

Reopening Plans for Earhart Elementary

2020-2021

Updated 7-23-2020

Social Distancing Measures

Earhart 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 20th through Monday, September 7th. E-Learning Wednesdays are August 26th, September 2nd.

Phase II- Tuesday, September 8th begins full day instruction Monday through Friday in our building.

E-Learning Option

The second option is an eLearning option. For this option who opt for E-learning there are time frames when they may return to in-person instruction if they wish to do so. They may do this within the first 10 days of the start of school, at the 9 weeks (October 16) or the semester (January 4).

If you opt for the in-person instruction at registration, you can go to E-learning within the first 10 days of school. You must let the office know by Thursday September 3 if you wish to make a change.

As a district we are still working to develop a plan of what E-Learning will look like. We will be using a learning management system called Canvas this year in all buildings K-12. Students in Sunnyside, Tecumseh, and Jeff are already familiar with this program and will hopefully be able to help younger siblings. Information on how to access and navigate this program will be sent home with all students via email. Live lessons or pre-recorded lessons will allow teachers to connect easier with students and will be utilized in Canvas. Students will need to be available during the school day for teachers to interact with them.

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.

- 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 will not be permitted to enter the building during the first nine weeks of school.
- 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 encouraged to have a mask on person at all times.
- Students and staff are required to wear masks when moving in hallways, restroom, cafeteria serving line, and music class.
- Visual social distancing reminders will be marked throughout the building.

Items to bring from home daily:

_____ Cloth Mask (one will be provided by the LSC, but you can use other cloth masks you own as well)

_____ Water Bottle

_____ Hand Sanitizer (recommended, not required)

Before coming to school:

_____ Students must be fever/illness free for 72 hours without the use of fever reducing medications. (Required)

_____ Students must not have traveled outside the country for 14 days (required)

_____ Students must not be in contact with anyone who has COVID 19 (required)

Face Masks

All students and staff will need a cloth mask with them at all times. All staff will be required to wear masks all day.

Masks will be required for third and fourth grade students at all times.

Times when masks will be required for Grades K-2:

- Bus Rides to and from school
- Cafeteria Serving Line
- Music class
- When picking books up at the library
- Restroom breaks/traveling between classrooms.
- Carpet Time
- Small Group Instruction
- Other times as designated by the classroom teacher when students cannot social distance appropriately.

If for some reason a student chooses to not wear their face mask at one of these required times they will be given a verbal warning and reminded of the expectation. If they continue to refuse they will be removed from the classroom and given time away from the group of students. This time away could be in the hallway or the office. If necessary students will be moved to the office and the principal will contact the parents to inform them of the student not following expectations. Based on the situation this may require students to be picked up by parents or removed from school until they can follow the school's expectations.

Classrooms:

- 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. Privacy folders or plexiglass shields may be used to separate students as well.
- 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.
- 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.
- Carpet time with a mask if students cannot be properly socially distanced.
- Small group instruction will need to be maintained with no more than 4 students at a time. Masks are required 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.

Specials

- Student will attend their specials classes as normal. Alternate spaces will be used for classes so that cleaning can be done between groups.
- Library books will be allowed to be checked out of the library. Once returned they will be sanitized, and left in a tub for a minimum of 24 hours before being shelved.

Restroom

- Students and staff will be required to wear masks at restroom.
- No more than one classroom may use the restroom at once.
- Additional hand washing opportunities will need to be provided within the classroom.
- LSC is working toward providing hand sanitizer for each classroom.

Cafeteria

- One grade level will use the cafeteria at a time with staggered arrival and dismissal.
- A cleaning period will occur between each grade level.
- Students will be seated every other seat.
- 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.
- Students will wear masks in the cafeteria serving line.
- Social distancing decals will be provided by Chartwells for serving line.

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.
- A sign will be placed at the door so that students know what area of the playground they will be using daily (grass area, playground structure, softball field, blacktop)
- All students will sanitize their hands before eating lunch.

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 all 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.

Morning Arrival

- 7:45am – Doors open and students arrive. Students will report to their designated areas. Each grade level 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.
Gymnasium – Grade 3 and 4
Hallway outside classroom on socially distanced markers – Grade K, 1, and 2
- Title 1 staff and any additional support staff will monitor hallways/classrooms beginning at 7:45. If staffing allows, students will be able to enter their classrooms a few at a time to put away book bags and to hang up coats.
- 8:10am – Teachers invite students into the classroom for breakfast.
- Bus arrival: 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.

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 27th from 9am-4pm, July 28th from 12pm-7pm, July 29th from 9am-4pm, and July 30th 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 office any time the starting week of August 3rd. These will be delivered to their classroom.

Field Trips

- We will not be having any field trips other than virtual field trips until further notice.

Visitors

- We will not be having classroom visitors for at least the first 9 weeks of school. This includes parent volunteers, Read to Succeed volunteers, etc.
- Purdue students will still be allowed to do their student teaching and practicum experiences in our building and will wear masks.