

# CHARLES A. BEARD MEMORIAL SCHOOLS

## 2020 Re-Opening Plan

### PANTHER FAMILIES

Our team has been working closely with the Henry County Health Department, IDOE, and other Henry County schools to develop a plan that best ensures the health and safety of our students and staff.

**Your feedback as collected through our surveys has played a critical role in ensuring that we best meet the needs of all stakeholders and the communities that we serve.**

Our commitment to maintain a safe and nourishing environment to empower our students as lifelong learners remains the same.



### CALENDAR

The 2020-2021 School Year will begin as originally planned with our first student day being **WEDNESDAY, AUGUST 5<sup>TH</sup>**. The Board of Trustees will continue to monitor guidance from the CDC and Governor's Office and adjust our school calendar, if needed.

### INSTRUCTION

We will offer in-person instruction on a traditional Monday – Friday schedule for all students who are able to return to school. We will also offer virtual options for those students who are not able to return to school in person. *If you feel that your child is in need of the virtual option, simply contact your school through email or phone.*

### ACCOMODATIONS

#### SOCIAL DISTANCING

In all settings, we will practice social distancing whenever possible. Modifications have been made to social and learning environments to best meet these needs.

#### MASKS

When social distancing is not possible, we strongly recommend that all students and staff wear masks. Although wearing masks is not currently required, we ask that all students have a mask available to them if they were to become symptomatic. *In the event that the Indiana Department of Health, or Henry County Department of Health, mandate the use of masks or PPE, CAB will work to ensure that needs are met for families who are unable to supply them.*

#### WATER FOUNTAINS & CAFETERIAS

No-touch water bottle filling stations are being installed in all CAB schools. Students will need to bring their own water bottles to school for use during the day. Social distancing will be maintained in all cafeterias. Modifications to the daily schedule have been made to ensure that this is able to take place. All meals and utensils will be pre-packaged and provided to students in a touch-free manner.

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*“When it is dark enough, you can see the stars.”*

*– Charles A. Beard*

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## TRANSPORTATION

Masks will be available on all CAB buses. Masks will be mandated when acceptable distancing is not possible. Balancing of routes will be a continual process to ensure the lowest occupancy possible on buses. Students will have assigned seats and buses will be disinfected following the completion of every route.

## HEALTH PROTOCOLS

If your child is presenting symptoms of COVID-19 or other illness, it is imperative that you not send them to school. Self-screening will need to be conducted at home prior to arriving at schools. Please contact your health provider and notify the school.

Our medical staff will strictly implement the guidelines provided by our health departments and the CDC.

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6).

## SYMPTOMS IMPACTING POTENTIAL EXCLUSION

Students and employees should self-evaluate for the following COVID-19-related symptoms:

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Students and employees should be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on [CDC Guidance](#) that is not otherwise explained.

## RETURN TO SCHOOL

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

### ***Untested***

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return to school if the following conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers);
- Other symptoms have improved (for example, when your cough or shortness of breath have improved)
- At least 10 calendar days have passed since your symptoms first appeared.

**The website, <https://www.coronavirus.in.gov/> has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.**



**Tested Positive- Symptomatic**

Persons who experienced symptoms and have tested positive for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared

**Tested Positive- Asymptomatic**

Persons who have not had symptoms but test positive for COVID-19 may return to school when they have gone 10 calendar days past their test without symptoms and have been preferably released by a healthcare provider. Students may also return if they are approved to do so in writing by the student’s healthcare provider.

**STUDENT PICK-UP PROCEDURE**

- Students sent to the clinic with possible COVID-19 symptoms will be given a mask and will be closely monitored in an isolation room.
- If a student presents to the clinic with COVID-19 symptoms, parents/guardians need to pick up their student within 60 minutes upon entry into the school health clinic.

**COMMON SENSE WITH COVID-19**

**CLEANING**

All CAB schools have been stocked with EPA approved disinfectant and cleaning materials. Cleaning and disinfecting will be a continual process throughout each student day. Hand sanitizer will be available in classrooms and common areas. Frequent handwashing will be mandated by all.

**VISITORS**

Unfortunately, all visitors will be restricted from entering our buildings to promote health and safety.

**SELF-QUARANTINE**

Everyone plays a key role in assuring student and staff safety in the face of COVID-19. Please let us know if your medical provider has recommended self-quarantine. When staff and students do not feel well, it is imperative that they stay home.

