

## Junction City Middle School Re-Entry Safety Measures Plan 2020-21 School Year (Student)

TOPIC	PROCEDURES
Arrival (Student)	<p><b>**Reminder that the first step in the screening process starts at home. Students with a temperature of 100.4 degrees or higher and other COVID related symptoms must stay home. **</b></p> <p><b>All students entering JCMS will go through our temperature screening process. All students with a temperature of 100.4 degrees or higher will be considered high risk and a phone call will be made to pick-up the student.</b></p> <p><b>Any student that has a temperature of 100.4 degrees will need to be picked up from school <u>WITHIN ONE HOUR</u> of parent/guardian contact.</b></p> <p><b>Please make sure that your contact information with the district is updated in Skyward! Important notifications will be sent through our system so please help us ensure that you are receiving our messaging!!</b></p> <p><b>*Face Coverings are required by everyone in the building and on school grounds. They must cover the nose and mouth. The ONLY time masks may be removed is when a student is eating or otherwise instructed by a school Staff member. Students must also wear their student ID during the duration of their time in the building.</b></p> <p>Students will not be allowed into the building prior to 7:20AM.            Students eating breakfast will be able to enter at 7:20AM.            Students who are not eating breakfast will be able to enter the building at 7:30AM.            Students should observe social distancing guidelines while waiting to enter the building.</p> <p><u>Car Riders</u></p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade Student entry will be located on the west side of the building at their respective GRADE LEVEL ENTRY doors.</li> </ul>

	<ul style="list-style-type: none"> <li>• ALL parent drop-off vehicles should enter at the Spring Valley entrance (Wildcat Lane). Traffic flow will take you around the North Side of the building and around to the West. We ask parents to consider this a ONE WAY during this time and keep student safety at their highest priority.</li> <li>• Students should be dropped off with parent vehicles closest to the sidewalk (left lane).</li> <li>• Students will then enter their respective doorways. (<i>i.e. 6<sup>th</sup> at doors #19 and #20, 7<sup>th</sup> at doors #16 and #17, 8<sup>th</sup> at doors #13 and #14</i>).</li> </ul> <p>Student who walk/bike to school will be allowed entry through the FRONT of the building and temperatures will be taken upon entry to the building.</p> <ul style="list-style-type: none"> <li>• 8<sup>th</sup> graders will enter at the Main Gym doors (Door Entrance #3)</li> <li>• 7<sup>th</sup> graders will enter the Main Office doors. (Door Entrance #1)</li> <li>• 6<sup>th</sup> graders will enter the horseshoe doors. (Door Entrance #21)</li> </ul> <p><u>Bussed students</u> will be dropped off at the front entry doors and temperatures will be taken upon entry to the building.</p> <ul style="list-style-type: none"> <li>• 8<sup>th</sup> grade students will enter at the Main Gym doors (Door Entrance #3)</li> <li>• 7<sup>th</sup> grade students will enter the Main Office doors. (Door Entrance #1)</li> <li>• 6<sup>th</sup> grade students will enter the horseshoe doors. (Door Entrance #21)</li> </ul> <p><b>Students will put unneeded materials in lockers and keep what they will need for the day. ALL CELL PHONES WILL BE TURNED OFF and secured in lockers per building policy.</b></p> <p>Students will report to their CAT Times upon arrival to school or after they have eaten breakfast.</p>
Buses	<p>Per district guidelines:</p> <ul style="list-style-type: none"> <li>• Masks are required to be worn at all times on the bus. Face coverings/masks must cover the nose and mouth at all times.</li> <li>• Two students are permitted per seat.</li> <li>• Assigned Seating will be provided to riders.</li> </ul>

