

**Edgelea Elementary School**  
**Re-entry Plan 2020-2021**  
**August 20, 2020**

### **Social Distancing Measures**

Edgelea will reopen under the guidelines and recommendations from the Center for Disease Control (CDC), the Indiana Department of Education (IDOE), Tippecanoe County Health Department (TCHD), and LSC district guidelines. Students, staff, and families will experience new preventative and mitigating measures. These new measures are being initiated for the health and safety of every person entering our building.

Families will be given two options for LSC instruction. Option one is In Person instruction. In Person option will have students attending their assigned school for traditional instruction. The In Person option will be implemented in two phases.

**Phase I-** Students will have in building instruction four days a week (Monday, Tuesday, Thursday, Friday). One day (Wednesday) will be an eLearning instructional day. On this eLearning day, teachers will report to school to conduct eLearning from their classrooms. Phase I dates are Thursday, August 20<sup>th</sup> through Monday, September 7<sup>th</sup>. ELearning Wednesdays are August 26<sup>th</sup>, September 2<sup>nd</sup>. This could change as our district calendar has changed

**Phase II-** Tuesday, September 8<sup>th</sup> begins full day instruction Monday through Friday in our building.

The second option is an eLearning option. This eLearning option is being developed by the district.

### **Preventative Measures**

The purpose of the phased in approach is to provide quality instruction and allow for deep cleaning on Wednesdays and weekends. TCHD has provided a checklist for families, students, and staff to educate everyone about their personal responsibilities before entering school, while at school, and after leaving school. The checklist should be used each day to ensure the safety of everyone. It is our expectation that staff will do their part to complete a self-screening before entering school each day. Covid 19 training has been provided through Safe Schools. If at any time someone within the school setting tests positive for the Covid 19, we will follow the LSC and TCHD guidance to determine mitigation procedures.

- Masks will be mandatory for all adults in K-12, certified and classified.

- Masks will be worn by all children in grades 3 and up as mandated by Governor Holcomb. Students will be given safe “mask breaks”.
- Elementary students in grades k-4 will wear masks when they leave their classrooms including to and from specials, restroom breaks, and other transitions. Some students, with doctor’s notes, will be exempt from wearing masks during transitions.
- Students will wear masks during large group instruction on the carpet or when working with partners or small groups.
- Students will be given a break away lanyard in which to keep the mask on their person.
- The new start date will be August 19 for teachers and August 20<sup>th</sup> for students.
- For the most part, kiddos will be self-contained in their homerooms and will have very limited interaction with other students from other rooms.
- Signs will be posted around the building to remind others of proper social distancing measures.
- Signs will be posted on the door limiting visitors from entering the buildings. Parents and visitors are discouraged from entering the building.
- We will direct the flow of traffic throughout the building creating one way paths through the main hallways, labeling with arrows and staying on the right side during transitions.
- For early dismissal, parents will call the office or ring the bell and the student will be walked out to the parking lot by an adult.
- The front office conference room will be used as a holding room for students or staff exhibiting symptoms.
- Students and staff will be given safety pull apart lanyards in which to attach their masks that way they will have a mask on person at all times.
- Visual social distancing reminders will be marked throughout the building.

## **Classrooms**

All students will stay with their homeroom teachers for the entire day of instruction including:

- All desks will be spaced at least 3 ft apart (as best as space will allow) and facing the same direction in each classroom.
- If classrooms have tables, do your best to have students facing the same direction and be socially distanced. We are working on plexiglass for tables.
- In order to appropriately social distance within the classroom setting, teachers will need to remove items (ie- furniture, shelves, reading corner type materials, or anything that takes up floor space) in order to free up as much space as possible.
- Each student will be given a plastic tub for their own individual supply storage in order to aide with classroom space. These tubs may be stored on shelves or in your closets.

- There will be no shared materials within a classroom, unless proper sanitization methods are followed between student use.
  - Carpets, extra rugs, stuffed animals, beanbag chairs, and any other fabric materials (except window curtains) will need to be removed and stored to ensure that the custodians can do a thorough job cleaning.
  - It will be up to each teacher to determine how to utilize coat closets without groups of students congregating closely for arrival and dismissal.
  - Carpet time with a mask if students cannot be properly socially distanced.
  - HA math only identified students will be placed in the magnet classroom. Teachers will differentiate all lessons based on student needs. Cluster students will stay with their cluster homerooms.
  - Resource room students will stay in their assigned general education homerooms with a push in model and/or co-teaching preferred. Staffing room assignments will be intentional and limited. Each special education student's IEP will need to be reviewed as to how to best follow the IEP mandates.
  - Intentional homeroom assignments will be made in order for the speech therapist to pull only one homeroom group at a time. She will practice social distancing and proper sanitization practices in her classroom when working with students.
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- Title I, STAR, Math Success- will be done within the homerooms using a push in model. Staffing room assignments will be intentional and limited.
  - Small group instruction will need to be maintained with no more than 4 students at a time. Masks are encouraged during that time. The table and materials will need to be sanitized in between student use.
  - Field trips can be done virtually, but per district guidance no off campus field trips are permitted until further notice.
  - Per district guidance, no birthday treats allowed this year until further notice. A Smencil will be provided from the office for each student on their birthday.
  - Students will be given a break away lanyard. Students will attach their masks to the lanyard when they are not wearing them. This will ensure that students keep the masks on them at all times.

