



Renfro Middle School
In-Person Procedures and Processes
Version 3 (Updated 2/5/21)

Staff: Thank you for all you are doing to instruct and support students during this unprecedented time. Your positive impact and quality instruction is paramount to improving the learning outcomes for students. Whether working in a virtual or an in-person environment, you have shown that you are committed to our students and families. As we prepare for the return of some students to in-person instruction, we want to be sure that we have the information we need to assist with the transition process and to maintain a safe and healthy school environment.

Students and Families: Thank you for all you are doing to provide a teaching and learning environment for your student(s) outside of the RMS campus. Your support, flexibility, and understanding has made it possible for us to continue to provide our students with a high quality educational experience. Renfro is committed to providing you with a safe and healthy school environment. The information contained in this document outlines our procedures for returning to in-person learning.

At present, it is not possible to completely eliminate the risk of COVID-19 infection on campus. The school can and will, however, take reasonable and extensive steps to minimize the risk of transmission, while ensuring that educational objectives are still met to the maximum degree. For anyone returning to campus, that means that some degree of risk will remain, despite all pains taken to minimize the spread of COVID-19. We understand and respect that every family will make its own decision whether to opt for virtual Learning or to return to In-person learning, when appropriate.

Physical Barriers or Guides


- Students must wear masks once they arrive on RMS Campus.
- Masks must be worn properly covering both the mouth and nose.
- Upon entry of the building, it is mandatory that everyone wear a mask for the duration of time that they are in the building. Mask breaks should be taken in outdoor areas or while drinking in designated areas.
- We will provide physical guides, such as tape and decals on the ground and signage on walls, to ensure that students and staff use social distancing strategies.
- We will add physical barriers, such as dividers, between the teacher/staff and student.
- CSD Consequences for not following mandatory mask-wearing policy:
 - Schools will follow our Positive Behavior Intervention and Supports (PBIS) model to teach the importance of wearing masks for the safety of our community.



**Renfro Middle School
In-Person Procedures and Processes
Version 3 (Updated 2/5/21)**

- **Level 1:** Students who do not comply with properly wearing a mask will be reminded by the teacher or adult how to correctly wear their face mask and the impact that mask-wearing has on the health and safety of our community.
 - **Level 2:** If the student continues to not properly wear their face mask after being reminded by the classroom teacher or other staff member, a school administrator will discuss the purpose of wearing face masks at school with the student and call the parent to participate in this discussion.
 - **Level 3:** If the student continues to not wear their mask properly after working with an administrator, the parent will be called to pick up their child. The child will then have to engage in virtual learning and the school administrator will discuss the length of time the student will engage in virtual learning with the parent.
- Willful refusal to properly wear a mask will be treated differently than simple improper mask wearing.

Building Access

CSD Safety Manual	CSD Covid-19 Safety, Facilities, and Healthy Schools Manual will guide our decisions as we return to in-person school.
Student Daily Screener	TBD
Staff Daily Screener	<p>Prior to entering any CSD facility, all CSD Staff must complete the Daily COVID-19 Screening Self-Check Form. Staff can access the screening document directly through the CSD staff portal or by scanning the QR code found at each entrance.</p> <div style="text-align: center;">  </div>
CSD	CSD employees and students will only be permitted into the school building. Each



Renfro Middle School
In-Person Procedures and Processes
Version 3 (Updated 2/5/21)

Employees	day, each employee must complete the COVID form via computer or by scanning QR code on signage at each entrance.
Visitors/ Parents/ Guardians	<p>Until further notice no visitors are permitted in CSD schools unless on official CSD business. There will be no parent volunteers allowed in the building at this time.</p> <p>If any visitors are deemed necessary by the location supervisor, these visitors must also complete the CSD Self-Screener Form and follow all safety protocols outlined in the CSD Covid-19 Safety, Facilities, and Healthy Schools Manual.</p>
On/off campus field trips	We will pursue virtual activities and events in lieu of field trips, assemblies, special performances, and school-wide parent meetings until further notice. Approval of utilizing outdoor spaces close to campus will be done on a case by case basis.
Food Pick-up	Families participating in virtual learning will continue to have the option to pick up lunch from our school. Pick up will occur from 11-12 from the back door near the cafeteria. Our nutrition staff will coordinate and handle all these pick-ups. There will be no entry to the building. Adults should grab and go and should not stop to have other interactions or conversations.
Deliveries	We will attempt to schedule all deliveries either before or after school.

