



200 Fairbanks Road
Oak Ridge, TN 38830
(865) 425- 9301
*7.13.20

Jefferson Parents & Families:

We would like to thank you for your patience, flexibility, and grace as we work to devise a plan during this anxious and difficult time. It is our goal to return safely as many students as possible to in-person school settings this fall, allowing us to maximize learning and address our students' holistic needs. While we have a virtual plan in place with *ConnectOR*, we intend to open the building to students and begin school on July 29, 2020. This document will outline the protocols we are implementing in order to do so as safely as possible. Our number one priority will continue to be the safety of our students and staff.

We open our buildings with the realization that there is no substitute for the attention and engagement that is only possible with in person learning. We are working hard to mitigate the risks associated with COVID-19 for in-person school programs and prevent the significant consequences of keeping students out of school and isolated. In order to be successful, it will take a continued, collaborative effort among students, staff, parents, families, and our administrative team.

Our fall reopening plan comes from a place of deep care and concern, with a focus on translating the public health data and evidence into practical application at Jefferson Middle School. We know there will be many questions as we go through this process together. Please feel free to contact us at any time, as we are here to serve our Jefferson Middle School community.

1. Visitors to building

- All building visitors will be limited. Masks and temperature checks will be mandatory prior to entering.
- Teachers will schedule Zoom meetings for conferences (parent/teacher conferences, IEP, 504, etc.).
- Parents/guardians will not be permitted to eat lunch with their child or provide food for sharing.
- Parents will be encouraged to schedule any meetings through the front office, so our administrative team is able to effectively supervise students and due to necessary health checks each morning.
- Students who are tardy to school will check in/out from the Secured Main Entrance Point located in the main lobby.

2. Masks

- All students and staff must wear masks when they arrive on campus and while in the building.
- Staff will check students for mask upon arrival to campus.
- All students will be issued a pack of 3 washable masks. There will also be a supply of disposable masks in case of emergency.
- Student and staff will be given mask breaks when able to social distance and during breakfast and lunch after they are in position of social distance.

- Refusing to wear a mask will result in a discipline referral via Skyward. If there are extenuating circumstances regarding your child wearing a mask, please reach out to administration.
 - 1st Offense – Warning - student is reminded to wear mask and/or given replacement mask. Student is counseled on procedures and policies pertaining to student safety. Parent is contacted.
 - 2nd Offense - Detention – student is reminded to wear mask and/or given replacement mask. Student is issued detention and counseled on procedures and policies pertaining to student safety. Parent is contacted.
 - 3rd Offense - In School Suspension (1 day) - student is reminded to wear mask and/or given replacement mask. Student is issued 1 day of school suspension and counseled on procedures and policies pertaining to student safety. Parent is contacted.
 - 4th Offense - In School Suspension (2 days) - student is reminded to wear mask and/or given replacement mask. Student is issued 2 days of school suspension and counseled on procedures and policies pertaining to student safety. Parent is contacted.
 - 5th Offense - Out of School Suspension - student is reminded to wear mask and/or given replacement mask. Student is suspended out of school and counseled on procedures and policies pertaining to student safety. Parent is contacted.

3. Hand Hygiene

- Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.
- Handwashing: When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry.
- Hand sanitizing: If handwashing is not feasible, hand sanitizer can be used.
- Hand sanitizing stations (38) have been strategically installed throughout the building.

4. Arrival to School

- Bus Riders
 - In an effort to stagger student entrance, students will be held on the bus until dismissed to their grade level building entry points.
 - Temperatures will be taken as they depart the bus.
- Car Riders
 - Parents will be encouraged to drop off their students as close to 7:30am as possible in order to promote social distancing.
 - Upon exiting car, students will go to a temperature checking station.
 - Flexibility and patient will be shown to student tardiness due to increased number of car riders, encouraged later drop off and temperature checks, etc.



5. Dismissal from School

- In an effort to stagger student dismissal, students will be held in classrooms and announcements for individual busses will be made beginning at 2:40pm (two busses at a time).
- To expedite student dismissal, students will be permitted to carry their backpacks to 7th period only.
- Walkers will be dismissed after busses, then car riders will follow.

6. Staff Temperature Checks

- Ms. Davis will be taking staff temperature checks in the main office each morning beginning at 7:00am. If staff arrive earlier, admin will take temperatures.
- If staff has a fever of/greater than 100.4, arrangements will be made, and staff will go home.

