



WJMs/WJHs Reopening Daily Operations Plan 2020-2021 School Year

The middle/high school staff would like to welcome everyone to the 2020-2021 school year. As we experienced unprecedented circumstances last spring, we were able to continue providing quality learning opportunities for our students. We are proud to be a public brick & mortar school system, but we were able to transition to online learning due to our instructional approaches being intertwined with technology. This is attributed to the dedication and effort our staff and students put forth on a daily basis.

The goal of West Jefferson Middle/High School is to prepare our students both academically and socially, as both aspects require necessary knowledge and skills. Equipping our students with the necessary knowledge and skills will hopefully separate themselves from others they are competing against. Effective collaboration between the community and school will help us move towards achieving our goal.

General Guidelines:

1. Protocols have been implemented to promote safety in District facilities;
2. Superintendent will communicate with Madison County Department of Health to promote safety in each school building - Norwood, Middle and High School;
3. Transparency - Students and employees will assume some level of risk when present in any school facilities or at events;
4. Each building's individual differences (classroom sizes, school facilities, and building operations, etc.) must be recognized, which may lead to some inconsistencies;
5. Parent(s)/Guardian(s) picking students up from school or dropping items off will not enter the building. You will use the outside intercom to communicate with the office administrative assistant.

COVID-19 Precautions:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

- A student must be fever free to enter the building;
 - Required to take temperature at home, prior to entering school transportation or property.
- Face Coverings are required for all students;
 - Face coverings must be school appropriate (educational setting);

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Student Educational Options: (Must Select One)

Hybrid Learning:

- Definition: Is a combination of Brick & Mortar learning and E-Learning. Hybrid Learning Students will participate five days a week, two will be Brick & Mortar and three will be E-Learning.
 - This approach will allow the school to reduce the class sizes, ensuring social distancing while still allowing for face-to-face instruction;
- Parent(s) AND Student(s) accept and will adhere to all guidelines;
- Parent(s) AND Student(s) must sign the Board approved Student Handbook Acknowledgement Form in the ONEVIEW portal;.
- Parent(s) must complete the online forms, which can be found in the ONEVIEW portal.

E-Learning:

- Definition: Student learning opportunity using WJ teachers and ODE curriculum, in lieu of the student participating in a Brick & Mortar setting.
 - The goal of E-Learning is to ensure student learning continues outside of the Brick & Mortar setting.
- Parent(s) AND Student(s) make a decision to attend West Jefferson Middle or High School - (E-Learning Approach);
 - Once you begin the Online learning, we recommend not changing until the end of the semester
- Parent(s) AND Student(s) accept and will adhere to all guidelines;
- Parent(s) AND Student(s) must sign the Board approved Student Handbook Acknowledgement Form in the ONEVIEW portal;
- Parent(s) must complete the online forms, which can be found in the ONEVIEW portal.
- E-Learning Students will be held to the same academic and social standards as the Brick & Mortar students (Grading, Attendance, etc.)

Daily Operational Topics:

Student Groupings for Hybrid Learning Plan:

- Students will be split into two separate groups - Group A and Group B;
 - WJMs/WJHs students last names A-H will be in Group A
 - WHMs/WJHs students last names I-Z will be in Group B;
- Group A Students will attend Brick & Mortar Monday and Tuesday of each week;
- Group B Students will attend Brick & Mortar Thursday and Friday each each week;
- School days that Groups aren't attending Brick & Mortar, they will be E-Learning;
- If school is canceled due to inclement weather on a day a Group A or B is supposed to attend Brick & Mortar, that Group will E-Learn that day and then resume their regular schedule.
- Newly enrolled students will be assigned to a Group based on space availability.

Morning Student Drop-off for School:

- Doors will not be open until 7:10am;
 - Students can not congregate on school property prior to designated time above;
- Students must be dropped off at their designated drop off area;
- Face coverings are required for all students;
 - Face coverings must be school appropriate (educational setting);
- Upon entering the building, students will place items in their lockers, collect items needed for class, then report to first period/homeroom class (Refrain from loitering in hallways)

Transportation of Students:

- Jefferson Local Schools will provide bus transportation for students;
- Will allow two students per seat and in some instances three students if the students are younger and therefore smaller;
 - Bus seats will be disinfected between bus routes;
- Will attempt to seat siblings together;
- Seating charts will be created and enforced to assist with tracing, if that is needed;
- Face coverings are required for all students;
 - Face coverings must be school appropriate (educational setting);
- All bus windows must always be open (during all seasons and weather except when raining) while transporting students;
- In the event State policies require Districts to use alternative schedules, the District may need to adjust current transportation procedures;

Entering School Building:

- A student must be fever free to enter the building;
 - Required to take temperature at home, prior to entering school transportation or property
- Face Coverings are required for all students;
 - Face coverings must be school appropriate (educational setting);
- Students must maintain at least 6 feet from others;
- Upon entering the building, make sure to disinfect your hands before touching your face;
- Students will place items in their lockers, collect items needed for class, then report to first period/homeroom class (Refrain from loitering in hallways);
- Will remain in the 1st period/homeroom class, unless the teacher gives permission to go to the locker or restroom (Refrain from loitering in hallways)

Classroom Occupancy:

- Safety protocols are in place but any student who attends school will incur some level of risk;
 - Buildings will decrease the likelihood of infection with hygiene, cleaning, and safety procedures, but being in a public place has a certain level of risk that cannot be eliminated;
- Classrooms desks will be arranged to provide the maximum amount of social distancing possible;
- Teachers will educate student on the new protocols and routines;
- Face Coverings are required for all students;
 - Face coverings must be school appropriate (educational setting);
- School employees are required to wear face coverings.

Transitional Time Between Classes:

- Students must wear face coverings in the hallways;
 - Face coverings must be school appropriate (educational setting);
 - Any time students are in a public area, there is a certain level of risk that cannot be eliminated;
- Students will walk from one class to the next without loitering in the hallway;
- Signage will be posted in areas that encourage physical distancing.
- Students must maintain at least 6 feet from others while walking in the hallway;
- Students can utilize this time to use hand sanitizer station(s) in the hallway;

Food Service/Student Lunch:

- Food Service will be offered by Jefferson Local Schools;
- Meals will be pre-packaged - Cold Food or Salad Option
- Students using the WJ food service, will indicate their option during homeroom/1st period;
- The auditeria tables will be arranged to provide the maximum distance possible between students. (Assigned seating)
- Students sitting at the tables will use social distancing protocols
- Will remain seated at the table until dismissed;
- When dismissed, students will throw all trash away in trash containers;
- No food will be permitted outside of the auditeria.

Visitors/Volunteers:

- Visitors are discouraged from being in school buildings during school hours;
- There may be situations where school visitors can enter the building (determined by administration);
 - Safety Protocols such as taking temperature will be implemented for all visitors entering the building.
- Any visitor permitted in the building is required to wear a mask.

End of School Day Dismissal:

- Students must wear face coverings in the hallways;
 - Face coverings must be school appropriate (educational setting);
- Students should walk from their last period class to locker, if needed, then exit the building (Refrain from loitering in the hallway);
- Students must maintain at least 6 feet from others while walking in the hallway;
- Students can utilize this time to use hand sanitizer station(s) in the hallway.