School Spaces

Arrival to school	<p>We will:</p> <ul style="list-style-type: none"> ● Create a narrated video showing the arrival plan to students and teachers ● place markings along sidewalks and entrances to encourage social distancing even when arriving together. ● place markings to indicate the flow of movement in the building ● stagger student release off buses - enter school at bus loop door, go directly to class ● designate an entrance for each grade level in the building (Walkers and car riders) <ul style="list-style-type: none"> ○ 6th: <ul style="list-style-type: none"> ■ Kings Hwy door, directly upstairs (Blue & Green Teams) ■ Courtyard door, directly upstairs (Gold & Silver Teams) ○ 7th: <ul style="list-style-type: none"> ■ Main door (Gold Team) ■ Periodic table door (Silver & Blue Teams) ■ Adams St Door: (Green Team)
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Renfro Middle School
In-Person Procedures and Processes
Version 3 (Updated 2/5/21)

	<ul style="list-style-type: none">○ 8th:<ul style="list-style-type: none">■ Main Door (Green team)■ Courtyard door (Silver & Blue Teams)■ Adams St Door (Gold Team))○ All doors will be opened from 8:50-9:00 to eliminate as much door touching upon entry as possible○ Hand sanitizer stations will be positioned at each entry to encourage sanitizing hands upon entry● No locker access for students● See arrival procedures video here
Tardy Students	Students are tardy after 9:00. From 9:00-9:10, students will still enter the assigned doors above, report to their class, where they will be marked tardy by their teacher. Students arriving after 9:10 will enter school at the main door and be marked tardy by office staff in the foyer. Then go to class. Parents can verify tardy by checking your daily attendance in Infinite Campus.
Breakfast	Breakfast will not be consumed on school premises. Students wanting a school breakfast will have the opportunity to take one home at dismissal the day before, and can eat it at home the next morning.
Early Pick-up	<p>Early Pick-ups puts a large strain on school personnel. Since In-person students are only here for a ½ day, please do what you can to eliminate early pick-ups.</p> <p>Early Pick-Up: Parents will buzz the front desk. Ms. White will inquire about their pick up and ask parents to stand in designated spots to ensure social distancing should someone else arrive. Ms. White will call the class for the student to be dismissed.</p>
Dismissal	<ol style="list-style-type: none">1. Dismissal will be staggered.<ol style="list-style-type: none">a. Bus riders will be dismissed first and each bus will be dismissed over the intercom one at a time. Students will walk to the bus loop and enter their bus.b. Walkers and bike riders will be dismissed next and will exit the building using the assigned doors they used to arrive to school and immediately leave the campus. Students will be required to keep walking once they leave the building until they leave the school grounds. Students wanting to walk with friends will need to make



Renfro Middle School
In-Person Procedures and Processes
Version 3 (Updated 2/5/21)

	<p>arrangements to meet up once off campus.</p> <ul style="list-style-type: none">c. Car riders will be dismissed next, and will line up, socially distanced along the entire sidewalk at the front of the school.d. Pods will be dismissed to the cafeteriae. See Dismissal procedures video here
Seating	<p>Teachers will develop seating charts in every class to help with contact tracing if needed.</p> <p>According to the CSD Covid-19 Safety, Facilities, and Healthy Schools Manual, capacities should initially be set based on 30 square feet per occupant (including both adults and students), or approximately 1/3 the normal capacity.</p> <p>Our goal is for student desks to be 6 feet apart. A 3 foot corridor will be measured from the wall of the classroom activeboard. The first row of desks will be measured from that point.</p>
Flow of Movement	<p>Where possible, we will have markings around campus to help increase social distancing.</p> <p>We will place helpful floor and wall reminders around campus to show flow of movement social distancing.</p> <p>Students will enter and exit the building using assigned doors that are spread out.</p> <p>Transitions from one classroom to the next will be carefully orchestrated.</p> <p>Students will be dismissed via the same doors they arrived</p>
Lunch	<p>No lunch will be served in school to in-person students, except those that remain for the RMS learning pods. Students may grab a to-go lunch upon dismissal.</p>
Bathrooms	<p>Staff: Use staff bathroom on your floor; wipe down high touch areas when done</p> <p>We have allocated each restroom to a cluster of classrooms and limited the number of persons in the restrooms to two persons at a given time. LINK</p>
Mailroom/ workroom	<p>Three people in the mailroom/workroom at a time for the purpose of making copies only. Please do not leave any papers behind. Be quick and efficient, others may be waiting to enter.</p>