7. Student Temperature Checks

- 5th & 6th grade:
 - Mr. Corrigan will oversee gym temp checks & social distancing in the gym area.
 - Two staff members will be in gym supervising students (*regular bus duty schedule*.)
 - Students will enter through the assigned gym doors after having their temperature taken daily by Mr. Corrigan, Coach Bolling, and Ms. Pemberton.
 - Administration measured 4 feet starting at the sideline near the tile floor and have ample room for students to social distance within their homeroom lines.
 - Homeroom signs will be updated, and the floor marked every 4 feet with orange painter's tape to indicate where students will sit to maintain social distancing.
- 7th grade:
 - Two staff members will be in JPAC supervising students (*regular bus duty schedule*).
 - Students will be housed in the JPAC and enter through the outside JPAC door after having temperature taken daily by Mr. Fowler and Mr. Hondorf.
 - Students will be seated with 2 empty seats in between. These seats will be marked with orange painters' tape.
 - We will skip rows initially to maintain space for as long as possible, and then fill in as needed.
 - If more seating is needed, we will have chairs on the stage.
 - Initially, we will not permit 7th grade students to stay outside.
- 8th grade:
 - Two staff members will be in the Lobby area supervising students (*regular bus duty schedule*).
 - Students will visit temperatures check stations near main entrance and enter through two marked outside doors after having temperature taken by administration.
 - We will remove half of the chairs from the *Eagle Innovation Center* to increase space for student seating.



- Chairs will be placed around the lobby and staff will actively make sure students are social distancing.

8. Breakfast

- Our new ISS teacher will supervise this area.
- All tables will be used, and all lights will be turned on.
- Chairs will be marked at each table (4 of 10 chairs) to accommodate for eating.
- Students will use hand sanitizer when they enter/exit the cafeteria.
- Students will stay in the cafeteria instead of leaving when finished evening.

9. Lunch

- Grade levels will be split up by homeroom for lunch. Half of the homerooms will eat in the cafeteria and half will eat in the JPAC.
- Expectations will be clearly posted regarding lunch procedures in cafeteria/JPAC.
- Staff members will rotate weekly to assist PE teachers/cafeteria monitors in supervising cafeteria/JPAC.
- Aramark workers will be using PPE and serving lunches in clamshell boxes.
- Extra trash cans will be placed in the JPAC to dispose of clamshell boxes.
- JPAC and Cafeteria will be sprayed immediately following each group of students' exit to prepare for next lunch period.
- Homerooms eating in the JPAC will be dismissed first. Students who brought their lunch will go directly to JPAC. JPAC students who need to purchase a lunch will go to cafeteria, go through line, and then go directly to JPAC. Seating will be assigned and marked in the JPAC.
- Cafeteria students will go directly to cafeteria, get their lunches and sit in assigned/marked seats.
- Students eating in the cafeteria and who bring their lunch will enter cafeteria through first set of doors to provide distancing.
- Tentative schedule is below. Locations will alternate every 2 weeks.
 - 5th Grade
 - Blue Team will eat in the cafeteria:
 - Corrigan, Taylor, Wyatt, and Webb
 - Gold Team will eat in the JPAC:
 - Fox, Little, Martin, and Franco
 - 6th Grade
 - The following homerooms will eat in the JPAC:
 - Hensley, Pemberton, McCullough, and Wilson
 - The following homerooms will eat in the Cafeteria:
 - Byas, Goldberg, Smith, and Webb
 - 7th Grade
 - The following homerooms will eat in the JPAC:
 - Sears, Humphrey, Smith, Ferland, and Nicely
 - The following homerooms will eat in the Cafeteria:
 - Murphy, Beard, Sanders, Mayes, Ferland, and Hondorf
 - 8th Grade
 - The following homerooms will eat in the JPAC:
 - Linn, Sprouse, Haun, and Tracey



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- The following homerooms will eat in the Cafeteria:
 - McMahan, Ferland, Brewer, Roop, and Davis

10. Lockers

- Locker expectations and procedures will be clearly posted.
- Teacher will go over locker expectations, protocol, etiquette, etc., upon return.
- All lockers will be disinfected on the outside daily.
- Due to the increased amount of spacing in the 7th & 8th grade locker areas, we will focus on procedures, distancing, and locker etiquette.
- 5th & 6th grade teams are working to create cohort visits to lockers to maintain social distancing.
- All students will gather items from locker during 6th period and take them to 7th period to aid the dismissal process at the end of the day.

11. Hallways/Communal Spaces

- Expectations will be clearly posted. Teachers will also go over hallway protocol with students upon return.
- These areas will be marked with directional walking lanes and arrows, social distance spacing dots and additional wall signage.
- The stairs nearest the library will be designated as the “down” stairs and the stairs nearest the JPAC will be the “up”.

12. Restrooms

- Expectations will be clearly posted.
- Teachers will go over protocol and expectations upon return.
- Social distance markings will be placed inside and outside the restroom.
- A limited number of students will be permitted in the restroom at a time. This is dependent upon the logistics of each individual restroom.
- Teachers/administration will supervise these areas.
- Restrooms will be disinfected throughout the day.

13. Water Fountains

- All water fountains will be turned off.
- Water filling stations will be used for student water bottles and cups during lunch and PE. No glass containers will be permitted.
- Water filling stations will be disinfected throughout the day.

14. Classrooms

- Classrooms will be arranged with as much distance between students as possible (3'- 6').
- Upon staff return on July 20th, all staff will prepare their classrooms, removing any excess furniture to ensure as much social distancing as possible. Any item that needs to be taken out will be labeled and placed in hall.
- Teachers will try to reduce use of communal items and require students to use their own supplies.
- Use of technology tools will be encouraged to promote student to student collaboration digitally.
- Teachers will receive cleaning supplies to use when needed in between classes.



