



Adams Central Elementary
Return to Learning Guidance
#BetterTogether #PromotePositive

HEALTHY CLASSROOMS

CLASSROOM PRACTICES

- Implement standard operating procedures within classrooms such as students applying hand sanitizer prior to the start of class
- High touch surface areas of desktops will be cleaned by teachers and/or staff as needed and at a minimum of once daily.
- Physical distancing will be maximized to protect individuals
 - Assigned seat will be given for all classes
 - Whenever possible, classes use outdoor spaces for instruction
 - Student transitions from room to room will be reduced
 - Activities that combine classes or grade levels will be limited to avoid large numbers of students congregating
 - Desks will face one way and increase space between students as much as possible
 - Students will remain seated in the classroom and in assigned seats as much as possible
- Shared supplies and other high touch materials in classrooms (e.g., pencils, art supplies, other manipulative or tactile items) will not be shared without proper disinfecting between use by staff or students
- Electronic devices, books, art supplies, and other learning games or manipulatives will not be shared without proper disinfecting between use by staff or students
- Provide students with individual supplies and manipulatives when possible
- Classroom doors may remain locked but open to avoid unnecessary touching of surfaces

DEVICES

- 1-1 Chromebooks will be provided to all 2nd-5th graders
- Chromebooks will be taken home for eLearning or remote learning situations
- Kdg-1st will not have 1-1 devices for eLearning or remote learning situations
- Kdg-1st will share iPads during the school day
 - Sanitized between uses

SMALL GROUPS, MANIPULATIVES

- Masks are required in grades K-5 within small groups and as outlined in the mask guidance
- Sanitize into the activity and out of the activity
- Manipulatives may be sprayed with spray provided by Maintenance. Allow 10 minutes to dry before the next group.
- High touch surfaces will be sanitized after activity

4th/5th Grade Lockers

- Students will go directly to the classrooms.
- Teachers will develop an alternating plan to allow classes to use the lockers

HEALTHY BUILDINGS

Cleaning Frequency	Examples
Daily	<ul style="list-style-type: none">● Classroom desks, tables, chairs● Shared spaces
Multiple times per day	<ul style="list-style-type: none">● Door handles● Light Switches● Handrails● Drinking fountains● Sink handles● Restroom surfaces● Cafeteria surfaces
Between uses	<ul style="list-style-type: none">● Toys, games, school supplies, instructional materials● Keyboard phones, printers, copy machines● Seats on a bus

HANDWASHING

Frequent handwashing with either soap and water or sanitizer (63% alcohol or greater) and avoiding touching your face, eyes, nose, or mouth are important steps everyone can take to avoid becoming sick or spreading germs to others. Key times should be done in a staggered class pattern to maintain social distancing between students and include:

- Upon each entrance to the classroom

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- Before and after using shared equipment

HEALTHY POLICIES

ATTENDANCE/SCREENING

Students and staff are required to self-screen before coming to school each day. Students and staff exhibiting symptoms of COVID-19, without being otherwise explained, are prohibited from coming to school. If they do come to school, they will be sent home immediately.

The following symptoms impact considerations for exclusion from school:

- A fever of 100 degrees 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 staff need to stay at home when not feeling well. If students or staff become ill during the school day, they are required to go to the nurse and may be sent home.

If a student tests positive or needs to self-quarantine, s/he can be counted as present through completing AC's digital curriculum on Schoology.

AC DIGITAL CURRICULUM (Teacher Created)

All Adams Central courses will provide a combined physical & digital curriculum for students who are absent and/or quarantined. This curriculum will reflect what is occurring in the classroom and will include the following:

A daily agenda will be provided in physical and/or digital formats

Links to slides, handouts, videos, articles, etc. that are used for class instruction and activities may be posted on Schoology

Regular communication between the teacher (instruction and feedback) and student (questions, concerns, and completed work) is vital for student success

Updated August 30, 2020

AC Online Option

Due to COVID-19 health-related concerns, parents and students may choose an online option. The online option is fully accredited, taught by licensed Indiana educators, and follows common core standards. Students with 504 accommodations and IEP modifications will have accommodations met through the programs offered.

Expectations

The content for this online learning option is rigorous. The intention is for it to align with the level of in-person, traditional instruction.

- Students will be required to log in daily for instruction and to complete assignments
- Students not upholding online learning expectations will be withdrawn from the online learning option.

Changing Situations

- **Withdrawing from online learning** - Students may withdraw from the online option at any time and attend in-person classes at Adams Central. Once a student returns to in-person instruction, they may not go back to the online option.
- **Adams Central starts the year with district-wide virtual learning** - In the event that Adams Central is not able to open traditionally, this online learning option will not be available. Instead, ALL students will be provided with Adams Central, teacher-created virtual learning.
- **Adams Central moves to district-wide virtual learning after the start of the school year** - Students who started the school year with this online learning option may be transferred to Adams Central's Virtual Learning.
- The need to continue offering an online option will be evaluated by Adams Central every 9 weeks.

