2020-2021 (Update 7-28-20)  
“Getting Back on Track” Plan

The following plan has been developed to position Kesling Intermediate 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.

**Daily Operations: Prevention Measures and Precautions**

**Daily Health Check by Parents/Students**

- If you have one or more of the following symptoms, that cannot be explained due to a known health condition, please stay home:
  - 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 will 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.

**Arrival**

- All students riding a bus will wear a mask and students will have an assigned seat.
- Parents are encouraged to drive students to school, if possible.
- During arrival and dismissal, crowding will be minimalized while following social distancing practices.
- Hand sanitizing stations will be available throughout the building.
- Students will report to TA rooms when arriving in the morning to limit gatherings of students in large groups. A grab and go breakfast will be used and students will eat the breakfast in their TA class.
Upon entry into the building, signs are posted requiring all to wear a mask and encouraging social distancing.

Passing Periods and Hallway Traffic:
- A staggered passing period schedule will be used by teams & grade levels to increase social distancing.
- Hallway and staircase traffic flow patterns will be followed by staff and students.
- While in the hallway, students and staff will wear masks and adhere to social distancing guidelines.

Classroom Seating and Room Configuration:
- 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.
- Staff and student gatherings will be kept to a minimum and distancing will be planned.
- Classes will go outside when feasible.
- Staff members will make a concerted effort to reduce student exposure to high-touch, shared resources at school (art supplies, books, electronic devices, etc.).
- Supplies utilized by students which are owned by the school should be cleaned/sanitized on a regular basis.
- Staff will be strongly encouraged to conduct all assignments using technology which will limit passing of papers between students and teachers.
- Computer devices should be taken home each day and sanitized.
- Seating Charts will be used in every classroom.

Locker Use:
- Lockers will not be used until weather requires students to bring cold weather gear to school. When lockers are used, social distancing practices will be followed.
- To assist with the inconvenience of not utilizing lockers, students will be able to carry a backpack to classes.
- Staff members should be cognizant that students will not be using lockers. Thus, limiting required school supplies to only essential items.
- There should be limited personal belongings going to and from school.

Drinking Fountains:
- Water fountains are considered high touch areas and will be closed during the active pandemic. Water bottle stations will be provided in the building. Students are asked to bring reusable water bottles to school. Only water is allowed in the classrooms.

Media Center:
- There will be a schedule and set time for classes wanting to utilize the Media Center. Materials will be sanitized upon return to the library.

Restrooms Use:
- Restroom schedules will be made for the morning, after lunch and afternoon. If there is a situation where they need to use the restroom outside of the designated time proper hand washing will be required and hand sanitizer available upon return to the classroom.
Students will acquire a pass to utilize the restroom outside of designated restroom breaks. Restrooms will be cleaned throughout the school day and sanitized after school hours.

Nurses Office (Non-COVID-19 Related):
- Students who do not display symptoms of COVID-19 can be seen and treated in the nurse’s clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. diabetes or seizures), those requiring medical treatments (medications or other treatments), and those with individual health plans.

COVID -19 Clinic:
- A separate room(s) from the Nurse’s Office will be used for students or employees who are feeling ill with possible COVID -19 related symptoms.
  - Upon arrival to the room, the parent/guardian will be contacted to pick up the student.
  - Only essential staff assigned to the room may enter.
  - A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day.
  - Strict social distancing is required and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents.
  - Staff and students with fevers or symptoms associated with COVID-19 will be encouraged to seek medical attention for further evaluation and instructions.
  - Students or staff members who use the COVID-19 Clinic will not return to school for 72 hours and symptom free. Students and staff may return before the 72 hour window has elapsed if they are approved to do so in writing by their healthcare provider.

School Assemblies:
- School assemblies will be put on hold during the pandemic time period.

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.
- Students, when participating in virtual/remote leaning, 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. Kesling Intermediate 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 counterproductive towards the goal of COVID prevention measures.

Lunch:
- Social distancing guidelines will be utilized in the cafeteria.
- Alternative settings for lunch will be utilized as necessary.
- Seating Charts will be used in the lunchroom.
Visitors and Guests:
- Only essential guests and visitors will be permitted in the building during the school day.
- The administration must approve any guests/visitors ahead of time.
- All visitors and guests must wear a mask and must not have symptoms of feeling sick.
- Parents should use email and/or telephone rather than in person drop-in requests for meetings.
- The school will utilize virtual meetings with parents when appropriate and possible, including IEP Meetings, 504 Meetings, and general meetings.

Dismissal:
- Staggered dismissal times will be utilized to increase social distancing and alleviate traffic congestion.

Personal Protection Equipment
- Staff will wear protective masks and/or shields as much as reasonably possible throughout the day.
- Guests will 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.
- Protective barriers will be installed for administrative assistant work areas to separate from the public.

