



***SCOTTSBURG***  
***BRAVES***

**“The Path Begins Here!”**

**SES Re-Entry/Parent Copy**  
**2020 -2021**

**Everything You Need To Know About  
Coming Back To School But Were Afraid  
To Ask**

# Scottsburg Elementary General Information

<p><b>Key Definitions</b></p> <p>These definitions are intended to provide clarity throughout the guidance documents and the school district and school building plans.</p>	<ul style="list-style-type: none"> <li>● <b>Face Covering</b> - Primarily, this is a cloth face covering over the mouth and nose. For some students who cannot wear a cloth face covering, a clear face shield will be an alternative. Cloth face coverings are preferred. N95 face coverings are not recommended for school use.</li> <li>● <b>Social Distancing</b> - Individuals separated by a distance of six feet (6') or more in any space and at any time. If students cannot social distance they will be required to wear the appropriate face masks.</li> <li>● <b>Static Group</b> - Group or class of students who do not mix or interact with other groups or classes throughout the school day</li> <li>● <b>Temperature Check</b> - Screening of individuals with a non-touch device to measure temperature to ensure it <i>does not exceed 100.0 degrees</i>.</li> <li>● <b>Daily Covid-19 Screening</b> - Determining each day if any student is experiencing any of the following symptoms: congestion, runny nose, cough, diarrhea, fatigue, fever, chills, headache, muscle or body aches, nausea, vomiting, new loss of taste or smell, shortness of breath, difficulty breathing, sore throat.</li> <li>● <b>Capacity</b> - Determining the amount of space per area and using that number in relation to the social distancing guidelines to determine how many people can reasonably safely occupy an area without taking other measures such as requiring face coverings.</li> </ul>
<p><b>First Student Day</b></p>	<ul style="list-style-type: none"> <li>● The first student day is <b>Tuesday, August 11, 2020</b>. Also right now, the school calendar is the same as what was approved in December of 2019. Any changes to the calendar will be communicated through Parent Square, Social Media, and Email.</li> </ul>
<p><b>Bus Transportation</b></p>	<ul style="list-style-type: none"> <li>● Drivers and bus staff will wear a face covering while students are entering or exiting the bus.</li> <li>● Students <i>must have on a face covering</i> while entering, riding, and exiting the bus. Each Scott 2 bus will be disinfected after each route is completed at least twice daily.</li> <li>● Student bus riders will have assigned seats, and they must remain seated in that same assigned seat each time they are riding on the bus. Siblings or other students living in the same household may be assigned seats next to each other.</li> <li>● Student bus riders will all be assigned an ID card that they will scan each time they enter or exit the bus. This will assist Scott 2 in knowing what students are on the routes in the event that contact tracing becomes necessary or in the event of any other bus related emergency.</li> </ul>

<p><b>Student(s) Arrival On Campus</b></p>	<ul style="list-style-type: none"> <li>● <b>Parents are NOT allowed to walk their children to classrooms</b></li> <li>● <b>Students must be wearing a face cover when entering the building and walking to their classroom.</b> Students are encouraged to provide their own face covering, but all face coverings must be school appropriate. Face coverings may not be shared. Scott 2 will have face coverings for any student or staff needing a face covering. (Please see at the bottom of this document for appropriate face coverings.)</li> <li>● No student should arrive at the <b>front of the SES</b> campus BEFORE 7:30 am. and drop offs at this time will be at the front of the building. Starting at 7:45 am all car rider drop offs need to be at either the NE backdoor or the SE backdoor.</li> <li>● A <i>student temperature check</i> will be taken at school entry points (Bus Drop off and Pull up, Pick up lines) by SES staff. <b>Students with a temperature of 100.0 or higher will be referred to the school nurse for further evaluation, and possible quarantine. (The quarantine area will be in the auxiliary conference room.) All students' temperatures should be checked at home by parents/guardians before coming to school to see if their child has a 100 degree temperature or more.</b></li> </ul>
<p><b>Student(s) Dismissal</b></p>	<ul style="list-style-type: none"> <li>● <b>All teachers will post class lists outside of their rooms. This will allow SES staff to walk prek and kindergarten students to classes.</b></li> <li>● From 7:30 - 7:45, Title tutors will supervise grade-level areas until teacher contract time.</li> <li>● Students entering the building at 7:30, that do not eat breakfast, will report directly to their classroom.</li> <li>● Students that eat breakfast will go directly to the cafeteria for a Grab-And-Go breakfast bag, and then go directly to their classroom.</li> <li>● Tardy bell will ring at 8 am after 8 am all students will have to enter the building through the main office.</li> <li>● <b>Students will be given a Daily COVID-19 Screening by the classroom teacher or instructional assistant.</b> Students who have one or more positives on the COVID-19 Screening Tool will be referred to the school nurse for further evaluation.</li> <li>● End of the day is 3pm at this time students will be staged to board their buses in the gym, 3rd and 4th grade hall, and the hallway next to the cafeteria. Students will be expected to wear a mask at this time.</li> <li>● Students in pull up, pick up lines will wear their face masks during this time, while maintaining social distancing.</li> </ul>
<p><b>Individual Student Early Dismissal</b></p>	<ul style="list-style-type: none"> <li>● Parents/Guardians who need to pick up their student early from school will come to the foyer, request the student, and wait in the foyer. The student will come to the foyer to sign out.</li> </ul>
<p><b>Breakfast</b></p>	<ul style="list-style-type: none"> <li>● Students that enter the building and plan to eat breakfast will go directly to the cafeteria, pick up their lunch and then go directly to class. Students should continue to wear their mask until directed by their teacher.</li> </ul>