	<ul style="list-style-type: none"> <li>• Windows will be open whenever possible to encourage the flow of fresh air in the vehicle.</li> <li>• Buses will be dropped off at the front (east side) of JCMS.</li> </ul>
Breakfast	<p>Students will eat in the cafeteria.</p> <p>Students will be dispersed throughout the cafeteria to encourage and promote social distancing practices. Students must wear their student ID to help with expediting the purchase of breakfast through the POS system. Students will be dismissed upon meal completion to lockers and then to their CAT Time assignment.</p>
Classrooms	<p>Class sizes have been considered along with GCHD social distance guidelines in preparing JCMS for students and staff. Extra furniture has been removed to help in promoting physical distance between students, and students will be limited in movement around the room. Students will have assigned seats and teachers will work to develop classroom activities which assign students to specific cohorts.</p>
Cleaning	<p>District administration will provide Virex spray cleaner and microfiber cloths for all building premises. Teachers are encouraged to clean room surfaces multiple times throughout the day and students may be asked to help in the mitigation of their learning area. A team approach will be encouraged to help in keeping the learning environment healthy for all.</p>
Common Areas	<p>Use of common areas will be limited. See hallway traffic and restroom for more information.</p>
Computers	<p>Computers continue to be the responsibility of the student to maintain, charge, and care for their device. Computers, chargers, and cases should come to school with their student daily. Students and parents should familiarize themselves with the Schoology platform as well as Skyward data systems.</p>
Communication	<p>JCMS will continue to utilize SKYWARD messaging to communicate important information to parents. Any information COVID-19 related to JCMS will be communicated using this platform. Please be sure you have updated contact information in SKYWARD and that if changes occur that you let the school know asap.</p>
Covid-19 Symptoms	<p>Adults and Students will be asked to help in maintaining a safe and healthy school environment. Our school nurse will work with all to promote a proactive approach towards monitoring everyone entering JCMS for CDC recognized symptoms of COVID-19. Those entering the building will have their temperature taken. If symptoms arise, JCMS has protocols for promoting a safe environment to include communicating with parents, isolation of symptomatic persons, and sanitization of the school. We will encourage/remind students and staff to utilize masks at all times to minimize the transfer of all illness. Students/Parents who may develop symptoms are encouraged to contact the COVID Hotline at GCH- 785-210-4214 (Currently 10am-6pm Mon-Fri) or Konza- 785-238-4711 (Normal business hours), TriCare Hotline- 785-239-DOCS for questions regarding appropriate next steps.</p>
Discipline	<p>Student discipline will be handled on a case by case basis. Student and staff safety will continue to be a priority when discipline must be discussed. The recently BOE approved Student Code of Conduct will be utilized in assessment and protocol for discipline decision making.</p>

Dismissal	<p>Dismissal will include staggered times to gather materials from lockers. Students will be dismissed out of multiple exits to minimize numbers. Students are encouraged to leave in a quick and orderly fashion. Students should avoid congregating and use social distancing guidelines during this time, to include continued mask use.</p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>, grade student PICKUP will be located on the west side of the building at their GRADE LEVEL EXIT doors.</li> <li>• ALL parent pick-off vehicles should enter at the Spring Valley entrance (Wildcat Lane). Traffic flow will take you around the North Side of the building and around to the West. We ask parents to consider this a ONE WAY during this time and keep student safety at their highest priority.</li> <li>• Students should be picked up with parent vehicles closest to the sidewalk (left lane).</li> <li>• Students will dismiss their respective doorways. (<b>6<sup>th</sup> at doors 19 and 20, 7<sup>th</sup> at doors 16 and 17, 8<sup>th</sup> at doors 13 and 14</b>).</li> <li>• Bus students will be dismissed and exit from their morning arrival doors at 2:50PM</li> <li>• Pick up students will be dismissed at 2:53 PM</li> <li>• Students walking home or biking will be dismissed at 2:56 PM and exit through the front entry way to the building.</li> <li>• Students participating in athletics will be dismissed to their coach assigned meeting areas at 2:56 PM</li> </ul>
Extra-Curricular/Sports	<p>GCHD, State, District, and KSHSAA guidelines will be followed to promote a safe and healthy extra-curricular experience for students, staff, parent/guardians, and audience participants.</p>
Remote Learners & Extra-curricular Activities (Sports)	<p>District guidelines allow remote learners to have access and participate in after school activities such as sports. Students involved in sports activities after school will be dropped off after school has been dismissed. Remote students must remain outside of the school at the Main Gym doors until coaches are available to let them in. Students will have their temperatures taken prior to entering the building and preparing for practice.</p>
Face Coverings	<ul style="list-style-type: none"> <li>• Governor Laura Kelly signed Executive Order 20-59 which requires students and staff wear face coverings/masks while in all district school facilities, on school grounds and on school buses. F</li> <li>• Face coverings are Required for EVERYONE entering a USD 475 building and school grounds. They must cover the nose and mouth. Face coverings may only be removed when a student is eating or otherwise directed by a school staff member, or unless medically allowed (doctors waiver required) to be removed.</li> <li>• Face coverings/mask should be washed daily.</li> <li>• Face coverings/masks must follow the guidance of the JCMS school dress code.</li> <li>• Bandanas of any color as well as bandana print face coverings/masks violate JCMS student dress code and are not acceptable.</li> </ul>