	Who must comply?	Protected information	Permitted disclosures <sup>1</sup>
<p><b>FERPA</b></p> <p>The <b>Family Educational Rights and Privacy Act (FERPA)</b> is a federal law enacted in 1974 that protects the privacy of <b>student education records</b>.</p> <p>The Act serves two primary purposes:</p> <ol style="list-style-type: none"> <li>1. Gives parents or eligible students more control of their educational records</li> <li>2. Prohibits educational institutions from disclosing “personally identifiable information in education records” without written consent</li> </ol>	<ul style="list-style-type: none"> <li>• Any public or private school:               <ul style="list-style-type: none"> <li>– Elementary</li> <li>– Secondary</li> <li>– Post-secondary</li> </ul> </li> <li>• Any state or local education agency</li> </ul> <p>Any of the above must receive funds under an applicable program of the US Department of Education</p>	<p><b>Student Education Record:</b> Records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution</p>	<ul style="list-style-type: none"> <li>• School officials</li> <li>• Schools to which a student is transferring</li> <li>• Specified officials for audit or evaluation purposes</li> <li>• Appropriate parties in connection with financial aid to a student</li> <li>• Organizations conducting certain studies for or on behalf of the school</li> <li>• Accrediting organizations</li> <li>• Appropriate officials in cases of health and safety emergencies</li> <li>• State and local authorities, within a juvenile justice system, pursuant to specific state law</li> <li>• To comply with a judicial order or lawfully issued subpoena</li> </ul>



# Knightstown Elementary School

*Knightstown, Indiana*

## **GENERAL GUIDELINES**

Knightstown Elementary prioritizes keeping staff and students as safe as possible.

The following will always be emphasized:

- Social Distancing
- Hand Washing / Hand Sanitizing
- Routine cleaning and sanitizing of all rooms and surfaces
- Lessening and directing the movement of students

## **ARRIVAL AND DISMISSAL**

- Students will report directly to their classroom upon entry to the building
- Students will be released to enter the building one bus at a time
  - K and 1st grade bus riders will enter the building through the K-1 door
  - PK, 2nd, and 3rd grade bus riders will enter the building through the main entrance
- Car riders will enter the building through the main entrance
- Each student must be dismissed to a bus or picked up in the car rider line
- No one will be permitted in the building to wait for/pick up a student(s) at dismissal

## **CLASSROOM**

- Desks will be rearranged to increase social distancing
- Tables and chairs will be properly cleaned and sanitized
- Each student will have their own designated supplies
- Electronic devices (i.e. iPads, Chromebooks, etc.) may be used by students and will be properly cleaned and sanitized
- In order to minimize sending things back and forth between home and school:
  - No backpacks will be used until further notice
  - Red plastic folders will be used by the school on the rare occasion something must be sent home

- No homework will be assigned; resources and extra practice may be posted online
- Jackets, coats, and lunch boxes can still be used as needed

## **VISITOR POLICY**

- No visitors or volunteers allowed in the building until further notice
- Anyone picking up a student during the school day must remain in the office
- Visitors should practice socially distancing while in the office and wear a mask

## **FOOD SERVICE**

- Prepacked breakfasts will be served in classrooms to students who are eating that morning
- K-3 will eat lunch in the cafeteria & PreK will eat in their classrooms
- Tables will be at least 6 feet apart with students sitting at every other seat
- Lunches, milks, and utensils will all be handed to students by a staff member
- Tables and seats will be properly cleaned and sanitized between uses
- No visitors allowed during lunch until further notice

## **RESTROOM AND HALLWAY PROCEDURES**

- Hallway traffic patterns will follow social distancing guidelines
- Individual classes will be assigned restroom breaks
- K and 1<sup>st</sup> grade will use the restrooms in the K-1 hallway or in their own classrooms
- 2<sup>nd</sup> and 3<sup>rd</sup> grade will use the restrooms in the main hallway
- Teachers will only allow 5 or less students in the restroom at a time
- Teachers will ensure student handwashing

## **RECESS**

- Individual classes will be assigned to a specific time and area of the playground
- Individual classroom toys may be used by students then cleaned and sanitized between uses (i.e. jump ropes, balls, magnifying glasses, etc.)
- Toys and other items from home will not be allowed

## **SPECIAL SERVICES**

- P.E. will take place in the gym and/or outside
- Music will take place in the music room

- Library will take place in the library
- Art & Media will take place in the grade level classrooms
- Each student will have their own designated supplies to use during special area classes
- All library books must stay at school
- Supplies, library books, and Chromebooks will be properly sanitized between uses
- Students will follow social distancing guidelines during special area classes

## **WATER**

- Water fountains will be closed
- Students may bring in a personal water bottle
- Touchless water bottle refilling stations will be installed throughout the school
- Refilling stations will be properly cleaned and sanitized between uses

## **MISC. INFORMATION**

- Pre-packaged birthday treats and snacks are allowed
- No Super Reader program for the 2020-2021 school year
- After-school clubs will be postponed for the 2020-2021 school year
- Virtual field trips until further notice
- No classroom volunteers until further notice
- Parent-Teacher conferences will be virtual
- Perfect attendance will not be recognized until further notice
- Virtual programs or videos will be used to celebrate certain events (i.e. Veterans Day, music programs, etc.)
- Google Classroom will be implemented for any student learning virtually. Please contact the building principal, if this is needed.