<p><b>Classroom or Other Learning Area Design</b></p>	<ul style="list-style-type: none"> <li>● Classrooms and other learning areas will promote social-distancing when possible (<b>6 ft. center to center</b>) through the arrangements of chairs, desks, tables, or equipment, as well as appropriate floor markings and or barriers</li> <li>● Each student will be assigned a specific seat/space and will be expected to report to that assigned seat/space when arriving at the classroom or learning area</li> <li>● Face coverings are required when entering and exiting the classroom or learning area. Face coverings are also required if moving within the classroom or anytime social-distancing cannot be maintained.</li> <li>● <b>If social distancing can be established and maintained during class, students and staff may remove their face covering.</b></li> <li>● Each chair, desk, table, equipment, or classroom supply will be disinfected as soon as possible after student use.</li> </ul>
<p><b>Hallways</b></p>	<ul style="list-style-type: none"> <li>● Face coverings are required during hallway travel and traffic will be limited as much as possible to ensure as much social distancing as possible.</li> </ul>
<p><b>Lunch</b></p>	<ul style="list-style-type: none"> <li>● Students must wear their mask to lunch until seated.</li> <li>● Rotating lunch schedules have been modified so classes can be in the school cafeteria with social distancing through the school week.</li> <li>● Cafeteria tables will be socially distanced along with other markings to comply with social distancing requirements.</li> <li>● Some classes will be required to have lunch in the classroom with supervision.</li> <li>● Students that are scheduled for the cafeteria will follow the normal cafeteria flow with face masks on, and then take them off after they are seated.</li> <li>● All cafeteria tables will be disinfected between each use.</li> </ul>
<p><b>Recess</b></p>	<ul style="list-style-type: none"> <li>● <b>Students MUST wear their mask when leaving the classroom, and if they don't social space on the playground.</b></li> <li>● Comply with social distancing or follow face covering guidelines if social distancing is not achievable.</li> <li>● Recess equipment/area is limited to two classrooms (groups) per session on a weekly rotating schedule. The playground will be assigned in quadrants. (As the year progresses and social spacing is being followed, we will consider adding another playground quadrant.)</li> <li>● Each classroom must stay in their designated area for the entire recess session. These areas will be rotated for each recess session (afternoon and morning) but cannot be changed during a recess session. The goal is to keep classrooms together and not to mix with other students from other classrooms.</li> <li>● Students will be supervised that are in the classrooms during recess.</li> <li>● Students will have time for personal hygiene after recess.</li> <li>● The Cares Act custodian will disinfect equipment after use. All recess equipment except for enclosed slides will be used.</li> </ul>

