

Fort Riley Middle School Re-Entry Safety Measures Plan 2021-22 School Year

| TOPIC | PROCEDURES |
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| Arrival (Staff) | <p>All staff will <u>pre-screen</u> themselves prior to coming to work.</p> <ul style="list-style-type: none"> • Do not come to work if temperature is above 100.4 degrees. <ul style="list-style-type: none"> ○ Staff with a fever should remain home for the day and enter their absence in Frontline. <p>Masks will be <u>required until further notice</u> for all staff and students during the 2021-22 School year. All certified staff are required to be on duty at 7:20AM.</p> |
| Arrival (Student) | <p>Reminder that the first step in the screening process starts at home. Students with a temperature of 100.4 degrees or higher should stay home.</p> <p>If students suspect they have a temperature after arriving at school, they should request to see the nurse, who will take appropriate action with the student.</p> <p>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.</p> <p>Masks will be <u>required until further notice</u> for all staff and students during the 2021-22 School year.</p> <p>Students will not be allowed into the building prior to 7:20AM. Students eating breakfast will report to the cafeteria for breakfast as soon as they enter the building. Students should observe social distancing guidelines while waiting to enter the building.</p> <ul style="list-style-type: none"> • 6th, 7th, and 8th, grade student drop off will be located at the main entrance to our school. • Family members dropping off students will only use the lane closest to the building. The outer lane will be blocked with cones. For the safety of our students, family members may not drop students off in the parking lot. The parking lot may only be used if family members are parking and walking their child across the crosswalk. Car Riders will enter through the Main Entrance. All students not riding a bus are to enter and exit through the Main Entrance. <p>Bussed students will be dropped off at the bus entrance.</p> |

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| | Students will report to their Trooper Times upon arrival to school or after they have eaten breakfast. They will sit in assigned seats for the duration of Trooper time. Seating charts will be shared with grade level administration. |
| Assemblies | Assemblies may occur following all guidance of USD 475 and Geary County Health Department. |
| Buses | Per district guidelines: <ul style="list-style-type: none"> • Masks will be <u>required until further notice</u> for all staff and students during the 2021-22 School year. |
| Breakfast | Students will eat in the cafeteria. Students will be dispersed throughout the cafeteria to encourage and promote social distancing practices. Seating will be limited to 3-4 students per table. Once students are done eating breakfast a support monitor will excuse them to go to their Trooper Time. |
| Classrooms | Class sizes have been considered along with FRPHD guidance. <ul style="list-style-type: none"> • Students will have assigned seats within classrooms. • Classroom tables and desks will be sanitized between class periods. Clearly defined CHAMPS expectations will need to be addressed at the beginning of the year for classroom procedures and expectations, ie: pencil sharpening, getting up to move, throwing items away, etc. |
| Cleaning | 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. <ul style="list-style-type: none"> • No antiviral chemical is effective if it is wiped off before the chemical has time to kill the virus. • Use of bleach wipes may make you feel good but are not effective for this reason (surface doesn't stay wet long enough to kill the virus). • ABM Leadership provides the method for Virex application below. <ul style="list-style-type: none"> ○ Spray the Virex and let it evaporate; or, ○ Wipe off one minute after spraying ○ Do Not spray Virex directly on the microfiber cloth and then wipe a surface. Same reasoning as use of bleach wipes. |
| Common Areas | Entry to the Counseling Center will be open throughout the day and students needing to meet with a counselor will come there to schedule an appointment. Counselors will work with students at their discretion. |
| Computers | 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. |
| Contact Tracing | Teachers will provide updated seating charts in order to assist the FRPHD in contact tracing. |

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| Communication | <p>FRMS will continue to utilize SKYWARD messaging to communicate important information to family members. Any information COVID-19 related to FRMS 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> <p>Email and FRMS Non-Emergent GroupMe app will be our go-to for constant updates and communication.</p> |
| COVID-19 Symptoms | <p>Adults and Students will be asked to help in maintaining a safe and healthy school environment. If symptoms arise, FRMS nursing staff will take appropriate action in accordance with FRPHD. Masks will be required for all staff and students during the 2021-22 School year; however, we encourage unvaccinated individuals to continue to wear them. Please speak to the school nurse if a need arises or if you have questions/concerns during the school day.</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 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 the building in a quick and orderly fashion. Students should avoid congregating and should use social distancing guidelines during this time.</p> <ul style="list-style-type: none"> • 6th, 7th, and 8th, grade student PICKUP will be located at the main entrance. • ALL family member pick-up vehicles should use the lane closest to the school, once your student has entered your vehicle and put their seatbelt on, you may move to the outside lane if there are cars in front of you. • Students should be picked up with family member vehicles closest to the sidewalk (right lane). • Bus students will be dismissed and exit from the same doors as arrival at 2:50 PM. • Student walkers/bikers/car riders, including students participating in afterschool activities, will be dismissed and exit through the main doors at 2:53 PM. |
| Extra-Curricular/ Sports | <p>FRPHD, State, District, and KSHSAA guidelines will be followed to promote a safe and healthy extra-curricular experience. Family attendance at student performance and sporting events is open. Questions pertaining to specific rules and guidelines should be directed to FRMS/JCMS Athletic Coordinator, Brad Bascue.</p> |
| Fine Arts | <p>Fine Arts programs will continue to be offered at FRMS. FRPHD guidelines and recommendations will be followed to ensure a safe and healthy learning and performing environment.</p> |

