Kingsbury Elementary School
“Getting Back on Track” Plan

The following plan has been developed to position Kingsbury 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.

Prevention Measures and Precautions

- **Registration**
  - New students will set an appointment with the office to register.
  - All other students will register online via Skyward.

- **Back to School Night**
  - This will be done virtually and will include a welcome by the principal and an outline of expectations from teachers.
  - A possible outdoor meet and greet with Pre-K and Kindergarten students and teachers.

- **Bus Transportation**
  - 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 one bus at a time by staff starting at 8:35 am.
  - Students will sanitize their hands as they exit the bus and will continue to wear masks while navigating the hallway.
  - Pre-K, Kindergarten, first, and third grade students will enter through door #2 and second and fourth grade students will enter through door #3.
- Students will grab their breakfast at one of the designated locations, if they so choose, and will report directly to their classroom.

- Student Drop-Off
  - Students who are dropped off and picked up will enter and exit at door #1.
  - Students and parents must remain in their vehicles until 8:35 am.
  - At 8:35 am, students may begin unloading students on the sidewalk. (The left lane is designated for loading and unloading.)
  - Parents must remain in their vehicles.
  - Students will wear masks upon exiting the vehicle and will sanitize their hands upon entry into the building.
  - Students will grab their breakfast at one of the designated locations, if they so choose, and will report directly to their classroom.

- Entering the building
  - Hand sanitizing stations will be available at each door at Kingsbury. Students will use these stations upon entering and exiting the building.
  - Signage regarding required masks will be posted at all entrances.
  - Students will grab their breakfast at one of the designated locations, if they so choose, and will report directly to their classroom.

- Building Signage
  - Directives for visitors will be located at the building entrance. Parents and volunteers will not be allowed in the building.
  - Social distancing reminders will be located throughout the school.

- Hallway Traffic
  - Students will walk on the right side of the hallway in a line with their class.
○ Arrows directing hallway traffic will be located on the hallway floors.
○ Teachers will attempt to provide social distancing between classes in the hallways.

● Breakfast
○ Students will get a grab and go breakfast upon entering the building from one of the designated locations.
○ Students will eat in their classrooms.
○ Students will sanitize hands when entering the building, and will sanitize again before and after eating.

● Protective Face Coverings
○ 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 Kingsbury 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.
○ Students will be provided with a lanyard to assist with keeping masks from being lost or contaminated. Parents are expected to keep the school-supplied lanyards and masks in their student’s backpacks when the student is not in school.

● Lockers
○ Students will not use lockers, but will keep a backpack at their seat.

● Classroom Seating and Room Configuration
○ Students will be seated in rows facing one direction.
○ Student classroom desks and seats will be spaced as far apart as possible to accommodate all students.
○ Groups of desks will not be utilized.
○ Small group settings will be minimized and include PPE.

● Alternative learning spaces
  ○ Protocols for reserving and cleaning common areas will be communicated and followed.

● Student Lunch and Recess
  ○ Students will eat and have recess with their individual classes.
  ○ Noon-time assistants will be assigned one class at a time to monitor during lunch.
  ○ Teachers will monitor their individual classes at recess.

● Staff Lunch
  ○ Staff will have a 30 minute lunch break.
  ○ Social distancing will be practiced by staff in the lounge or classrooms.
  ○ Teachers will monitor their individual classes at recess.

● Restrooms
  ○ One class at a time will use the restroom.
  ○ Masks will be worn.
  ○ Teachers will limit the number of students in the restroom at one time.
  ○ Teachers will minimize the number of individual restroom breaks and will keep documentation of these additional breaks.

● Safety Drills
  ○ Safety drills 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 at once.

● Nurse Station
○ The nurse will go to classrooms to assess symptoms or complete temperature checks.
○ The nurse will go to students’ classrooms to give meds.
○ Students exhibiting symptoms will be quarantined to the nurse’s office until parents arrive.
○ The nurse’s office will be cleaned following any student admittance.

● Drinking Fountains
  ○ Water fountains are considered high touch areas and will be closed during the active pandemic.
  ○ Touch-free water bottle stations will be provided in each building.
  ○ Parents are encouraged to send a bottle of water or a refillable water bottle with their student each day.