Renfroe Middle School
In-Person Procedures and Processes
Version 3 (Updated 2/5/21)

Lounge	<p>No more than two people in the lounge at a time for the purpose of retrieval and warming food. Please do not leave anything behind for others to clean, including spillage. Be quick and efficient, others may be waiting to enter. No sitting in this area to eat. If needed, adults can spread out in the cafeteria to eat.</p> <p>We will not use shared utensils, coffee makers, etc. All those things will be removed.</p>
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Renfro Middle School
In-Person Procedures and Processes
Version 3 (Updated 2/5/21)

Instruction

Instruction	<p>The Renfro team created academic schedules for in-person and virtual learners. The school will use Schedule A if 53% or more students choose in person learning, and Schedule B if 52% or fewer choose in-person learning.</p> <p>Both schedules cover Monday, Tuesday, Thursday and Friday. RMS offers Advisement and two help sessions to all students virtually on Wednesday. Links to detailed descriptions and videos of Schedule A and B can be found here.</p>
Collaborative Planning & Meetings	<p>Teachers will continue to meet weekly with their content teams. In order to insure social distancing, these meetings should continue to take place virtually.</p>
Special Education	<p>Students will be served in their classrooms and virtually according to their individual services in their IEP and/or Contingency Plans.</p> <p>Students receiving special education services and choosing in-person learning may not be cohorted as general education students.</p> <p>IEP meetings will be held virtually to decrease the number of visitors within the building.</p>
Gifted	<p>Students will be served in their classrooms and virtually through the cluster and collaborative model. Gifted Resource classes will meet in person and virtually. Guidance for Intervention</p>
REP/Study Skills	<p>All REP and Study Skills classes will be taught virtually. Guidance for Intervention</p>
Connections	<p>All connections classes will be taught virtually to enhance cohorting.</p>
World Language	<p>All World Language classes will be taught virtually to enhance cohorting.</p>
Assessments	<p>Assigned through Google Classroom. If written components are required (ex. math), students must still upload the work to eliminate sharing/passing of papers.</p>
Grading	<p>At least 1 formative grade per subject per week in Google Classroom. Summatives will be posted in Managebac. (TEACHERS: refer to the Grading and Assessment document)</p>



Renfro Middle School
In-Person Procedures and Processes
Version 3 (Updated 2/5/21)

Transitions	<p>Space markings will be placed on the floors to assist with spacing. Students will be required to face forward at all times. Avoid lining up in areas or hallways where others are already at a stand still.</p> <p>We have scheduled 15 minutes for both transitions. Each grade level will orchestrate the transitions to ensure social distancing.</p>
Bathroom/ Water/ Mask Breaks	<p>Two students may be in the bathroom at a time and proper distancing and hand washing procedures will be reinforced.</p> <p>We have allocated each restroom to a cluster of classrooms and limited the number of persons in the restrooms to two persons at a given time. LINK</p> <p>Mask Breaks: Students must fully wear masks at all times while in the school building. If transitions are efficient and there is time to go outside between classes, students may take off their masks, while maintaining 6 foot distance from others.</p> <p>Water: Traditional fountains are disabled and bottle filler fountains have been added throughout the school. Students may bring a water bottle. To accommodate mask-wearing mandate, water will be consumed at designated break times and locations</p>
Use of Materials	<ul style="list-style-type: none">● Students must be wearing a mask as they enter the campus and have two extra masks in their book bags.● Students should bring all previously provided supplies and other related school supplies to use for in-class purposes.● All handouts and projects must be provided/completed in digital formats.● Hands-on science demonstrations will be performed by the classroom teacher to eliminate the sharing of materials, ensure equity between in-person and virtual students, and to limit additional hand washing needs.
Chromebooks	<p>Students returning to in-person learning may bring their CSD-issued chromebook with them or their personal device. Students will bring devices and earphones to and from school each day. Students will be responsible for bringing their chromebooks fully charged each day.</p>

School Counseling

Appointments/ Meetings with	<p>Group Sessions remain virtual (Jr. Conferences, Info Nights, Counseling Groups, 504 meetings, MTSS Meetings) and Individual Meetings will be done via Google Meet.</p>
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Renfro Middle School
In-Person Procedures and Processes
Version 3 (Updated 2/5/21)