	<ul style="list-style-type: none"> <li>Physical Distancing rules will remain in effect per GCHD in conjunction with the Governor's Executive Order guidelines.</li> </ul>
Hall Traffic	Hallway traffic will be limited. Efforts to decrease transitions and limit student/adult travel have been considered. Whenever possible adults will travel to collaborate with students regarding personal needs (I.e. counseling).
Hand Washing	<ul style="list-style-type: none"> <li>Hand sanitizer will be available at all entry points and at stations throughout the school.</li> <li>Teachers will provide opportunities to wash/sanitize hands throughout the day. PE, Music, and other course equipment including books will have to be shared. Students will be encouraged to wash hands and sanitize after using equipment upon dismissal of those classes.</li> <li><b>Prior to and after eating breakfast and lunch, students will be required to wash/sanitize their hands.</b></li> </ul>
IEP's	IEP's will continue to be implemented. Updates will continue to be communicated with the IEP team. Any questions regarding a student's IEP should be communicated with their case manager.
Lockers	Lockers will be assigned to students and used on a limited basis. Prior to entering CAT Time classroom assignments, students are encouraged to use their locker to store personal belongings that will not be needed for the day including jackets, bookbags, etc. As per the cell phone policy at JCMS, cell phones should be turned off and placed in the locker for the day. <u>Locker use will be limited,</u> and students will be encouraged to take needed classroom materials with them at the start of the day. Students will be permitted to retrieve their sack lunch during their assigned lunch time. Students will be on a staggered schedule at the end of the day to use their locker and obtain possessions needed for dismissal.
Lunch	<p>Lunch schedules have been developed to promote a safe and healthy eating environment. GCHD in conjunction with the Governor's Executive Order and district recommendations will be implemented to the best of our ability promoting social distancing with limited numbers of students at tables, seating charts, and multiple spaces. A grab and go system of packaged meals for students will be implemented to minimize handling of food, trays, etc. No food bars choices will be available at this time. Students obtaining a school provided lunch MUST produce their student I.D. at the register. Meal purchase will be scanned from the student's I.D. card instead of typing their number into the POS. The following details should be followed:</p> <ul style="list-style-type: none"> <li>NO outside visitors will be allowed during lunch to eat with students.</li> <li>Students not having a school provided lunch must bring their lunch with them to school when they arrive. Lunches will be kept in lockers until which time they will be allowed to retrieve it and take it with them to their designated eating location. NO outside food deliveries will be permitted as staff will not be available to deliver food to students.</li> </ul>

	<ul style="list-style-type: none"> <li>Lunch schedules and seating arrangements have been adjusted to help promote physical distancing during eating.</li> </ul>
Remote Learner Lunch	<p>JCMS students participating in remote learning are eligible for breakfast and lunch. A satellite site for pick-up has been established by USD 475 at the <i>HD Karns building, 300 W. 9<sup>th</sup> Street</i>. Pick-up will be on the 10<sup>th</sup> street side of the facility and students will be assessed their normal purchase price during pick-up. All students should be able to communicate their Student ID#, first, and last name. Parents are required to post account payments as they would during the traditional school year.</p> <p>Lunch/breakfast time pick-up will be from 11:00 AM to 12:00 PM Door #4 on Madison Street</p>
Fine Arts	<p>Fine Arts programs will continue to be offered at JCMS. State and local guidelines and recommendations will be followed to ensure a safe and healthy learning environment.</p>
Nurse	<p>Our school nurse and her staff will continue to provide students with the care needed at JCMS. Questions concerning medication drop off and use should be directed to Mrs. Sherbert. Student health continues to be a priority for our staff, and we will work hard to be at the forefront of continued student care.</p>
Office	<p>Our office staff is available to work with students and their families to ensure student needs are met to their fullest. In an effort to limit exposure to possible transmission of COVID-19, we will limit the number of visitors to JCMS for emergency only. We ask that visitors please avoid entering the building and consider other means of communication whenever possible. Staff is available for phone calls from 7:00am-4:00pm and can direct your call to the designated person you are wishing to reach. Business and operations will continue as they have in the past with consideration for the safety and health of all involved.</p> <p>JCMS office number: 785-717-4400</p>
Parents/Visitors to JCMS	<p>At this time limited access to the building will be allowed. The staff of JCMS values face to face communication with our parents/guardians. However, at this time it is recommended that we limit these interactions as much as possible. In most instances we will recommend that parents/guardians use other means for communicating with staff. Phone calls to 785-717-4400 will contact the office and can be directed to designated staff. Most classrooms also have a direct line and many teachers share their phone numbers on their syllabi. Email also allows direct messaging to staff and ZOOM meetings will be recommended whenever possible for a more formal means of communication. Parents that are dropping off materials will notify the office via phone or email; items will then be placed in one of the three carts available to them outside of the main office. All items must be clearly labeled with students first and last name for delivery.</p> <ul style="list-style-type: none"> <li>Students arriving late will be buzzed into the main entry of the building and parent/guardian will call to excuse them. No parent/guardian will be allowed to walk students into the building.</li> <li>No parents or visitors will be allowed for classroom visits.</li> </ul>

