



# Kennedy Academy Reentry Plan

Per the public health order from the St. Joseph County Health Department, staff and students are required to wear a mask that covers the nose and mouth unless social distancing can be maintained. Masks are available in the office for students if needed. Students and staff should do their best to practice social distancing, attempting to maintain six feet between individuals whenever possible.

For those opting to continue with eLearning, instruction will remain in the same format. For those returning in person, we will currently be operating on a hybrid model. Cohort A (last names A-K) will attend in person Mondays and Tuesdays and eLearning Wednesdays, Thursdays and Fridays. Cohort B (last names L-Z) will attend in person Thursdays and Fridays and eLearning Mondays, Tuesdays and Wednesdays. If a student has a sibling with a different last name, they will attend based on the last name of the oldest sibling.

Category	Considerations and/or General Expectations
Arrival	<p>Each morning, students and families must review wellness to ensure students are well and symptom-free prior to coming to school each day. Students will go directly to the classroom with belongings when they arrive. Students will use hand sanitizer upon entering the classroom. Students will be dismissed to lockers individually by the classroom teacher after the tardy bell rings to deposit backpacks and coats.</p> <p>AM Supervision 7:30 am - 7:50 am:</p> <ul style="list-style-type: none"><li>• Adults will monitor 2 or 3 classrooms (depending on number of adult monitors available) to ensure kids are seated.</li><li>• Morning work will be available or students may read a personal book.</li></ul>

	<p>Bus Riders:</p> <ul style="list-style-type: none"> <li>● Students will be seated on the bus in assigned seats.</li> <li>● Students will fill seats from the back of the bus and exit from the front.</li> <li>● Buses will unload one at a time beginning at 7:40 and students will maintain social distancing as they enter the building through door # 2.</li> </ul> <p>Car Riders:</p> <ul style="list-style-type: none"> <li>● Students will maintain social distancing as they walk to door # 15 to enter the building.</li> <li>● Parents will remain in their cars.</li> <li>● Although doors will open at 7:30, parents will be urged to wait to drop off students until 7:45 or so. Tardies will be relaxed until 8:15 am if needed.</li> </ul>
Breakfast	<ul style="list-style-type: none"> <li>● Breakfast will be in the classroom beginning at 7:50 am.</li> <li>● Breakfast tubs containing breakfast to-go will be delivered by cafeteria staff to each classroom and picked up from classrooms at 9:00 am.</li> <li>● Students will be at their assigned seat.</li> <li>● Masks may be removed once students are seated and ready to eat.</li> <li>● Trash bins will be located near each classroom.</li> <li>● Teachers will dismiss students to dump trash one at a time.</li> </ul>
Restroom Breaks	<ul style="list-style-type: none"> <li>● Restroom Break Schedule (TBD)</li> <li>● Students will wear masks and stay to the right while walking in and out of the restroom.</li> <li>● Students will be sent from the classroom no more than 2 boys and 2 girls at a time.</li> <li>● Student hand washing protocol signage will be posted and taught.</li> <li>● Bathrooms will be sanitized periodically following the schedule a minimum of 3 times daily. (TBD)</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>● Students should stay to the right while in the hallways.</li> <li>● When 2 people meet at a doorway, the person exiting has the “right of way.”</li> <li>● Students will follow social distancing guidelines in line.</li> <li>● Main hallway floors are marked for 6ft social distancing.</li> </ul>

## Classroom Environment

- Hand Sanitizer dispensers are installed in each classroom.
- Masks will be required unless social distancing is possible.
- Occasional allowances for masks to be removed may be made under the discretion of the teacher or another school employee with appropriate distancing.
- Lanyards will be provided to connect/clip to the masks for lunch, recess, and/or other exterior activities where social distancing is possible.
- Students should have a personal item supply box (pencil box/pouch). All personal materials will be labeled.
- All students will be seated at desks facing one direction.
- Student desks will be placed at a minimum 3 ft apart with every other seat taken on A and B days to maximize social distancing.
- Extraneous furniture will be removed (can be labeled and stored at school) to maximize ability to maintain social distancing.
- Shared spaces such as science labs, creation stations, and computer labs/meeting rooms will not be used until further notice.
- Large gatherings such as Monday Morning Meeting, assemblies, and concerts will not occur until further notice.
- Individual lockers will be assigned to students attending in person. Students will not be sharing lockers.
- Students will be encouraged to bring a personal water bottle to school each day (refill stations will be available). Chartwells will supply water bottles for those students in need.
- If a student is bringing lunch from home, it is preferable to be in a disposable sack. Lunch boxes will be kept inside or beside the students' desks.
- Student movement around the classroom should be kept to a minimum and students should have a mask on especially during this time.
- For student discipline requiring removal to the office, please call the administrative assistant's office first, then the main office. For all other office discipline referrals, the student will be called for when the principal or assistant principal is available.