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| Hall Traffic | Hallway traffic will be limited. Efforts to decrease transitions and limit student/adult travel have been considered. Staff will encourage students to utilize hallway expectations. |
| Hand Washing | Hand sanitizer will be available at all entry points and at stations throughout the school. Teachers will provide opportunities to wash and sanitize hands throughout the day. Students will be encouraged to wash hands and sanitize after using equipment prior too, or upon dismissal of those classes. Prior to and after eating breakfast and lunch, students are encouraged to wash/sanitize their hands. |
| *House Bill 20-16 | Under HB2016 it is illegal for staff to share the name of any positive COVID-19 case you are made aware of. USD 475 employees should refrain from sharing names of staff or students to any person in regard to or related to contact tracing or confirmed positives. Staff to staff sharing of information is prohibited. |
| IEP's | ZOOM, Skype, phone conversations, and in person meetings will be utilized. In-person meetings will be the preferred method. |
| 504's | ZOOM, Skype, phone conversations, and in person meetings will be utilized. In-person meetings will be the preferred method. |
| Library | Book checkout and Library classes will be open for all eligible students; tables will be sanitized after every class. |
| Lockers/Book Bags | Lockers will be assigned to students. Prior to entering Trooper Time classrooms, students will use their locker to store personal belongings that will not be needed for the day including jackets, cell phones and lunch boxes, etc. As per the cell phone policy at FRMS, cell phones should be turned off and placed in the locker for the day. 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 | Lunch schedules have been developed to promote a safe and healthy eating environment. FRPHD and district recommendations will be implemented to the best of our ability with limited numbers of students at tables, seating charts, and multiple spaces. The following cafeteria details should be followed: <ul style="list-style-type: none"> • 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 appropriate time, when they will be allowed to retrieve it and take it with them to their designated eating location. • Lunch schedules and seating arrangements have been adjusted to help promote a healthy eating environment. • Teachers will walk students to lunch, students will eat lunch with other students from their cohort. 3-4 students will be allowed at each table depending upon class size and the number of assigned tables. |

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| Nurse | <p>Our school nurse and her staff will continue to provide students with the care needed at FRMS. Questions concerning medication drop off and use should be directed to Mrs. Wilson. Student health continues to be a priority for our staff, and we will work hard to be at the forefront of continued student care. Staff assistance in caring for student needs will be asked to take place at this time. Minor needs such as Band-Aids should be handled at the classroom level whenever possible. It is a priority to keep students free from hallways and within the classrooms as much as possible to maximize instructional time. Please do not send students to the nurse's office unless there is a need beyond which the classroom staff cannot care for the student's need. Mini first aid kits will be distributed to all classrooms and additional supplies may be provided as needed.</p> |
| Office | <p>The front office is a central hub for many of the daily operations of FRMS. The health of our office staff and all who enter FRMS is a top priority. Our office staff is available to work with students and their families to ensure student needs are met to their fullest. All visitors must wear a mask when entering FRMS. We ask that visitors please check in with the front office. Staff is available for phone calls from 6:30am-4:00pm and can direct calls to the designated person needing reached. Business and operations will continue as they have in the past with consideration for the safety and health of all involved.</p> |
| Family/Visitors to FRMS | <p>The staff of FRMS values face to face communication with our families/guardians. Phone calls to 785-717-4500 will contact the office and can be directed to designated staff. Email also allows direct messaging to staff and ZOOM meetings will be available for a more formal means of communication.</p> <ul style="list-style-type: none"> • Students arriving late will be buzzed into the main entry of the building and family/guardian will call to excuse them. • 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. • Family members with students needing to leave for appointments will need to come to the office foyer where they can “buzz” the office staff. Family/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. • 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 the office and the student will be notified to come to the office to pick up the item. |

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| Restrooms | Teams will use a rotating schedule for restroom breaks to ensure a minimal number of students in the restroom at one time. If a student needs to use the restroom between the scheduled breaks they need to communicate the need with their teacher. |
| 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. Our School Safety Week is August 30 th - September 3 rd . |
| Seating Charts | Seating charts of classrooms and cohort groups are mandatory and need to be collected by each school office for contact tracing purposes. Teachers are required to turn in a class seating chart to Amy Downs along with any updated charts as needed (example: a new student moves into your class). These seats will remain the same for a minimum of 9-weeks. |
| Transitions | Transition and movement are limited to the least amount as possible to protect learning and academic time. |

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| Student, Staff and Partner Activities | <p>The following activities allowing family participation will resume during the 21-22 school year following all health and safety guidelines in place for staff, students and visitors. If changes become necessary due to community health considerations, these activities may be modified.</p> <ul style="list-style-type: none"> • Family, community partner and volunteer activities • Field trip and school fundraising activities • Family attendance at student performances and sporting events. • Foreign exchange students • Student Interns • Indoor and outdoor facility reservations will be honored as possible |
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