Counseling and Support Services	RMS School counselors will continue to use the method of connecting with your grade level this year. Please complete our RMS Counseling Referral Form linked here when/if you need to reach out to each grade level counselor or our RMS Student Center Counselor, Ms. Shields. This form will be available for all students, staff members, parents, and community members.
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Media Center and Tech Support

Appointments/ Meetings and Support Services	<ul style="list-style-type: none"> ● Individual Meetings will be done via Google Meet. ● Tech support will be done through Google Meet or Remote Desktop app if possible ● Research support will be provided through Google Meet, asynchronous tutorials and virtual class visits.
Appointment Process	<ul style="list-style-type: none"> ● Students and teachers will email Mr Lynch at blynch@csdecatatur.net to request library/research support. ● Students and teachers will use incident iq (https://csdecatatur.incidentiq.com/login) to request tech support
Check-out/ Check-in Process	Students may continue to use the Follett Destiny Catalog to place books on hold. Click here for more information.

Teacher Supplies: [Safe Use of Disinfectants](#)

Providing and maintaining a clean school environment is important. Custodial staff have the resources and training needed to help maintain a healthy environment for students and staff. Faculty and staff also may need to assist with routine cleaning processes during the day. All things on this list will be kept in stock and can be replenished by sending a request to Ms Labad.

Quantity	Item
	Adult and Student Washable masks
1	Gallon size hand sanitizer with pump
1	Face shield



Renfro Middle School
In-Person Procedures and Processes
Version 3 (Updated 2/5/21)

1	Plexiglass shield for desk area
	Paper Towels
1	Bottle of disinfectant spray

Education Supports

[CSD -How to Properly Wear a Mask](#)

[Video of Mask Wearing](#)

[How to Wash Face Cloth Masks](#)

CSD [Staff support- What to do if](#)

CSD [Student support-What to do if](#)

School Clinic and Get well Room

- [COVID 19 Get Well Room Guidance](#)
- [CSD Handwashing Guide](#)
- [CSD What if Protocol](#)

RMS HVAC Details:

All CSD classrooms and other spaces meet or exceed ASHRAE standard 62.1 which specifies the minimum amount of outside air is necessary for specific building occupancies. The amount of outdoor air Specified for school classrooms is 10 CFM per occupant, calibrated for the maximum number of people in the space. All heating and air units installed throughout the district meet this requirement. Due to the current pandemic, the facilities department has increased the outside air volume by adjusting outside air dampers on the HVAC equipment.

- The air in all areas at RMS is running through systems containing Global Plasma Bipolar Ionization modules.
- In total, RMS contains several individual devices with bipolar ionization modules.
 - (4) FC-24 in small fan coil and rooftop units, up to 6 tons (2400 CFM)
 - (7) FC-48 in larger rooftop units, up to 30 tons (12,000 CFM)
 - (20) iMOD modular systems across the coil face in the largest units. This would include one 40-ton Carrier rooftop unit, two 60-ton Carrier rooftop units, one 60- ton



Renfro Middle School
In-Person Procedures and Processes
Version 3 (Updated 2/5/21)

Trane rooftop unit, and one 120-ton Carrier Air Handler, in the second-floor mechanical room. (Each coil requires two modular units)

Building ventilation improvements have been made district-wide. HVAC systems and building designs vary, so the improvements have also varied from location to location. Improvements include increased central ventilation capacity to process the maximum amount of fresh air through the system. We have scheduled the HVAC systems for at least two hours before building occupancy and installing ionizers that kill viruses and bacteria. Staff should refrain from opening windows as this decreases the effectiveness of the building ventilation system. Additionally opening the windows will increase uninvited humidity, allergens, and possible airborne viruses that are not filtered by the ionizers. Additional adjustments have been made to keep the units running continuously during occupancy.

Our facilities department will run the fans in our units while buildings are occupied, turn them off overnight to conserve energy, then run the units at a high rate of speed for two hours of pre-occupancy to flush the entire building before classes resume the following day.

The most important step you can take to assist in keeping our air clean and circulating is to keep your windows closed. Opening windows and doors while your A/C or heat is on only taxes the system and invites unwanted allergens, viruses and humidity into the conditioned space. If we open our windows in RMS, we'll be overtaxing a system that's been finely tuned to maximize fresh air flow and cleaning. Put plainly, our air will be cleaner and fresher if we keep our windows shut.