



Shenandoah Elementary School

Reopening Details for the 2020-2021 School Year

Dr. Brent Kinsey
Principal

Mrs. Hilary Duvall
Asst. Principal

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INTRODUCTION

The following plan has been approved for a reopening of school for in-person instruction 5 days a week beginning Tuesday, **September 8, 2020**. This plan included a virtual option for students who are unable to return to the school building or whose parents do not feel comfortable sending their child(ren) to school during the Covid-19 pandemic. ***Please note, this document is fluid and will be updated as more information becomes available.***

MITIGATING SPREAD

Shenandoah School Corporation continues to monitor the spread of Covid-19, especially here in Henry County and surrounding areas. The health and safety of all students and staff continues to be our top priority. As the world has seen, this virus knows no boundaries. Therefore, we all play a critical role in minimizing the risk and impact of the virus on everyone. As a result, SSC will implement a variety of measures to keep everyone as safe a possible.

FACE COVERINGS

All students, teachers, staff members, and visitors will need to have a face covering with them at all times while on SSC campus. Adults will be required to wear masks and/or face shields. Students will be required to wear their face covering during the following times.

- on the school bus
- entering and exiting the building
- during hallway transitions
- in the health clinic
- when distancing is not possible

Will the school provide my child a mask?

We're asking students to plan to have two cloth masks as part of their back-to-school supplies. SES PTO will provide all SES students with a mask carrying clip to help keep masks clean and allow for easy on and off usage. If students need assistance obtaining masks, they should contact the SES office.

I don't want to wear a mask.

We know that there are strong opinions about the use of masks. The Indiana State Department of Health cited a 40-60% reduction in COVID-19 transmission when masks are used by all, which is why we are requiring them for certain portions of the day.

This is especially important since some carriers of COVID-19 may not have any symptoms. Children, despite being generally less affected by COVID-19, expose school staff and adults at home who may be more at risk.



→ We highly recommend you have your child try on different masks to see which type is most comfortable, while still fitting properly. Face coverings must cover both the nose and mouth. Masks are most definitely NOT “one size fits all”. Trying these out ahead of time will help your child become more comfortable and ensure you have a mask that fits well.

SCREENING PROCEDURES

It is the expectation that only those students and staff members who are healthy come to school. Everyone is to self-check their temperature for Covid-19 symptoms before coming to school each day. Parents, please assist your children with their self-check. The following are symptoms impacting the consideration for exclusion from school.

- A fever of 100.4 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
- Congestion or runny nose
- Nausea
- Diarrhea

→ If your student has diagnosed allergies, asthma, or other chronic health conditions that would exhibit COVID-like symptoms, we encourage you to discuss this matter with your physician for any needed recommendations to return and attend school.

My child has allergies and always gets a runny nose in the fall, does this mean I need to keep him home?

In regard to the COVID symptoms mentioned prior, SES will be monitoring all students to the best of our ability. Students who have pre-existing conditions with symptoms like those seen for COVID-19, should work with SES administration and present a physician’s note prior to the start of school to add to the child’s file for the 2020-21 school year.



COVID RESPONSE PROTOCOLS

We are working closely with the Henry County Health Department to follow the guidelines set forth by the Indiana State Department of Health and the Indiana Department of Education. These protocols are fluid and could change as the school year progresses. Your flexibility and patience are appreciated as we move forward together.

What happens if my child has symptoms of COVID?

- If a student or staff member presents symptoms of COVID-19, the individual will be sent home and presumed to have COVID until a healthcare provider determines that the illness is caused by something else and provides a note to the school **OR** the appropriate amount of time has passed.
- Without a healthcare provider's note or **NEGATIVE COVID** test, the individual will need to stay home for 72 hours and be fever-free without the use of fever-reducing medicine and be without nausea, vomiting, or diarrhea for 72 hours before returning to school.
- If the student or staff member is sent home, then gets a COVID test that comes back **NEGATIVE**, the student or staff member can return within 24 hours so long as he/she is fever-free without the use of fever-reducing medicine and is asymptomatic.
- **SES** students who present symptoms of COVID will be cared for in the front office, separate from the school clinic, until a parent can come pick him or her up.
- We will be using the guidance set forth from the health department as a tool to help school administrators know the best course of action for each individual case.

What should I do if my child is diagnosed with COVID?

Please notify the school office immediately if your child has tested positive for COVID-19. There will be an **ISDH** mandated at home quarantine period for all positive cases and extending 10 days after the positive test. The Henry County Health Department will assist our school in contact tracing and follow all guidelines for containment.