<b>Specials</b>	<ul style="list-style-type: none"> <li>● All specials will be provided in the classroom.</li> <li>● Enrichment will be provided within the classroom by school staff.</li> <li>● Students will remain in static groupings.</li> </ul>
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<b>Scott County Health Department Protocols &amp; Guidance</b>	<ul style="list-style-type: none"> <li>● <b>Scott County Health Dept. Guidance</b> <ul style="list-style-type: none"> <li>○ Common shared spaces will be sanitized between uses.</li> <li>○ School visitors will be limited indefinitely.</li> <li>○ Common areas will be cleaned several times a day (including restrooms).</li> <li>○ Hand sanitizer stations have been placed inside each classroom for students to use when they enter and exit the classrooms</li> <li>○ Hand sanitizer stations have been placed at all points of entry for Scottsburg Elementary</li> <li>○ SES will follow Scott County Health Department, Indiana Department of Health, and the CDC guidelines</li> </ul> </li> <li>● <b>Water</b> <ul style="list-style-type: none"> <li>○ Water fountains will be closed indefinitely. Students are encouraged to bring a clear water bottle with their name clearly marked on it.</li> <li>○ SES will provide water bottles to be filled at the bottle filling station for those students who don't have a bottle.</li> <li>○ Bottle filling stations have been installed in 4 different locations throughout the building.</li> </ul> </li> <li>● <b>Reporting</b> <ul style="list-style-type: none"> <li>○ The School Nurse will follow Scott County Health Department Guidance in reporting.</li> </ul> </li> <li>● <b>Field Trip</b> <ul style="list-style-type: none"> <li>○ Field Trips are suspended indefinitely. This will be re-evaluated as the school year progresses None for this 1st semester - Will address 2nd semester</li> </ul> </li> <li>● <b>Textbooks or Consumables</b> <ul style="list-style-type: none"> <li>○ No sharing of books or supplies each student will have his or her own materials.</li> </ul> </li> </ul>
<b>Means of Communication with Parents and Community</b>	<ul style="list-style-type: none"> <li>● SES will utilize multiple means of communication with parents/guardians and students- Parent Square, social media, school website, and emails.</li> </ul>

<p><b>Traditional Classroom Instruction</b></p>	<ul style="list-style-type: none"> <li>● To keep classroom groups static, interventions will be done in the classroom</li> <li>● Traditional students will be provided with grades and appropriate feedback in the usual timely manner.</li> <li>● Art, music, and library specials will be conducted in the student's homeroom.</li> <li>● All students should have classroom supplies available to use as listed on grade classroom supply lists</li> <li>● Students will utilize Canvas in the classroom to allow for seamless transition to Non-Traditional learning should it be required for all students</li> </ul>
<p><b>Non-Traditional Classroom Instruction</b></p>	<ul style="list-style-type: none"> <li>● Parents are encouraged to ensure that students have access to the internet on a daily basis. A list of community hotspots will be provided. School parking lot hot spots will be available after hours and on weekends.</li> <li>● Students will be provided with an iPad. Students will access lessons on the internet through Canvas, also students will learn to upload complete work when returning to internet access.</li> <li>● Assignments for the week will be available by 8:00 am each Monday and are due by noon on the following Monday.</li> <li>● Google Meet sessions should be named first name initial, and full last name for continuity. (i.e cmarshall)</li> <li>● All Google Meets are recorded</li> <li>● Teachers are expected to Google Meet minimum once per week.</li> <li>● Online lessons should follow the district's Canvas guidelines:</li> <li>● <a href="https://docs.google.com/document/d/1l8s03kQF8Jlavl-YfMfKfd9U94uRh-9G-RWXnrE8zEg/edit">https://docs.google.com/document/d/1l8s03kQF8Jlavl-YfMfKfd9U94uRh-9G-RWXnrE8zEg/edit</a></li> <li>● Teachers will have classroom pages within Canvas with links to all assignments and videos.</li> <li>● Make up time for work will be allowed for students who become ill (documentation required)</li> </ul>
<p><b>Grading &amp; Assessments</b></p>	<ul style="list-style-type: none"> <li>● Non-traditional students will have weekly assignments graded and feedback given within a week of the due date.</li> <li>● Normal classroom assessments for non-traditional students will be done online</li> <li>● Non-traditional students will be strongly encouraged to come into school to complete formative and summative assessments (Airways, ILEARN, Dibels) to help monitor student progress. These will be scheduled to adhere to social distancing.</li> </ul>
<p><b>Classroom Supplies</b></p>	<ul style="list-style-type: none"> <li>● All students should have classroom supplies available to use as listed on grade classroom supply lists</li> <li>● Supplies should not be shared among students</li> </ul>

	<ul style="list-style-type: none"> <li>When assignments call for hands-on, consumable materials, a non-traditional student will need to provide those supplies or an alternative assignment can be given by the teacher</li> </ul>
<b>Field Trips &amp; School Community Events</b>	<ul style="list-style-type: none"> <li>Both field trips and school community events are suspended indefinitely and will be reevaluated throughout the year.</li> <li>PTO fundraising opportunities may be done if they can be shipped directly to homes or distributed safely</li> </ul>

**All SCSD2 students should have a face covering/mask to use for personal use. The school will provide one for those that do not have their own.**

