

Indian Trail Elementary School “Getting Back on Track” Plan Home of the Blazers!!!



The following plan has been developed to position Indian Trail Elementary School for a safe transition back to school for our students and staff. The elements of this plan reflect the work of a representative committee of corporation employees that are responsible for the safety of children and fellow employees. The plan reflects guidance by the Indiana Department of Education, County and State Departments of Health, as well as state and local school superintendent meetings.

The items listed are examples in order for you to understand the category. Please only explain points that apply to your school for in-person learning

Prevention Measures and Precautions

- Registration - *New students will be allowed to come in for registration, all others will need to complete the process on line.*
- Back to School Night - *Possible meet and greet with Pre-K and K students and teachers on an evening before school starts and outside.*
- Transportation to school. All students are required to wear masks when riding the bus. Assigned seating will be in place.
- Bus Arrival - *Students will remain on the bus until dismissed by the principal/staff member. K-2 students will enter Door #12 , 3-4 students will enter Door #7. Students who will be dropped off to Door #2 at 8:35 a..m. no sooner and we receive a “grab and go” breakfast and go directly to the classroom.*

- Parent Drop Off - *Students will not be dropped off prior to 8:35. Students can begin entering at this time. Parents must stay in their cars.*
- Entering the building
 - Hand sanitizing stations will be available in Indian Trail Elementary School at the following locations, *Doors 1, 2, and 9.* With a possibility of extra stations being added.
 - *Signage will be available upon entering the building.*
 - Procedures - *Students will enter, sanitize, and get a “grab and go” breakfast to take to class. Students will eat breakfast in their classrooms.*
- Building Signage
 - Visitors - *will be located at the building entrance. Parents and volunteers will not be allowed in the building unless prior permission by principal.*
 - Signs encouraging social distancing - *will be located throughout the school.*
- Hallway traffic
 - Split hallways - *Students will walk on the carpet in line down the hallway in a direction to allow space for others.*
- Breakfast
 - Procedures - *Students will get a “grab and go” breakfast upon entering the building. They will eat in their classrooms.*
 - Hand washing - *Students will sanitize hands when entering the building, and will sanitize again before eating and after eating their breakfast.*
- Protective face coverings are required by community leaders and health professionals due to their effectiveness in increasing the safety of others. Protective masks are necessary at Indian Trail Elementary School when social distancing is not possible. Students will be provided with one mask. Parents are responsible to provide additional masks (must be school appropriate).
 - Some students may be medically exempt from wearing protective face coverings. Any student who has a condition that impacts their ability to wear a protective face covering

will need to contact the school principal to document a modification to the face covering requirement. It may be that the parent/student will be advised to choose the online option to ensure the safety of the student and the school environment.

- Lockers - *Students will not use lockers, but will keep a backpack, coats, supplies, etc. at their seats.*
- Classroom Seating and Room Configuration
 - Students will be seated in rows facing one direction.
 - Pods of desks will not be utilized
- Alternative learning spaces
 - protocols for reserving areas/cleaning areas facility scheduler
- Sanitation Stations and/or hand solution is available at *Indian Trail Elementary School.*
- Hallway Traffic - *Will be limited, students will wear masks, and will travel on the carpet floors.*
- Alternative building entrances and exits - *Students who are dropped off and picked up will enter and exit at door #2. K-2 bus students will arrive and exit door the same doors. Door #12. 3-4 bus students will arrive and exit door the same doors. Door #7. An extra kindergarten room door will be utilized also.*
- Student lunch – *Students will be on a rotating schedule from the cafeteria to the classroom.*
- Staff lunch - *Staff will have a 30-40 minute lunch break. They will then cover one recess for their classes.*
- Restrooms
 - Procedures - *a class will go one at a time to take restroom breaks. Masks will be worn.*
 - Limitations on number of students at one time - *only 3 students will be allowed to enter the bathroom at a time.*
- Safety drills at Indian Trail Elementary School will still occur as required by state accreditation standards, but will look different in the pandemic time period. - *We will drill by grade levels instead of the entire school.*

- Nurse Station - *Students will be sent to the office when they seem to have a temperature. If a student exhibits covid symptoms, other ill students will be taken to a different area until the student is picked up and the station is cleaned appropriately. Nurses will be encouraged to go to the classroom for minor needs.*
- Drinking Fountains
 - Water fountains are considered high touch areas and will be closed during the active pandemic. Water bottle stations will be provided in each building. *Parents are encouraged to send a bottle of water with their child each day.*
- Masks will be worn by teachers and staff while around students and other staff. Protective shields may be worn during certain circumstances like whole-group instruction.
 - Staff will wear protective masks when around students and other staff.
 - Face shields can be utilized when providing small group instruction if provided.
- Media Center
 - Procedures - *The librarian will read a story to the class. Classes will be allowed to check out books. Upon leaving the library, there will be enough time to sanitize surfaces before the next class is allowed to come to the library. When books are returned, they will sit for a period of time prior to reshelving. Another option would be for grade level books to be brought to the class to checkout each week.*
- Classroom Supply Lists
 - Update lists - *class supply lists are provided on line and students will use their own supplies.*
- School assemblies will be put on hold during the pandemic time period.
- Visitors & guests will be significantly reduced in Indian Trail Elementary School. Only essential guests and visitors will be permitted in the building during the school day. The principal must approve any guests/visitors ahead of time.