*Students and or staff who have been in close contact with someone who has a positive test, will be contacted and required to quarantine for 14 days, as symptoms may not appear right away. .

Will school close if someone has COVID?

Decisions on whether part of a school or the entire school will need to close will be made in consultation with the HCHD as part of the contract tracing and case investigation. These decisions will depend on how the students were cohorted and the movements of the ill individual. According to the CDC, schools *may* need to close for two to five days, but the case investigation will ultimately determine the most appropriate actions.

→ This information will continue to be reassessed and updated as we learn more. Please know that your child's safety and the health and wellbeing of all of us at SES is our top priority. We have numerous "hybrid" models with enhanced online learning components drafted and ready for consideration should we be forced to revisit a school closure.



COVID TRAINING

All staff will be provided training on safety protocols related to the prevention and transmission of COVID and the proper hygiene protocols necessary for prevention. At SES this includes more directed lessons on good health hygiene as well as more scheduled times for frequent hand washing.

SCHOOL VOLUNTEERS AND GUESTS

SSC will restrict volunteers and guests at each building to by appointment only. All visitors must wear a mask while on campus.

Do parents/guardians have to make an appointment every time they want to enter SES?

Appointments will be necessary for parents wanting to meet in-person with SES staff or administration. However, if you need to sign in your child after the morning tardy bell, drop-off an item your child needs for school but forgot at home, pick-up your child for an appointment before the dismissal bell, etc. a call-ahead notice is appreciated, but an appointment is not necessary. The SES office will be implementing new procedures and protocols for those parents entering for “everyday business”. We appreciate your patience and flexibility.

FACILITY MODIFICATIONS

SES, with the guidance from the Henry County Health Department, is making necessary changes to the building to aid in the practicing of social and physical distancing to the greatest extent possible.

PROTECTIVE BARRIERS

Plexiglass will be added to high-traffic areas, such as the SES front office, to provide an added layer of protection for those working and reflects that best guidance regarding healthy interaction.

SIGNAGE

The Center for Disease Control and Prevention created infographics on the symptoms of COVID-19, social distancing, and how to properly wash your hands. SES will display posters like the ones below and floor decals in building entrances, hallways, restrooms, and the cafeteria.





WATER BOTTLE FILLING STATIONS

All traditional water fountains will be turned off, and water bottle filling stations will be installed. Students are encouraged to bring a water bottle to use for hydration throughout the day. Please make sure bottles are clearly labeled with your child's name.



HAND SANITIZER STATIONS

In addition to the free-standing hand sanitation bottles used within each classroom, SSC has purchased 200 hand sanitation stations to be installed around the buildings in high traffic areas and where building administrators recommend.

K-5 CLASSROOMS

- In order to space student desks as much as possible, ancillary furniture is being removed to allow for more floor space to be utilized.
- We will practice social distancing when possible. Due to the size of our student body and our facilities, it will not be possible at all times. In classrooms, student seating may be arranged to all face in the same direction, when possible, and will be spaced as far apart as possible.
- Items that are more difficult to sanitize, like pillows and plush toys, are being removed.
- All classrooms will have a designated sanitation station.
- Small group instruction with the teacher may require masks to be worn when distancing is not possible.
- Students groups will continue to visit "Specials" on the normal weekly rotation. Table tops/equipment will be cleaned before the next group arrives.

STUDENT TRANSPORTATION

- Students are expected to wear a face covering on the bus. If a student does not have a face covering while riding the bus, the bus driver will provide one. If a student continually does not have a face covering, notification to the family will be made.
- Drivers will monitor students (as safely as possible) to ensure all students are wearing a face covering while riding the bus.
- Considerations will be made for students with sensory issues that would prevent them from wearing a face covering or face shield.

SEATING ON THE BUS

All SSC students who ride the bus will have an assigned seat. Families will be seated together whenever possible. Students will not be permitted to ride home on other buses to which they are not assigned. Parents should contact the bus driver to ensure a seat is assigned for their child. Contact Melonie Furnish (mfurnish@shenandoah.k12.in.us) with further questions about bus transportation.



BUS SANITATION

All buses have been deep cleaned and disinfected in preparation for students' return to school. Buses will be disinfected after morning and afternoon routes. High touch areas in the bus will be cleaned throughout the day.

Can my child ride home with a friend?

In order to help with potential contact tracing for COVID-19, students will be assigned a seat on the bus. Therefore, students will not be able to ride buses they are not assigned to at this time.

Will my children be able to ride the bus to daycare in the afternoon if they ride a different bus from our house to school in the morning?

Yes, as long as bus transportation is established and students have assigned seats on both morning and afternoon buses.