● Masks
  ○ Staff and students will wear protective masks/face shields as much as reasonably possible throughout the day.
  ○ Protective shields may be worn during certain circumstances like whole-group or small-group instruction.
  ○ Food Consumption: while eating and drinking

2. Faculty/Staff Areas: Faculty and staff while working together in a room, office, or place where social distancing of 6 feet or more from each other may be maintained. This does not apply to when staff is preparing food or meals.

3. Children Between the Ages of 2 and 8: Face coverings are not required UNLESS on a school bus or other school-sponsored transportation. Otherwise, strongly encouraged for students in this age group to wear a face covering.

4. Classroom Settings: When classrooms are arranged for students to be six feet or more apart at all times. When the teacher can be six feet or more away from students, the teacher does not have to wear a face covering, when students cannot be arranged six feet apart.

5. Recess: When social distancing of six feet or more can be maintained, face coverings are not required.

○ 6. Extracurricular Activities/Co-Curricular Activities: Students, teachers, instructors, directors, coaches, trainers, volunteers, and any other personnel when engaged in strenuous physical activity or can maintain social distancing of six feet or more.

● Media Center
○ The librarian will begin the lesson by going to the classroom and reading aloud to students and teaching any lesson plans. The librarian will then escort the class to the library.
○ Classes will be allowed to check out books.
○ Time will be designated to allow the librarian to sanitize the library after each class visit.
○ When books are returned, they will remain out of circulation the recommended amount of time.

● Classroom Supply Lists
○ Teachers understand that items listed on the supply lists may be unavailable and will work with the building principal and/or outside agencies to ensure that students have the needed supplies.
○ When possible, students will not share equipment or supplies.

● School Assemblies
○ School assemblies will be put on hold until further notice.

● Visitors & Guests
○ Visitors and guests will be significantly reduced at Kingsbury 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 sanitize their hands upon entry and exit.
○ Visitors must 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 and follow social distancing guidelines as much as possible.
○ Parent volunteers and lunch visitors will not be permitted.

● Contractors
○ Contractors and outside workers are required to check in with the corporation maintenance office to be screened before entering the building.

● Student Pick-Up:
○ Students who are dropped off and picked up will enter and exit at door #1.
○ Students being picked up will be assigned a sign to put in the corner of their driver-side windshield or window that indicates the name/grade of the student(s) being picked up.
○ Parents will remain in their vehicles and staff will radio teachers to send the necessary students to door #1 for dismissal.
○ Staff will assist with loading students and their belongings
○ Students will wear their masks until they get into the vehicle.
○ Students will sanitize their hands as they exit the building.
○ PreK, Kindergarten, and first grade students will dismiss at 3:00 pm.
○ Second, third, and fourth grades will dismiss at 3:10 pm.

● Bus Dismissal:
  ○ Bus dismissal will begin at 3:10 pm.
  ○ One class at a time will be dismissed to the buses.

● After-School Clubs
  ○ After-school clubs will not be held for the first nine weeks.

● Field Trips
  ○ Only virtual field trips will be allowed 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. Kingsbury 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 (Art, Music, Physical Education, PLTW, Counselor, and Library)
  ○ Students will attend specials with PPE and a shortened time to allow for cleaning surfaces between classes.
  ○ If appropriate PPE and/or social distancing is not available to permit attendance in the special classrooms, the special teachers will travel to individual classrooms to conduct their instruction.

● Holiday Parties and Birthday Treats
  ○ Parents are welcome to send a pre-packaged treat to celebrate their student's birthday.
  ○ Holiday parties will be decided on within the week of Halloween, Winter break, and Valentine’s Day.

**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. 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 communicate with staff 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 and exposure among classes.
• Online classes will be available for specific students.
• Primary grades will reduce hallway movement where possible.
• Hallway Traffic
  • Students will walk on the right side of the hallway in a line with their class.
  • Arrows directing hallway traffic will be located on the hallway floors.
  • Teachers will attempt to provide social distancing between classes in the hallways.
• Students will not use lockers, but will keep a backpack at their seat.
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.
- 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 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.