## Technology

- Students will keep their chromebook at home and be assigned an additional chromebook at school (2:1)
- Students will supply or be assigned a set of headphones.

	<ul style="list-style-type: none"> <li>● Students will sanitize their hands prior to retrieving devices and prior to returning devices daily.</li> </ul>
<p>Instructional Practices</p>	<ul style="list-style-type: none"> <li>● The library checkout system is online. Students may request books from the library. Mrs. Chan will then bring them to the classroom following a weekly schedule. Books to be returned should be brought to the library by the teacher at the end of the day. Returned books will need to be quarantined for 72 hours.</li> <li>● Classroom libraries may be used if sanitized and/or quarantined for 72 hours between use.</li> <li>● Manipulatives should not be shared unless sanitized and/or quarantined for 72 hours between use.</li> <li>● Since students are going to be self-contained with their classmates to the extent possible, there will be no math flex (moving from classroom to classroom) until further notice.</li> <li>● Special services such as speech, special education, and bilingual will continue to be provided according to individual plans. If students are pulled out to another location, the teacher or paraprofessional will ensure the location is properly sanitized before and after use. If the teacher or paraprofessional provides services in the classroom, proper PPE and hand washing will occur prior to and after entering the classroom.</li> </ul>
<p>Specials</p>	<ul style="list-style-type: none"> <li>● <a href="#">Specials Schedule</a> (Draft at this time)</li> <li>● Specials for in-person classes will follow an A and B week schedule to allow both cohorts of students to attend all 4 special areas. .</li> <li>● Art, music, and Spanish teachers will come to the classroom.</li> <li>● PE will take place in the gym and/or outside.</li> <li>● 5 minutes have been added to the specials schedule to allow specials teachers to travel and keep entering and exiting PE classes apart.</li> <li>● Teachers may stay in the classroom or exit the room. The library will be available as a work room for teachers.</li> <li>● Specials materials (art supplies, Spanish and music materials etc.) should not be shared.</li> <li>● Music will refrain from singing and/or blowing instruments fall semester (or until further notice).</li> <li>● PE equipment will be sanitized after every use.</li> </ul>

	<ul style="list-style-type: none"> <li>● For classes continuing with eLearning, special area teachers will continue to post assignments to the Google Classroom for asynchronous learning.</li> <li>● Teachers may sign up to visit the planetarium. Students will wear masks and sit in every other seat. Schedules will be arranged so that the planetarium can be properly sanitized after each class use.</li> </ul>
Recess	<ul style="list-style-type: none"> <li>● Recess Schedule (TBD)</li> <li>● Students will have outside recess weather permitting.</li> <li>● Masks will be required unless social distancing can be maintained during outside recess. It is recommended that students be allowed to take masks off as much as possible.</li> <li>● 2-3 additional locations around the perimeter of the school will be predetermined and each class will rotate to the playground once or twice a week.</li> <li>● Recess areas include playground, grassy area outside door 10, and grassy area by Roger Street outside door 15.</li> <li>● Playground will be sanitized by custodial staff in between recess times by spraying equipment with sanitizer.</li> <li>● PE teacher and staff will work to create a list of recess game options and exercise activities to help with social distancing.</li> <li>● Communal sports equipment will not be allowed.</li> <li>● Inside recess will consist of Chromebook usage, brain break activities, or other supervised and socially distanced activities.</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>● <a href="#">Lunch Schedule</a> (Draft at this time)</li> <li>● Students will pre-order lunches in the morning.</li> <li>● Students will line up by what they ordered and maintain 6ft as they go through the line to pick up prepackaged lunch. Kindergarten IAs will pick up student lunches rather than sending kids through the lunch line.</li> <li>● Lunch will be held in the cafeteria and possibly half of the gym closest to the cafeteria if needed to maintain social distancing.</li> <li>● Handwashing/sanitizer protocols will be utilized prior to eating lunch.</li> <li>● Once students are seated in the cafeteria (or gym), teachers will be released for a 30 minute duty free lunch. The lounge will be available for teacher use provided appropriate distance is maintained.</li> </ul>