CAR DROP-OFF / PICK-UP

SES will continue to utilize Door 1 for car riders. Based on parent survey results, we expect a significant increase in car traffic this school year. Please note, at this time there will not be an early morning drop-off option at Door 1. Students should remain in their vehicles and **not** enter the school building until 7:30am.

→ To minimize student congestion, especially in the afternoon, we have established a new car rider procedure. Morning student drop-off will remain at Door 1 with doors opening to students at 7:30am. Afternoon pick-up will be through Door 10. Utilizing this door will allow a larger space in the school for students to socially distance while waiting for their parent. Additionally, we will load more students in more cars at one time to help reduce the amount of time students are together. As noted earlier, students are expected to wear face coverings when entering and exiting the building.

FOOD SERVICES

- All students will wash their hands prior to breakfast and lunch.
- SES students will continue to receive a hot or cold breakfast/lunch in the cafeteria.
- Floor decals will be added in the cafeteria to help students distance as much as possible.
- Students may eat lunch in the cafeteria, stage, gym, or other large group spaces to allow for social distancing.
- Food and beverage items, including condiments and utensils will be served by cafeteria staff to reduce high-touch points.
- Touch keypads will no longer be used for lunch IDs.
- Cafeteria staff will be required to wear face covering at all times.
- All cafeteria tables and serving lines will be cleaned between lunch periods.



Will students still have to eat in their classrooms for lunch?

At this time we are planning to use large group areas in or near the cafeteria for students to social distance while enjoying their meal. Grades K, 1, 2 will utilize the cafeteria and grades 3, 4, 5 will use the cafeteria tables set up in the gym. All classrooms will continue to have assigned tables.

RECESS

SES understands the importance of daily play and will continue to allow students time for recess. Grade levels/classrooms will stay together and play in established zones (playground, field, grassy knoll, etc.) and will rotate zones throughout the week. Students will be asked to sanitize their hands prior to recess. Upon returning inside, teachers will take students immediately to the restroom for a thorough hand washing. Students will not be required to wear face coverings outside. Staff will continue to closely monitor students during recess, remind students to be mindful of their spacing even when outdoors, and to not to touch one another.

How will you clean the playground?

SSC custodial staff will help keep SES playground equipment cleaned to the best of their ability with cleaning products specifically designed for large spaces. Students will not be present during cleaning.

Will kids be able to play with sports equipment?

While we will have sports equipment available for students to use during recess, high contact games such as basketball and tag football will not be allowed. For example, students may still be allowed to play "HORSE" or "KnockOut", but not basketball which requires players to closely guard one another. Equipment will be cleaned daily or after each use.

→ If parents do not feel comfortable with their child playing at recess, please contact SES administration and we would be happy to arrange an alternative activity for your child.

FIELD TRIPS

At this time all field trips scheduled for the 2020-21 school year have been canceled until deemed safe to return to these off-campus activities. SES is exploring more virtual field trip options as well as increase outdoor activities and projects as a temporary replacement during the COVID-19 pandemic.



NURSE

- There will be a separate area created to support school clinics—one for regular care and an isolated area for anyone who presents signs or symptoms of illness.
- You can also expect to see changes in how we administer stocked medicines, the suspension of nebulizer treatments, and new criteria for staying home from school/returning to school, based on CDC guidelines.
- Please reach out to the school nurse if you have specific concerns regarding your child's medical care.

I usually bring in medication each week for my child. How will this work now?

Parents will no longer be allowed to bring medications into clinics. If you need to provide medication for your child, a nurse will meet you in a designated area to handle this.

ONLINE LEARNING

Online learning with a SES teacher will be available for students with at-risk health issues, those who have immediate family members with health issues, or those children whose parents are concerned about them returning to campus and desire this full-time online option .

- To manage staffing and scheduling, students must commit to in-person or online learning for an established period of time and will not be permitted to move back and forth during this commitment.
- Shenandoah Elementary students who do not attend school in person will be enrolled in online learning facilitated by a SES teacher via Canvas, our Learning Management System. Students will receive both virtual instruction (class meetings, small group, and one-on-one) and pre-recorded lessons that focus on essential standards in each core subject area (reading, writing, and math). In addition, readings, practice exercises and other activities may be given.
- The SSC school board approved a shortened in-person school day, so that teachers would be available to support the Full Time Online student group with through Zoom or in-person by appointment from 2:05pm-3:05pm.

If my daughter attends school in-person but then is sent home for COVID symptoms, what will she do for school for those days she's out?