Social Distancing:
- Staff will attempt to socially distance students when possible. When feasible students will stay six feet apart during class, restroom breaks, lunches, etc.
- Online classes will be available for fragile students.
- Seating charts will be adhered to for contact tracing purpose.
- Staff and student gatherings will be kept to a minimum and social distancing guidelines will be followed.
- Classes will go outside when feasible.
- Daily schedules have been revised to reduce movement where possible.
- Elective classes have been shortened to include clean-up time and cleaning/disinfecting.
- Students who do not wish to follow the stated guidelines in the re-entry plan will be removed from the in-person option and be in enrolled in the on-line option.

COVID-19 Screening
- Staff will take a personal survey before 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.
- Attendees who are in a “high risk” category will be provided alternative programming opportunities.
- Students and staff will be formally excluded where applicable.
- Visitors to schools will be screened for coronavirus exposure and asked to wear a mask.
Cleaning/Disinfecting:
● Facilities 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.
● Equipment and all school owned supplies will be sanitized after each use.
● Water fountains will be out of service and off limits.
● 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 limited.
● Lunches and snacks will consist of prepackaged food.

Professional Development:
● Staff will be trained on attendance procedures for calling off from work.
● 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.

Scheduling Configuration:
● **Program Level Green:**
  - Students will follow the normal schedule while at school.
    + Social distancing guidelines will be followed while at school.
    + Mitigation strategies will be implemented and followed by students and staff.
    + Students will be walked to Lunch, Elective and Physical Education Classes by Academic Teachers.
    + Lunch: Social distancing practices will be used while students eat lunch with additional spaces being used if necessary.
• **Program Level Yellow:**
  - Students will attend classes one to four days a week with the balance of the week being eLearning days.
    + Social distancing guidelines will be followed while at school.
    + Mitigation strategies will be implemented and followed by students and staff.
    + Students will be walked to Lunch, Elective and Physical Education Classes by Academic Teachers.
    + Lunch: Social distancing practices will be used while students eat lunch with additional spaces being used if necessary.

• **Program Level Red:**
  - Students will attend school through distance learning that will include both synchronous and asynchronous instruction.

**Physical Education:**

- Academic teachers will walk students to physical education classes practicing social distancing.
- Students will meet teachers in a designated area with respect to social distancing.
- There will not be any mixing of classes for activities.
- Classes will be held outside unless otherwise permitted due to weather conditions.
- Activities should be organized to minimize sharing of equipment when at all possible.
- Individual fitness curriculum is desired to minimize group interaction and allow for social distancing.
- Students should wear clothing that allows for participation in PE (shorts, t-shirts, tennis shoes). Clothing should be clean.
- Lockers will **not** be used in PE.

**Elective Classes:**

- Academic teachers will walk students to elective classes practicing social distancing.
- Students will bring personal supplies to use in place when possible
- School owned supplies will be sanitized after use by students.

**Band, Choir and Orchestra:**

- All students will keep their masks on during class.
- Students will all move in one-way traffic patterns established for the music rooms:
  - Students will enter through one assigned door, collect their instrument, and go directly to their seat to prevent unnecessary contact through the music room
- Students will refrain from sharing materials whenever possible, such as pencils, valve oils, rosin,
● Rooms will be arranged to accommodate social distancing with students facing the same direction.
● Students will not touch equipment or materials that belong to another student.
● Choir will be held in the auditorium. Band classes will meet in the band room and then break into the Cafeteria and Choir room.
● Each musician should have individual copies of music.
  ○ If this is not feasible, sheet music will be projected onto a large screen.
  ○ Digital copies may be utilized.
● Modify rehearsal layouts to be in straight lines all facing the same directions, whenever possible.
● Performances should be reconsidered: When possible, live stream, pre-record, or multiple performances for reduced numbers of ensembles.
● All instruments that belong to LPCSC will be cleaned after use.
● Students will be trained on how to clean and maintain instruments and will do so weekly.
● Music teachers will stay current on best practices for music classes to minimize the spread of germs.
● Band - Typical band instruments will not be used the first weeks of school. Instruction will be given utilizing drums and keyboards as well as other band related content. As we phase back, sections of students will work with one band teacher while the other teacher instructs the rest of the group.

**Innovation Lab**

● Students will be spread out in the lab.
● Seating Charts will be used in the lab.
● A Canvas course will be found online to encourage STEM activities for students at home.
● Equipment used will be wiped down after each use.
● Facilities will be cleaned daily by trained staff.
● Students will be required to have their own set of earbuds or headphones for use during class, rather than use class sets. Or, if class headphones are needed, they will be wiped with a disinfectant prior to placing back in the bin.

**Academic Loss Response (Recover Learning Gaps)**

● Use a formative assessment (NWEA) to identify student learning levels.
● Analyze data to identify learning goals.
● Follow the Curriculum Map based on the Indiana College and Career Ready Standards with a focus on Priority Standards.
● Focused and targeted instruction.
● Use data to make instructional decisions to group and differentiate instruction.
● Use Spiral Review, Study Island and other programs.
● Enhance Distance Learning Lessons.
● Teachers and STEM Coach will work together on STEM lessons.