### **Specials**

- We will follow the specials schedule. Students will be encouraged to wear their mask to and from specials.
- After speaking with Mrs. Miller, library books will be returned to tubs labeled by the day of the week. These tubs will be located in the Makerspace room. As teachers bring their class to library, they will enter through the Makerspace room door to drop off books in the appropriate day of the week tub then make their way into the library. The books will sit in the tubs for at least 72 hours before being checked in and re-shelved.

### **Restroom**

- Students will be wearing masks at restroom.

- A restroom schedule will be created. This will allow staggered use of the restrooms for proper social distancing.
- Additional hand washing opportunities will need to be provided within the classroom.
- LSC is working toward providing hand sanitizer for each classroom.

## **Cafeteria**

- A combination of rectangle tables and circle tables will be utilized in the cafeteria to social distance students by sitting in every other seat.
- Students will only eat at a table with students from their own classrooms.
- Plexiglass dividers will be used to separate the tables in half.
- Students will be seated every other seat.
- Teachers will need to pick up their class from the cafeteria tables at staggered times.
- Teachers will continue to get a 40 minute lunch/recess break and will need to be in the cafeteria five minutes before dismissal time for their class.
- There will only be two options a day. The hot option and fun lunch.
- All food will be in portioned cups. There will be no self-serve.
- Students will use a spork pack already pre-packaged.
- No condiment pumps. All condiments will be in packets.
- Masks will be worn by Chartwells staff, lunch monitors, and custodial staff while in the cafeteria.
- Social distancing decals will be provided by Chartwells for serving line.
- We are working to install plexiglass on the tables.

## **Recess**

- Students will have a 20-minute recess each day supervised by the lunch and recess monitors.
- Each class will have an assigned station.
- Each classroom will have their own recess equipment depending on what station they are assigned that day.
- Students will leave and enter the building one class at a time with social distancing in mind.
- We are considering one assigned recess monitor per classroom that will be with that class each day.
- All students will sanitize their hands before eating lunch.

## **Morning Arrival**

- 7:45am – Doors open and students arrive. Students will report to their designated hallways. Each classroom will be assigned a specific area in which

students may sit and wait. Appropriate social distancing will be marked so students know where to sit/stand.

- Title 1 staff and any additional support staff will monitor hallways/classrooms beginning at 7:45.
- 8:10am – Teachers invite students into the classroom for breakfast.
- Bus arrival: If possible, bus drivers will be asked to keep the kids on the bus until 8:10am. This way, once they unload, they can go directly to the classroom. Buses will be unloaded one at a time. Support staff will help students walk in single file lines to classrooms.
- Entering the building: Doors will be propped open so no one has to touch the door handles. Staff will be in the front hall and throughout the building to remind students of social distancing.

### **Bus Transportation**

Our transportation staff (drivers and aides) will work diligently to implement safe practices during this Covid 19 era.

- Busses will be sanitized after each bus route (morning and afternoon).
- Masks will be worn by students.
- Seating charts will be utilized.
- If the bus driver suspects Covid 19 symptoms he/she will refer that child to the school nurse immediately.

### **Special Education**

- Case Conferences will continue regardless of school status or closure.
- Case Conference committee will determine how and when Case Conference meetings will be held.
- Case Conferences will be limited to essential staff as mandated by Article 7.
- If a student is quarantined at home due to Covid 19 infection or exposure, then the Case Conference committee can determine if homebound services are needed. Denona Pryor will need to be contacted.
- Medically fragile students seeking services through homebound will need the following:
  1. Doctor's note.
  2. Letter of incapacity.
  3. Release of information signed.
- Related services will continue with proper social distancing and PPE.

### **Registration**

- LSC registration will be four days this year. The dates are as follows: July 27<sup>th</sup> from 9am-4pm, July 28<sup>th</sup> from 12pm-7pm, July 29<sup>th</sup> from 9am-4pm, and July 30<sup>th</sup> from 12pm-7pm.

- Stations will be set up around the school for families to complete the registration process. Stations will take social distancing into consideration.
- Returning parents are being encouraged to complete registration online to allow only kindergarten and new students to complete in building registration.

### **Open House**

- At this time open house will be done virtually.
- Teachers will have the option to make a video welcoming families and students. This can be shared on your website. You may include pictures of your classroom, go over procedures, share how to fill out necessary paperwork, and add a few fun things for them.
- Students can either bring school supplies the first day of school or parents can drop them off. Parents can drop supplies in plastic bags to the Edgelea office any time the starting week of August 10th. These will be delivered to their classroom.
- Mrs. Ave and Mrs. Fisher will be making a meet the principal video to share on the Edgelea website and Facebook.
- We are currently working with the kindergarten team to coordinate a meet the teacher planned opportunity for parents to drop off supplies.