# Knightstown Intermediate School

*Knightstown, Indiana*

## **INTRODUCTION**

Knightstown Intermediate School is committed to providing a safe, healthy learning environment for all students and staff as our school reopens, August 5<sup>th</sup>, 2020. In order to accomplish our goal of safety, a few additional measures have been put in place for the 2020-2021 school year. This plan has been established as a starting point, but will be constantly monitored and is subject to change, as needed, when new information arises. The following areas will be emphasized throughout our plan:

- Social Distancing
- Hand Washing
- Routine Cleaning of restrooms, classrooms and surfaces
- Limiting of students overlapping in hallways
- Maximizing spaces
- No Sharing of food, snacks or drinks
- Masks are optional for students to wear, except when social distancing is not an option.

## **ARRIVAL**

Upon arriving at school, students will be released from buses using an alternating schedule by grade levels. The goal is to maximize social distancing as students enter the building.

## **BREAKFAST AND HOMEROOM**

After entering the building, students will report to either their homeroom or breakfast. Elementary students who are not eating breakfast will report to their homerooms. 6th-8th grade students who are not eating breakfast will report to their 1st period class. Students will be given assigned seats at breakfast and will be released by staff to wash their hands prior to eating.

## **CLASSROOM SETTING**

KIS will modify individual classrooms, using all available space, to maximize social distancing.

## **PE**

Physical Education will be modified to maximize social distancing and create a safe learning environment for students and staff, utilizing going outside as much as possible.

## **MEDIA CENTER**

The Media Center computer lab, as well as other computer labs, will be available. All computers will be sanitized prior to use by another student. Students will be allowed to check-out books. Upon their return, they will be isolated for seven days before being re-shelved.

## **PASSING PERIODS**

KIS will maximize social distancing and limit contact between students during passing periods. This will be accomplished by adjusting the release time of students during passing periods to limit the capacity of the hallways.

## **ASSIGNED RESTROOM BREAKS**

There will be assigned restroom and handwashing breaks throughout the day. Extra cleaning of the restrooms will be performed by the custodial staff on a daily basis.

## **LUNCH**

We will take full advantage of the entirety of the cafeteria and provide additional tables to promote optimal social distancing. Students will sit in every other seat to further maximize social distancing. All students will wash their hands prior to eating.

## **RECESS**

Recesses will be modified and provided by individual homeroom teachers. Times will be staggered to ensure only one cohort of students at a time will be at recess. The playground equipment will be utilized according to current health department guidance. Students will wash their hands before returning to class.

## **WATER FOUNTAINS**

All school water fountains will be turned off and not accessible. Students are encouraged to use a water bottle throughout the day. Touchless water bottle filling stations will be available for students to fill water bottles at assigned times throughout the day.

## **OFFICE GUIDELINES**

When going to the school, parents/guardians are to go straight to the office and stand on the appropriate X's to maintain social distancing. Visitors are not allowed to go past the office. Parents/guardians will still be able to sign students in and out at the office.

## **NURSING**

Students will be allowed to go to the nurse's office as needed. See CAB health plan for more guidelines.

## **STUDENT EXPECTATIONS**

Students will be expected to follow all established KIS Handbook policies and procedures. They will be expected to maintain social distancing whenever possible. Per administration, and case by case, a student may be asked to leave school if they are being insubordinate.

## **ATTENDANCE**

There will be no perfect attendance awards or incentives.

## **EXCHANGE OF RESOURCES TO AND FROM SCHOOL**

KIS strongly encourages limiting the transfer of materials to and from school by students and staff. In order to do this there will be several changes:

- There will be no homework for the upcoming school year.
- Backpacks can be used during the school day to minimize the stopping at lockers and maximize social distancing during passing periods.
- Students are highly suggested to use the following times for stops at their lockers:
  - Before School
    - Students get the needed materials for all classes before lunch.
  - Lunch
    - Drop off materials in their locker on the way to lunch.
    - On the way to class after lunch, get the needed materials for all afternoon classes.
  - End of the day
    - Students can drop off materials and backpacks in their lockers as they leave school.

## **DISMISSAL**

KIS will release students on a staggered schedule by grade levels to maximize social distancing and limiting the amount of students in the hallways.

