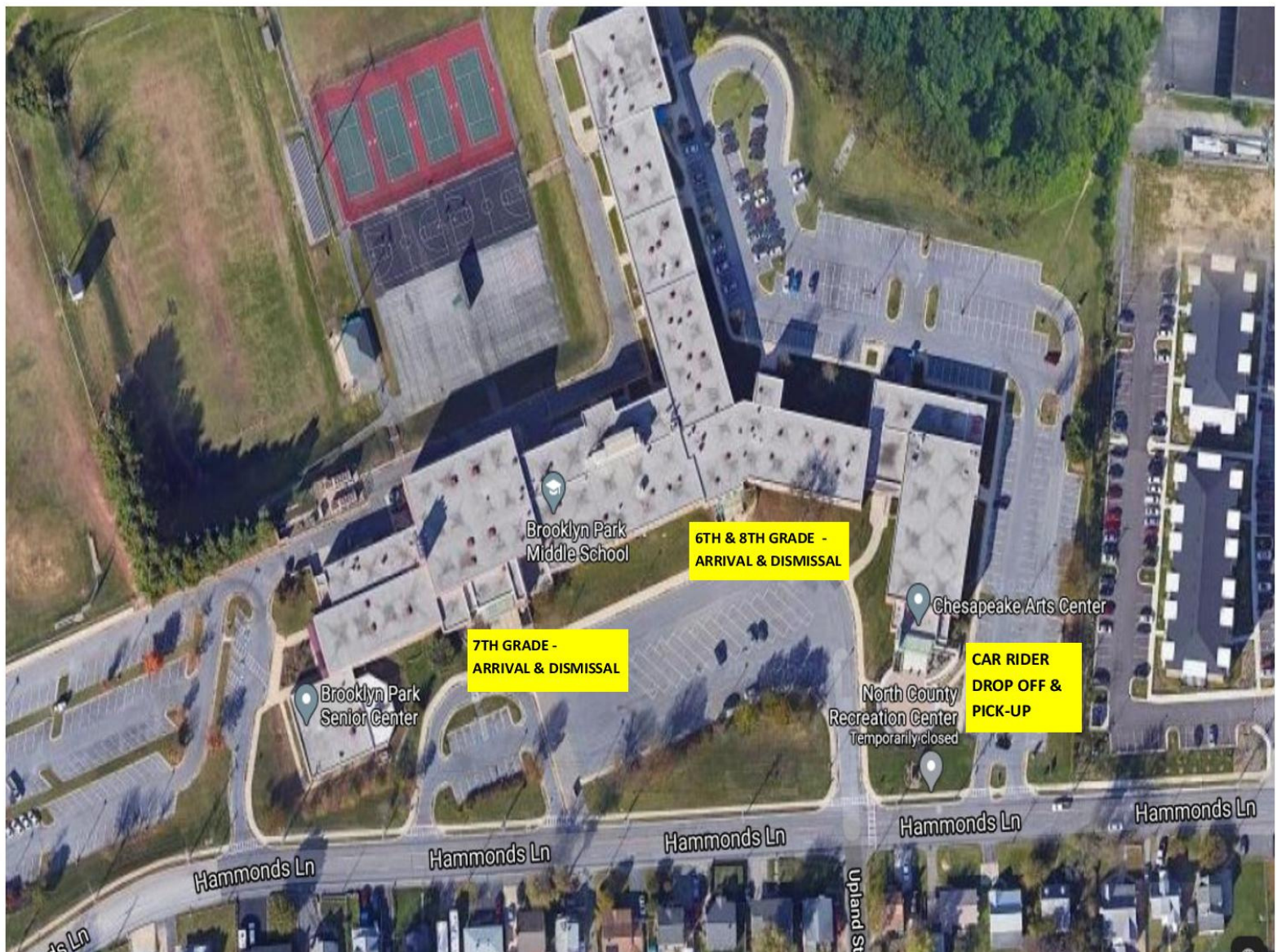
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# ADDITIONAL INFORMATION:

*The following are other announcements from teachers and faculty:*

**Ms. Nakano has exciting news for parents and students:**

Hello parents and guardians of BPMS students,

We have prepared small art kits for your students. Some teachers have prepared lessons so your students can learn using art materials whether they have chosen to be hybrid or virtual. The pickup dates are as follows:

**Monday, March 8th**

**Tuesday, March 9th**

**Wednesday, March 10th**

Please come up to the front door entrance anytime between 8:15 and 2:30 to pick up their art kits!

