

Riverside Middle School

Re-entry Plan

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Part 1: Building Use

- Arrival to School

- Students will arrive at RMS between 7:30 and 7:45 am. Areas for each pod will be designated in the area in the triangle in front of the school. The area for Grade 6 students will be on the left side of RMS (facing the building) and Grade 7 and 8 will be on the right side of the main entrance. Students will be directed to their area by the Assistant Principal and the Dean of Students upon arrival at RMS. At 7:45 am, teachers will come out to the areas and bring their classes into the school using doors on either side of the main entrance in order to manage the safest movement of students. Students who arrive after 7:45 will remain in the designated pod areas and will be sent to their rooms by the Dean of Students as time permits. Kiosks will be set up at entrances for students who participate in the breakfast program to pick up a bag.
- Students who walk to school and those being dropped off will enter the triangle at the opening near the traffic circle.
- Each pod will be spaced 14 feet from the next pod. Within each pod, students will maintain 6 feet of distance.
- Classes will be escorted into the building by the pod homeroom teacher.
 - Grade 6 students will enter through door 1.
 - Grade 7 or 8 students will enter through door 12.
 - Connections and Intensive Resource students will enter through door 2.
 - Life Skills students will enter through door 10.
- Vehicle traffic patterns will not change from previous years.

- Dismissal from School

- At dismissal, bus numbers will be called over the intercom system and students will be expected to adhere to proper distance guidelines when exiting the building. Depending on how long this takes, we may have to adjust this procedure. On busses, students will follow procedures set by the school district and transportation company.
- Remaining students will be dismissed by their pods and exit through the doors they used to enter the building. Depending on the timing of the arrival of busses, students who walk home may be dismissed earlier than those taking transportation.

- Hallway Use

- All hallways will be one way.
- "One Way" signs and arrows will be clearly posted along the walls and floors.
- A schedule will be created for use of the hallway during times when students from different pods will be using it. Administrators will oversee hallways at the beginning of the school year in order to monitor student movement.

- Restroom Use for Students

- A schedule of time for classes to use the bathrooms will be created. Times will be designated in the morning and in the afternoon.
- All students will be reminded to wash their hands using soap prior to exiting the bathroom.
- The bathroom will be sanitized (all high touch surfaces) prior to the next group of students entering the bathroom.
- Markings will be placed on the floor to designate proper 6 foot spacing of students waiting to use the bathroom.
- If a student needs to use the restroom outside the scheduled time, the teacher should contact the main office. A log will be kept of students using the individual restroom in each classroom (Student Name, Date, Time).
- No students will use the bathroom in the Nurse's Office unless directed to do so by the school nurse.

- Staff Sign In & Out

- The district is working on a plan to address staff sign-in and sign-out using a QR code, building key fobs, or a Google Form Health Screen. More information will be provided about this .
- Staff will check in at RMS by 7:45 am.
- If a staff member leaves the building during the school day (prep or lunch), they will contact the main office and it will be recorded in a log book.
- Mail will be delivered to teacher prep areas daily or whenever practical.
- Staff will not enter the main office to gather mail.

- Daily Student Attendance and Lunch Check

- Homeroom teachers will take daily attendance on Skyward no later than 8:05. Students at home in distance learning and students in-person are expected to be logged in by 8:05 am.
 - Any home correspondences needing to go to the main office will be placed in a folder and will be collected when mail is distributed.
 - Lunch orders will be placed via a Google Form or with a method created by the district.
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- After School Building Use
 - All teachers and staff will exit the school building at a time to-be-determined.
 - At this time, there are no after school clubs or activities.
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- Welcome Back Event
 - Virtual Meet the Teachers Nights will take place on Monday, September 28th.

Part 2: Safety Precautions and Hygiene

- Face Coverings
 - Face coverings are required to be worn by all students, staff, and other adults in the building at all times.
 - Face masks will be stored in the nurse's office and will be available for anyone requiring a face covering. Students will be asked to bring in a mask from home. If a teacher has a question about a student's face mask, he or she will contact an administrator.
 - Disposable face masks should be thrown in the garbage at the end of its use. It is recommended that reusable face coverings be washed between uses.
 - Teachers may provide a mask break for students during the day. Teachers will follow protocols related to proper distancing.

- PPE
 - The District has secured all needed PPE (gowns and gloves) for:
 - Nurses

- Paraprofessionals for toileting and feeding needs
- Staff in close contact with our highly specialized populations

- Handwashing and Sanitizing

- Students are expected to wash hands/use hand sanitizer before and after eating and after using the restroom.
- Students are expected to sanitize frequently throughout the day
- Hand sanitizer will be provided by the district in each classroom.

- Health and Safety Training

- Staff will be provided training on health and safety expectations that comply with the CDC, RIDOH and RIDE.
- All students will be provided training on health and safety expectations that comply with the CDC, RIDOH and RIDE.
- We will share health and safety training with all families.