- Visitors will be required to check in the office as normally required in addition to conducting a self-assessment. Any guests/visitors who are approved to be in the building must wear masks. Criminal history checks and Raptor must be done.
- Contractors
 - Contractors and outside workers are required to check in with the corporation maintenance office to be screened before entering the building.
- Dismissal-Students will be dismissed by pick up first and then bus students. Parents will remain in their cars and students will be escorted by a staff member. Bus students will be walked to the buses by the teacher.
 - Procedures-staff member will be utilized to help with the dismissal process
 - Students will exit Door #1 or 2 for car pickup
 - Bus students will exit out the same doors that they came in with the morning procedure by class and teacher-additional staff will help with these above procedures.
- After-School Clubs - *Will not be held for the first nine weeks.*
- Field Trips - *Will be done virtually online until further notice.*
- Student Attendance
 - Any student absence related to symptoms of COVID will be recorded as “Excused.” If a student is not ill, but must quarantine due to circumstances related to COVID, the absence will be excused. Please keep in mind that the student is still required to complete any virtual classwork assigned by the teacher.
 - A virtual/remote option is being developed in which students will be required to participate as a part of their daily attendance.
 - Tardies that occur as a result of social distancing efforts and circumstances related to COVID will not be counted against a student.

- There will not be perfect attendance awards during the 2020-2021 school year. Indian Trail Elementary School encourages full participation in all virtual learning and available online activities, but does not want to cause students/parents to feel physical attendance is necessary when possibly not feeling well. We need to err on the side of caution and believe perfect attendance awards may be counter productive towards the goals of COVID prevention measures.
- Specials
 - Procedures - *There are two options. Students will attend specials with PPE, and a shortened time to allow for cleaning surfaces. Students will go to the Music, Art and Gym classrooms as well as Project Lead the Way. Title One services will occur per grade level in the Title One Room and in the classroom.*
- Bus Dismissal - *Students will be dismissed by bus, they will wear masks-explained above*
- Parent Pick-Up Dismissal - *Students will be dismissed at Door #1 and #2, and will wear masks.*

Personal Protection Equipment

- Staff and students will wear protective masks/face shields as much as reasonably possible throughout the day.
- Guests will be asked to wear masks when entering areas where students and staff are located.
- Masks will be available for students and staff.
- Latex gloves will be worn by serving and custodial staff

Social Distancing:

- Staff will attempt to socially distance students when possible, desks will be face in the same direction and apart. When feasible, students stay six feet apart during class, restroom breaks, lunches, etc.

- The cafeteria will be utilized as social distancing guidelines permit.
- Alternate settings for lunch will be utilized as necessary.
- Student classroom desks and seats will face the same direction in the classroom.
- Student classroom desks and seats will be spaced six feet apart or as far apart as possible to accommodate all students.
- Seating charts will be in effect for purposes of tracing contacts should Covid cases surface in the school.
- Staff and student gatherings will be kept to a minimum and distancing will be planned.
- Classes will go outside when feasible.
- Parents and visitors will be asked to use email and/or telephone rather than in person.
- Parents will be asked to consider transportation of their children or allow them to walk to school, if viable options.
- Daily schedules will be revised to reduce student movement.
- Online classes will be available for specific students.
- Primary grades will reduce movement where possible.
 - *Students will travel to specials classrooms. Specials will have a shortened instructional time, and will include a clean-up time.*
- Directional hallway and stair travel where possible.
- Locker use/visits will be minimized.
- Modified seating will be arranged in the cafeteria to distance students as much as possible.
- Seating charts will be adhered to for contact tracing purposes.

COVID-19 Screening

- Staff will take a personal survey when reporting to work each day.

- Students/parents will be asked to report if friends or family have been exposed to the virus and/or, have had symptoms of the virus.
- Students/staff who are in a “high risk” category will be provided alternative programming opportunities.
- Classroom guests/visitors will not be allowed in buildings per principal.
- Students and staff will be formally excluded where applicable

Cleaning/Disinfecting

- Facilities and equipment will be cleaned daily by trained staff.
- Staff will use approved COVID cleaning supplies to disinfect.
- When possible, students will not share equipment or supplies.
- Water fountains will be out of service and off limits, except for hands-free bottle filling stations.
- Staff will be identifying practices that reduce student touching of common surfaces.
- Students will be educated on Covid 19 hygiene practices to reduce risk to themselves and others
- Classrooms and departments will be supplied with hand sanitizer and wipes.
- Facility use by outside groups will be suspended until further notice.
- School provided breakfast, lunches and snacks will consist of prepackaged food.

Professional Development

- Staff will be trained on attendance procedures for calling off
- Staff will be trained on screening themselves and students for Coronavirus symptoms/exposure.
- Staff will reinforce accepted personal hygiene practices developed by the CDC and health department.

- Posters reinforcing Covid hygiene practices will be displayed in prominent areas for students and staff
- Families First Coronavirus Response Act posters will be displayed in staff workrooms
- Staff will be advised as to how to reduce student touching of common surfaces in their assigned areas
- Parents will have access to resources on hygiene suggestions, Covid 19 exposure and positive case reporting.
- Students will be taught hygiene tips and practices.