	<ul style="list-style-type: none"> <li>● Lunch aides or other support personnel will monitor students during lunch.</li> <li>● Masks may be removed once students are seated and ready to eat.</li> <li>● Teachers will return at the appropriate time to lead students back to the classroom.</li> </ul>
Dismissal	<p>Kaleidoscope Students:</p> <ul style="list-style-type: none"> <li>● Dismissed to the cafeteria at designated time.</li> </ul> <p>Car Riders:</p> <ul style="list-style-type: none"> <li>● Social distancing and family groups will be utilized.</li> <li>● Students will be walked to designated areas by support staff.</li> <li>● All students will have assigned seats utilizing several separate locations such as the gym, lower west science lab and lower west center pod. (TBD).</li> <li>● Students will exit door 13 when radioed by adult car rider supervisor.</li> <li>● Parents will need to remain in their car.</li> </ul> <p>Bus Riders:</p> <ul style="list-style-type: none"> <li>● Teachers lead bus riders out as they are dismissed at staggered times to reduce capacity in the hallways and bus horseshoe.</li> </ul> <p>Dependent on the number of car riders/bus riders, dismissal procedures will be evaluated and adjusted as needed.</p>
Office Protocol	<ul style="list-style-type: none"> <li>● Plexiglass screens are installed at the office window and office counter.</li> <li>● Visitors to the office will be required to wear masks and be limited to no more than 3 groups at a time</li> <li>● Parents will call from the parking lot or buzz at the door to check on office capacity. This includes students who are arriving late or leaving early.</li> <li>● The office will be periodically sanitized throughout the day.</li> </ul>
Visitors and Guests	<ul style="list-style-type: none"> <li>● SBCSC policy states no visitors or guests at this time.</li> </ul>
Nurse Office and Isolation Room	<ul style="list-style-type: none"> <li>● Teachers should take care of any minor incidents (minor cuts, scrapes). Band-aids and gloves will be supplied.</li> <li>● Students in need of a change of clothing should be sent to the Administrative Assistant Office (or Main Office if Administrative Assistant is not available).</li> </ul>

	<ul style="list-style-type: none"> <li>● Teachers should be aware of COVID 19 symptoms and monitor students regularly.</li> <li>● Students not feeling well should be sent to the nurses office.</li> <li>● Any student (or staff member) with COVID 19 symptoms will be sent to an isolation room where they will be quarantined until a parent can come pick them up. The nurse will be monitoring the isolation room and will take care of getting the student to the parent.</li> <li>● If the nurse is occupied with the isolation room, the secretaries and/or Administrative Assistant will take care of minor medical needs (dispensing medication, etc.)</li> <li>● Infrared thermometers will be located in the nurse's office and main office. Temperatures for all students and staff will not be taken daily. Parents and staff should perform self checks. Random temperature checks will be performed at school.</li> </ul>
Afterschool Clubs	<ul style="list-style-type: none"> <li>● There will be no in person after school clubs in the fall. This will be reevaluated at semester. Club sponsors may choose to form online clubs with principal's approval.</li> </ul>
Safety Drills	<ul style="list-style-type: none"> <li>● Safety drills are still legally required. Adjustments will be made when conducting safety drills to adhere to social distancing guidelines.</li> <li>● For fire drills, the alarm will sound. Each class should file out individually maintaining as much social distance as possible. The path the class would follow in a real emergency should be maintained. Take turns alternating classes exiting while maintaining social distancing.</li> <li>● For storm drills and lock down drills, groups of classes will participate separately to maintain social distance.</li> <li>● In the event of a real emergency, students and teachers will follow regular emergency protocols and contact trace afterwards if necessary.</li> </ul>