	<ul style="list-style-type: none"> <li>• Family members with students needing to leave for appointments will need to come to the office foyer where they can “buzz” the office staff. Parent/guardians will need to answer questions per office staff and then the student will be brought to the office to leave. Office staff will keep a log of all student exits and entries each day. Picture ID is required for all persons picking up students to leave for the day.</li> <li>• Family members needing to drop off items for a student will come to the office foyer where they can “buzz” the office staff. Any items dropped off for a student must be labeled with the student’s first and last name and Team number. Items will be left in a drop box and the student will be notified to come to the office to pick up the item.</li> </ul>
Physical Education	Physical Education will continue to take place daily at JCMS. Staff will provide instruction which follows the recommended guidelines for social distancing and mask use. Students and staff will utilize sanitizing agents and wipe down equipment between uses. This year students will NOT be required to purchase a uniform however all PE participants will need to dress out for their respective class. If a returning student has a previously purchase uniform it is recommended to wear their uniform during class. ALL PE clothing will be taken home daily. Students should wash and return their clothes daily for class use. Guidelines for locker room use will be shared by teachers in this department at the start of the year.
Restrooms	Restroom breaks will take place during class time at the discretion of the teacher(s). No restroom breaks are allowed during transitions, to limit student numbers in that area at any given time. All students must sign in and out on a classroom “restroom log” to cross reference possible contacts in this common area. Tables outside of the restrooms will be designated for students to place agendas to represent “number of students within the restroom”. We are asking that students help to limit restroom numbers by recognizing that 3 agendas represent a maximum number of visitors at any one time. Once there are 3 occupants in a restroom, students will stand outside the restroom on designated spots until a student has exited the restroom.
Safety Drills	Fire, Tornado, and ALICE drills will continue to be implemented throughout the year. Student safety continues to be a priority for USD 475.
Schedules	Administrators, counselors, and staff have been working hard to provide students with a schedule that promotes a rigorous learning environment for both brick and mortar (BAM) and remote learning platforms. Please understand that not all electives are available to remote learners as was shared by the district. Counselors have worked to build schedules for students to meet individual learning needs. Elective schedule changes at this time will be discouraged however, Band and Orchestra will remain open to students (both BAM and Remote) who wish to join these classes. Service providers, teachers, and paras look forward to working with students in

	whatever learning platform has been chosen. As always, patience and flexibility from parents and students is encouraged as we work to meet the schedule needs of all students.
Social Distancing	Social distancing will be practiced whenever possible on campus. Signage has been posted to remind students to maintain six feet of physical space whenever possible. Staff members will encourage and remind students to practice safe spacing. Classroom teachers will utilize available space to spread students out and provide activities that will continue to maximize student learning. Students will wear face coverings at all times per county and district guidelines.
Student Supplies	Students are required to supply their own supplies this year. Sharing of materials is discouraged at this time. Students are encouraged to supply and bring their own WATER BOTTLE to school daily. Bottles should come to school prefilled with water. Water fountains cannot be used at this time. However, bottle filling stations and sinks will be used when needed to provide refills for students. HEADPHONES/EARBUDS are a necessity this year and will be used <u>daily</u> during class time. <i>Please provide students with headphones/earbuds and encourage them to leave them at school to be used each day.</i>