## **CAR RIDER PICK UP PROCEDURE**

When applicable, students will wait outside adhering to social distancing. If waiting inside, students will follow social distancing guidelines. Three cones will be outside that parents/guardians will pull up to. Parents/guardians will remain in their cars and students will be released to their individual rides.

## **VIRTUAL LEARNING**

Students who are not able to return to school in a traditional setting will be offered virtual options. Please contact the building principal, if this is needed.

## **AFTER SCHOOL CLUBS**

After school clubs will not meet until a reevaluation on September 1st has been conducted, unless otherwise approved by the school principal.

All social distancing guidelines and corporation health plans will be followed when a school club meets.



# Knightstown Community High School

*Knightstown, Indiana*

## **BEGINNING OF THE DAY**

- **We strongly encourage students and staff to limit the materials/items taken to/from school.**
- Buses- Students will enter KHS through door 25. Buses unload one at a time; students walk in single file, socially distanced to enter the building.
- Student Drivers- Students will enter KHS through door 14. They will enter as they arrive.
- Car Riders- Students will enter KHS through door 7. They will enter as they arrive.

Staff members will be stationed at each entrance to encourage healthy practices among students.

## **SCHOOL DAY**

- Chromebooks- Students will be assigned homerooms; they will pick up Chromebook prior to 1st period and return them prior to leaving for the day.
- Staff members will be expected to follow guidelines provided by the local health department (i.e. social distancing, mask, etc...).
- Socially distanced as much as possible- little to no congregating
  - Classrooms- desks in same direction/rows
  - Remove unused/unnecessary desks from classrooms
  - Seating Charts will be implemented.
  - Passing Periods- Students encouraged to walk on right side of hallways and stairwells.
  - To help reduce congregating in the hallways, **students will have limited locker usage; they are encouraged to use a backpack to carry their belongings to/from school and during the school day.**
- LUNCH-
  - Students socially distanced in line; no more than 4 students per table; **seating chart**
  - Lunch money will be collected in the same manner as previous years.
- No visitors will be permitted past the main office.
- Sanitizer will be available in multiple accessible areas.

- Drinking fountains will be replaced with “touchless” water dispensers.
- Signage- visual reminders will be placed throughout the school to encourage healthy practices.
- Class meetings will be held **in the gym** to address expectations.
  - Hallways
  - Classrooms
  - Locker rooms
  - Cafeteria

## **END OF DAY**

- Chromebooks-
  - Students will return devices to their homerooms prior to leaving.
  - Devices will be dropped off near the computer cart in the homeroom.
  - Devices will need to be wiped down and placed in cart for charging each evening.
- Dismissal-
  - Social distancing will be emphasized and encouraged.
  - Buses- students will exit KHS through door 25 to board buses and follow protocol set by transportation.
  - Student Drivers- students will exit KHS through door 14 after dismissal and will be expected to vacate school property directly.
  - Car Riders- students will exit KHS through door 7 to get to their rides.
- After-School Activities-
  - Athletics-
    - Matt Martin/IHSAA/IDOE/Henry Co. HD
  - Clubs/Extracurriculars-
    - No after-school clubs will be permitted until re-evaluated September 1st AND approved by school principal.

**It is expected that all students will leave KHS at dismissal.**

## **HEALTH SERVICES**

- All medication must be brought to school by a parent/guardian, or an adult, age 18 and over, who is on the students contact list in INOW.
- Medication brought to school by a student will NOT be given and a parent/guardian must come to the school to retrieve the medication.
- Medication MUST be brought to the Nurse’s office in a new, sealed, unopened container.

- Medication will not be returned home with students. A parent/guardian or an adult, age 18 and over, who is on the student's emergency contact list in INOW, must pick up the medication from the Nurse's Office.

## **STUDENT PICK-UP**

- Students sent to the clinic with possible COVID-19 symptoms will be given a mask and will be closely monitored in an isolation room.
- If a student presents to the clinic with COVID-19 symptoms, parents/guardians need to pick up their student within 60 minutes upon entry into the school health clinic.
- Isolation Room- Room C338 (Production Lab)

## **VISITORS**

- All visitors must enter the school through Door #1 (main entrance) and go to the main office. Visitors will not be permitted in any other part of the school at any time.

# KHS Daily Schedule

## 2020-2021

Period 1: 8:15 – 9:02

Period 2: 9:07 – 9:54

Period 3: 9:59 – 10:46

Period 4: 10:51 – 12:24

	A Group	B Group	C Group
Class		10:51-11:23 (32)	10:51-11:59 (68)
Lunch	10:46-11:16 (30)	11:23-11:53 (30)	11:59-12:29 (30)
Class	11:16-12:24 (68)	11:53-12:24 (31)	

Period 5: 12:29 – 1:16

Period 6: 1:21 – 2:08

Period 7: 2:13 – 3:00