STUDENT & EMPLOYEE FACE MASKS/COVERING PROTOCOLS

Face masks/coverings will be required for all students, staff, and faculty to decrease the chance of transmission of COVID-19.

Face masks/coverings will be **required** in the following situations:

- while riding on a school bus
- during close contact with “vulnerable” people
- during classroom situations where instruction requires close contact
- while at the school nurse’s office
- during times of transition
- during free time that is not active play and students are staying in place with limited movement while socializing with other students

Face masks/coverings will be **allowed, but not required** in the following situations:

- during free time when students are supervised and actively engaged in play and times of Free Play
- during classroom situations when seated in a socially distanced manner (seating is separated, facing forward, teacher is speaking more than six feet away)
- during times of food and drink consumption (lunch & snack times)
- during times of transition where an individual is not in close contact with another individual or group of individuals
- while an individual is alone and/or in need of private/personal time.

*As recommended by the Adams County Health Official, Dr. Michael Ainsworth, Adams Central Community Schools will implement the face mask/covering requirement as outlined in the IN-C.L.A.S.S. DOE document and IHSAA guidelines for ECA activities

WATER BOTTLES

Water fountains will be turned off in school until further notice. Elementary students are encouraged to bring a water bottle that may be filled at bottle-fill stations throughout the day as needed. HS/MS are required to bring clear bottles. Elementary Students may bring water bottles of any color or style as long as the lid screws on tightly. Snap tops or straws are ideal for our younger students.

HOMEWORK

- Homework and paper materials traveling between home and school should be held in an isolated area for 24 hours prior to grading as recommended by CDC
- Limit items that need to travel between home and school

STUDENTS & STAFF GROUPINGS ARE AS STATIC AS POSSIBLE DURING THE SCHOOL DAY

- Grade-level unit classes will not convene until further notice
- High School aides will be permitted to work in assigned classrooms without students
- Cadet teachers will be permitted to work in assigned classrooms
- Choir and band will be reorganized to allow for greater social distancing, fewer students in groups, and other precautions

RESTROOM

- Restroom breaks will be staggered and scheduled to the extent possible
- KDG will utilize their in-class restrooms
- Drinking fountains will not be used, but bottle refill stations will be available

VISITORS

- School visitors are not allowed during the school day until further notice
- Parents/Guardians attending conferences will meet in the elementary office conference room or enter through the Central Office to use the additional elementary conference room

HEALTHY SCHEDULES

ARRIVAL

- All faculty, staff, and students will be required to wear face masks/coverings during times of travel/transition throughout the school corporation when in high trafficked areas.
- Hand sanitizer will be provided at each entrance
- Busses will begin staggered dismissal with teachers ready to receive students at 7:45 AM, students report directly to the classroom teacher
- *Car riders will be allowed to enter the building at 7:45 AM through the W-1 doors and will go directly to their classrooms.*
 - 4th and 5th-grade students may be dismissed to use lockers in staggered groups
- Students eating breakfast will be permitted to enter the building beginning at 7:30 AM and will proceed directly to the cafeteria maintaining social distancing
- Students arriving with a HS/MS sibling prior to 7:45 AM will need to sit with their sibling in the Hangar until 7:45.

DISMISSAL

- All faculty, staff, and students will be required to wear face masks/coverings during times of travel/transition throughout the school corporation when in high trafficked areas.
- Staggered schedules will be followed to limit high traffic in hallway areas
- Car riders will report to the hallway outside the elementary library, PreK and K within the library
- Bus riders will board busses wearing masks and sit in assigned seats
- Students meeting HS siblings or walking to their parent's classroom will sit in the cafeteria using social distancing until picked up by a HS sibling or until 3:05 when they can walk to their parent's room

LUNCH

- Wash hands prior to lunch (soap and water preferred, hand sanitizer acceptable)
- No sharing of food
- Physical distancing
- Utilize additional spaces for lunch time

HEALTHY ACTIVITIES

RECESS

- Recess times will be alternated to limit number of students on the playground
- Additional outside play areas (zones) will be utilized
- Encourage physical distancing
- Stationary playground equipment will be utilized with frequent sanitization
- Shared toys will be permitted with students sanitizing hands before and after play
- Sanitize shared toys between uses
- Hand sanitizer will be available in recess areas

LARGE GROUP MEETINGS for student activities are canceled until further notice

- Grade-level unit times will not be held in primary grades
- Field trips canceled
- Assemblies canceled
- Girls attending Scout meetings must meet at the elementary office for pickup

PHYSICAL EDUCATION, STEM, MUSIC, ART, LIBRARY

- Shared items will be sanitized before and after use
- Sanitize hands frequently (in and out of classrooms)
- PE will utilize outdoor areas as appropriate

CELEBRATIONS

- All treats must be pre-packaged, individual containers/wrappings, no homemade items

SOCIAL-EMOTIONAL WELLNESS

- School counselors will have set hours for students/staff
- Guidance will provide staff with a variety of SEL lessons and strategies