15. Special Areas Classes

- We will continue to monitor student enrollment in these classes.
- Band, Chorus, and Orchestra will work to social distance at a distance of 3'-6' to ensure social distancing. Administration is working to accommodate these classes in alternative locations that will better support this distance.
- PE students will not be dressing out for class until further notice and locker rooms will not be in use. Students will be encouraged to dress appropriately the day they have gym, and this will not effect their grade.
- PE teachers will be provided plastic cups from Aramark for students who do not have a water bottle.

16. Disinfecting School Building

- Building will be cleaned and sanitized daily under the guidance of the ORS Maintenance Department per the ORS School Reopening Plan.
- Teachers will be provided safe cleaning supplies to disinfect areas of classroom in between classes.

17. New Clinic Procedures

- We have adjusted Nurse Cousins' hours and she will be available each day at 7:15am.
- Separate Clinics
 - Isolation Room
 - Room will be used for any student showing signs/symptoms of sickness.
 - We will utilize the *School Counseling Conference Room* as the isolation room to house students that are ill and/or who are identified with a temperature during daily checks (100.4).
 - Room will be disinfected and sanitized when unoccupied and the end of each day.
 - Well Room
 - Room will be used for student who take daily medications, receive first aid, and other routine clinic needs.
 - This room will only be occupied by physically well students.

18. Main Office/School Counseling Office

- We have adjusted Ms. Davis' hours to 7:00am – 3:30pm to assist where needed.
- Hand sanitizing stations have been placed in both offices.
- Tempered glass barriers have been placed around the main office and counseling desks.
- There will be signage and spots to ensure social distancing while waiting for services.

19. Device Rollout

- All collected student devices have been reimaged and repairs have been made as needed.
- Any student who has signed up for *ConnectOR* will receive information about device receipt at a later date.
- If your child will return to the building on July 29th, they will receive device in homerooms once *Computer Equipment Loan Agreement* and *Technology Use*



Agreement forms are completed by parent on Skyward.

- If the ORS District Plan changes between now and July 29th to a remote learning plan, we will communicate our rollout of student devices at that time.

20. Library

- General Library Guidelines
 - Students will wear masks at all times.
 - Students will sanitize their hands before entering.
 - The number of students in the library at one time will be limited in order to allow for proper social distancing.
 - Furniture that seats multiple students (couches) or otherwise poses disinfectant problems (soft, porous surfaces like pillows) will be removed or blocked from student use.
 - Shared items will be removed or taken out of use (computer stations, Makerspace items, puzzles, magazines, office supplies, chess boards, etc.).
 - Tape will be used to denote proper social distancing in high use areas such as where students wait to use printers and check out books.
- Circulation
 - Librarians will offer a hold/delivery service for students and staff.
 - Personal use items (headphones, etc.) will not circulate.
 - Items that are returned will be quarantined for a minimum of three days before being returned to the library collection.
 - Quarantined items will be handled as little as possible and only by library staff wearing a mask and gloves.
 - Quarantined items will be stored where they will not be around staff of patrons.
 - Books that are used in the library will be considered “returned” when the patron leaves and will be quarantined.
 - Books that are only briefly touched by sanitized hands (as when a patron browses for something to check out) will not be considered “returned” and will not be quarantined.
 - DVDs and CDs that are returned will be sanitized and quarantined.

21. Discipline Assemblies

- Administration is creating an asynchronous video that contains the *ORS Discipline Code Handbook* information.
- Videos will contain checks for understanding on material covered.

22. ConnectOR/Virtual Learning

- This plan is used for students/families who have made the decision to learn virtually and will not return to the building.
- Administrators are reaching out to have conferences with students and parents who have applied to the *ConnectOR* program in order to explain expectations and answer any questions.
- These courses will be taught by Jefferson Middle School teachers.

23. Parent Communication for Virtual Learning

- Teacher reaches out to parent and student via email.
- Teacher reaches out to parent via phone and student via email.
- Teacher sends email to other grade level teachers and counselors to see if contact has been made with the family, copying the Dean of Students.
- Counselors reach out via email and phone, copying the Dean of Students.
- Dean of Students will make two attempts to reach family.
- Dean of Students schedules home visit with Counselors and Officer Owen.
- Based upon outcome, DCS may be contacted or conference scheduled with parent/counselors to get student back on track.

24. Open House and Orientation

- These events will be done virtually and announced through Skyward messaging system, the school website, and/or Skylert phone calls.

25. Attendance *(In building)*

- Attendance will be taken in accordance with the ORS Board Policy 6.200.
- Attendance team will utilize flexibility regarding truancy procedures.
- To see policies for online learning attendance, please see *ConnectOR Handbook*.

26. Assemblies and Field Trips

- There will be no student assemblies or field trips until further notice.
- Athletic activities will follow TSSAA, TMSAA, and ORS guidelines and recommendations.