The classroom teacher will make contact with the parent to determine the best course of action for virtual instruction while s/he is not able to attend in-person. This will most likely be a case by case situation, as we will not be able to pre-determine if your child will feel well enough for structured instruction or if recorded lessons that could be completed at a later date would be more appropriate. Regardless, the teacher and administration will work with the parents to form an individual learning plan for the child.



ADDITIONAL FREQUENTLY ASKED QUESTIONS

Will Back to School Events Still be Happening?

Our annual Back to School Night and Kindergarten Blast Off have been cancelled. Plans for other back to school events like grade-level ice cream socials and SES Open House are still being evaluated. More information on these events will be coming at a later date.

What Can We Encourage Parents to Do Now for a Smooth Start to School?

Encourage parents to talk with, reassure and support their children about these changes, and the importance of social distancing and wearing masks.

- Allow their child to ask questions and answer them to the best of their ability. [Find guidance here.](#)
- Explain the [why behind wearing a mask](#) and have their child practice wearing their mask.
- Read a story about returning to school such as [Going Back to School](#) or [Welcome Back to School](#).
- Encourage following recommended guidelines regarding masks and social distancing this summer to help prevent a future surge in cases that might impact the start of school.
- Help students get back into a normal schedule at least a week before school begins, such as reinstating bedtime and wake up routines.
- Be sure that all immunizations are up to date, including newly required immunizations for students entering Kindergarten.
- Stay in close communication with the school should health situations or return plans change.

→ Be mindful of how you talk about the return to school. The words you use can either heighten or reduce your child's stress, fear, or anxiety. Try to stay calm and be positive to help increase their outlook and offer time for them to talk to you about their concerns and/or questions.



What Other Changes Can I Expect?

We'll be reviewing our overall attendance policies for staff and students, as well as eliminating any attendance recognitions that could encourage attending school when not feeling well.

The pandemic shifts rapidly, and we don't know what the rest of the school year may bring. Other changes could certainly be implemented, and we will be in close communication with staff and families as future decisions are made.



STATE GUIDANCE - NEW Section Added

Goal: To provide a system that local and school officials can use to understand the level of community spread and how it is changing on the county level, so they can make decisions. Schools have asked for guidance based on the metrics.

*Scoring does not trigger a state requirement of any action, but provides local information and recommendations

An updated system for understanding the trend in community spread at the county level that will be based on three metrics each week:

- Number of new cases in the past week per 100,000 residents
- Percent positivity as determined by the number of positive tests divided by the total number of tests administered
- The change in percent positivity from the previous week

The Metrics: Each metric will be assigned a score of 0 to 3.

The average of the three scores will be the county's total score for the week.

New cases per 100,000 residents	Percent positivity	Change in percent positivity
Less than 10 new cases = 0 10-99 new cases = 1 100-199 new cases = 2 200 or more new cases = 3	Less than 5% = 0 5-9.9% = 1 10-14.9% = 2 15% or greater = 3	Decrease of .5% or greater = 0 Decrease <.5% to 0 = 1 Increase of .1% to .4% = 2 Increase of .5% or more = 3

The Metrics: Average scores will place a county into one of 4 colors:

Blue: 0 — .9

Yellow: 1 — 1.9

Orange: 2 — 2.5

Red: Greater than 2.5



The recommendations:

Each color category comes with recommendations for local and school officials to consider based on what the metrics show regarding community spread

Blue: Minimal community spread	Yellow: Moderate community spread	Orange: Moderate to high community spread	Red: High community spread
<ul style="list-style-type: none"> · Schools operate all grades in person but limit activities where social distancing is not feasible · Extra-curricular activities to follow local and state guidelines, including distancing and masks, and limit spectators. · Outreach to encourage public to continue with precautions 	<ul style="list-style-type: none"> · Schools continue all grades in person but increase vigilance in distancing, hand hygiene and masks · No assemblies or activities if social distancing is not feasible · Postpone or cancel extra-curricular activities as warranted, consider allowing only parents or close family to attend athletic and other events · Work with local health department to determine if increased precautions and public outreach should begin to halt the spread 	<ul style="list-style-type: none"> · Grade schools continue in-person; strong recommendation for hybrid learning for middle and high school students · No assemblies or large group activities · Strong recommendation to limit extra-curricular activities and have competitors and participants only, with no in-person attendees · Discussion with parents about limiting social events outside of school · County education leaders work with local health department to consider implementing aggressive prevention efforts in schools and communities 	<ul style="list-style-type: none"> · Grade schools remain in-person or consider hybrid learning; middle and high school consider virtual learning · No assemblies or large group activities · Extracurricular activities cancelled · Discourage social events · County education leaders work with local health department to consider implementing aggressive prevention efforts in schools and communities