- Daily Health Screenings

- Students
 - Parents will screen their child at home prior to arriving at school.
 - Parents must fill in the Covid-19 screening form each morning.
 - Nurse Wallace will provide additional guidance on wellness procedures.
- Staff
 - Staff will be expected to complete a daily Google Form, attesting to no Covid symptoms with results sent to Nurse and Principal.

- Ill Staff or Student

- Staff
 - Any ill staff member will be assessed by the school nurse in the isolation room. The staff will leave the building independently or a ride will be called. A protocol will be followed that addresses contact with other students and staff by the ill person.
- Student

- Any ill student will be assessed by the school nurse in the isolation room. The parent/guardian will be called by the school nurse and will pick up the child within the hour. A protocol will be followed that addresses contact with other students and staff by the ill person.

- Isolation Room

- The isolation room is Room 103, connected to the Nurse's Office. Students who show or complain of symptoms will be directed to Room 103.
- No one is to enter the isolation room for any reason other than illness.
- The doors from the nurses office and the hallway to the isolation room will be closed at all times.

- Parent/Guardian Building Entrance

- At this time, no parents or guardians will be allowed to enter the building.
- After a parent presses the buzzer at the main entrance, a secretary or another school employee will meet the parent at the door. Parents will be asked to supply identification to confirm their identity and to check against Skyward records.
- Parents will wait for their child to be dismissed at the front door. An adult will escort the student to the door.

Part 3: Classroom Layout

- Details from the Return to Learn Plan

- Full In Person
 - **Monday & Tuesday:** All grade 6 + Grade 7+ special populations
 - **Wednesday:** All students distance learning
 - **Thursday & Friday:** All grade 6 + Grade 8 + special populations
- Partial In Person
 - **Monday:** Grade 6 + special populations + Grade 7 (Team 1)
 - **Tuesday:** Grade 6 + special populations + Grade 7 (Teams 2)
 - **Wednesday:** All grades distance learning
 - **Thursday:** Grade 6 + special populations + Grade 8 (Team 1)
 - **Friday:** Grade 6 + Special populations + Grade 8 (Team 2)
- Limited In Person

- All grade 6 + all special populations in school
- Grades 7 and 8 Distance Learning

- Special Populations

- Special populations are self contained classes and highly specialized classes.

- Class Layout

- Students will remain 6 feet apart from other students whenever possible within their stable pod.
- Stable pods will remain 14 feet apart at all times from other stable pods.
- Each period, teachers will move from one stable pod to the next in the schedule. Students will remain in the same classroom.
- Students will sit in assigned seats all facing the front of the classroom.
- Students who are brought outside the building by a teacher will maintain at least 6 ft. distance.

Part 4: Teaching and Learning Schedules

- Class Schedules

- Period 1 (Homeroom) 7:45 – 8:40 (55 min)
- Period 2 8:40 – 9:35 (55 min)
- Period 3 9:35-10:30 (55 min)
- Period 4 10:30 – 11:25 (55 min)
- Period 5 11:25-12:35 (70 min)
 - Lunch A 11:25-11:45
 - Lunch B: 12:15-12:35
- Period 6 (Dismissal) 12:35 – 1:30 (55 min)

- Teacher Prep and Staff Breaks

- Teachers: Teachers will have one preparation period within the daily schedule and also 1:30 - 2:15 pm. Teachers may choose to eat lunch during either of those designated times.

- Paraprofessionals: Each paraprofessional will have two 15 minute breaks, per contract, which will be determined as well as 25 minutes for lunch.

- Teacher and Staff Lunch
 - Each teacher will have one preparation period within the daily schedule and also 1:30 - 2:15. Teachers may choose to eat lunch during either of those designated times.

- Student Dining
 - Breakfast and lunch will be eaten in the classrooms. Teachers will remain in the classroom during the lunch period.
 - Students will remain at their assigned seats.
 - Breakfast and lunch will be placed outside the classroom door by the cafeteria staff prior to the start of the scheduled eating time. The cafeteria staff will not enter the classroom.
 - A form will be provided to allow students to pre-order lunches.
 - Nurse Wallace will communicate any students' allergies to staff overseeing breakfast or lunch in the classrooms.

- Special Subjects
 - Special subjects teachers of quarter long classes will work with one team of teachers per quarter.
 - Specials teachers will move into their student's classrooms.

- Field Trips
 - There are currently no field trips permitted.
 - Virtual field trips are encouraged.

- Brain Breaks (Recess)

- **Brain Break Schedule:** Teachers may choose to provide a 'Brain Break' for students during the day and bring students outside the building.
- Students will be required to remain at least 6 ft. apart.
- Students and staff will wear a mask at recess. However, the teacher may choose to provide a mask-break for a short time. Teachers will follow general distancing rules during this time.
- The triangle in front of the building may be used for recess breaks as well as spots around the exterior of the building.