

Rensselaer Central Elementary Schools

Van Rensselaer Elementary
902 E Washington Street
Rensselaer, IN 47978
219-866-8212
Fax # 219-866-8215

Rensselaer Central Primary School
1144 N Melville Street
Rensselaer, IN 47978
219-866-5441
Fax # 219-866-8135

Jennifer Norris
Rensselaer Central Primary
Principal

Chad Wynn
Van Rensselaer Elementary
Principal

Michelle Hanna
School Counselor

Kara Parker, RCPS/Van Secretary
Kathy Wilmington, RCPS Treasurer
Jacquie Wiltfang, Van Treasurer

Rensselaer Central Elementary Schools

Re-Entry Plan for 2020-2021 School Year

	Rensselaer Central Primary School	Van Rensselaer Elementary School
Practicing Prevention	<ul style="list-style-type: none"> ● Hand sanitizer with at least 60% alcohol will be available in classrooms, restrooms, cafeteria and main office at all times. ● Posters indicating warning signs and symptoms of COVID-19 will be posted in classrooms, hallways, restrooms, cafeteria and main office. ● Posters of steps for good hygiene steps to stop the spread of COVID-19 will be posted in classrooms, hallways, restrooms, cafeteria and main office. ● Posters of school specific protocols will be posted in classrooms, hallways, restrooms and main office. ● Students and staff are allowed to bring the following items to use from home: hand sanitizer; face mask/face shield/covering; water bottle. ● Masks/shields/coverings are mandatory for students and staff. ● Students and staff will be encouraged to utilize water bottle refill stations. Water fountain spouts will be inactive. ● Although the corporation remains focused on school safety, classroom doors can be open during 	<ul style="list-style-type: none"> ● Hand sanitizer with at least 60% alcohol will be available in classrooms, restrooms, cafeteria and main office at all times. ● Posters indicating warning signs and symptoms of COVID-19 will be posted in classrooms, hallways, restrooms, cafeteria and main office. ● Posters of steps for good hygiene steps to stop the spread of COVID-19 will be posted in classrooms, hallways, restrooms, cafeteria and main office. ● Posters of school specific protocols will be posted in classrooms, hallways, restrooms and main office. ● Students and staff are allowed to bring the following items to use from home: hand sanitizer; face mask/face shield/covering; water bottle. ● Masks/shields/coverings are mandatory for students and staff. ● Students and staff will be encouraged to utilize water bottle refill stations. Water fountain spouts will be inactive. ● Although the corporation remains focused on school safety, classroom doors can be open during

SUCCESS STARTS HERE!

Relationships ✦ Respect ✦ Positivity ✦ Accountability

	<p>instruction to increase ventilation and circulation of fresh air.</p> <ul style="list-style-type: none"> • School nurse will train all staff in proper hand washing techniques and other good hygiene practices during the first week of school. All staff will reinforce good hygiene measures at all times. • All staff will be trained to recognize COVID-19 symptoms and the protocol for handling a potential case. • Deep cleaning of all school environments will occur a minimum of once daily. All common areas and classrooms will be sanitized during lunch and recess breaks. Student restrooms will be sanitized every two hours. • Corporation cleaning documentation sheets will be posted daily. 	<p>instruction to increase ventilation and circulation of fresh air.</p> <ul style="list-style-type: none"> • School nurse will train all staff in proper hand washing techniques and other good hygiene practices during the first week of school. All staff will reinforce good hygiene measures at all times. • All staff will be trained to recognize COVID-19 symptoms and the protocol for handling a potential case. • Deep cleaning of all school environments will occur a minimum of once daily. All common areas and classrooms will be sanitized during lunch and recess breaks. Student restrooms will be sanitized every two hours. • Corporation cleaning documentation sheets will be posted daily.
Entering School Building	<ul style="list-style-type: none"> • Hand sanitizer will be located at all entrances to the building. • All visitors must wear a face mask/face shield/covering to enter the building. • Visitors will be allowed access to the office area of the school only. • Students entering the building will go directly to their grade level hallway. Students will enter their classrooms at 8:00 am. 	<ul style="list-style-type: none"> • Hand sanitizer will be located at all entrances to the building. • All visitors must wear a face mask/face shield/covering to enter the building. • Visitors will be allowed access to the office area of the school only. • Students entering the building will go directly to their grade level hallway. Students will enter their classrooms at 8:00 am.
Exiting School Building	<p>Bus</p> <ul style="list-style-type: none"> • Students will exit building wearing face masks/face shields/coverings utilizing standard protocol. <p>Pick Up</p> <ul style="list-style-type: none"> • Students will remain in the building at the end of the school day. Students will remain in their grade level cohorts. • Parent/Guardians/Pick Up Adult will line up outside the building at the end of the school day. Social 	<p>Bus</p> <ul style="list-style-type: none"> • Students will exit building wearing face masks/face shields/coverings utilizing standard protocol. <p>Pick Up</p> <ul style="list-style-type: none"> • Students will remain in the building at the end of the school day. Students will remain in their grade level cohorts. • Parent/Guardians/Pick Up Adult will line up outside the building at the end of the school day. Social

SUCCESS STARTS HERE!

Relationships ✦ Respect ✦ Positivity ✦ Accountability

	<p>distancing in the line is recommended.</p> <ul style="list-style-type: none"> ● Staff member will radio into the building for student to be released for pick up. 	<p>distancing in the line is recommended.</p> <ul style="list-style-type: none"> ● Staff member will radio into the building for student to be released for pick up.
Serving Meals	<p>Breakfast</p> <ul style="list-style-type: none"> ● Students who want breakfast will drop off their belongings in their grade level hallway. ● Students will have opportunities to wash their hands or use hand sanitizer when entering and exiting the cafeteria. ● Students will be assigned a serving line based on their classroom teacher. ● Students will only need to grab/touch the tray. All other items will be given/done for them. ● Students will sit at an assigned table based on their classroom cohort. Students will all face the same direction. ● Students will raise their hands to be dismissed from the table. Students will put on mask/shield/covering before entering the hallway. ● Tables and seats will be cleaned and sanitized after the breakfast period. <p>Lunch</p> <ul style="list-style-type: none"> ● Students will have opportunities to wash their hands or use hand sanitizer when entering and exiting the cafeteria. ● Students will be assigned a serving line based on their classroom teacher. ● Students will only need to grab/touch the tray. All other items will be given/done for them. ● Students will sit at an assigned table based on their classroom cohort. Students will all face the same direction. ● Tables will be dismissed by the classroom. ● Tables and seats will be cleaned and sanitized between each lunch period. 	<p>Breakfast</p> <ul style="list-style-type: none"> ● Students who want breakfast will drop off their belongings in their grade level hallway. ● Students will have opportunities to wash their hands or use hand sanitizer when entering and exiting the cafeteria. ● Students will be assigned a serving line based on their classroom teacher. ● Students will only need to grab/touch the tray. All other items will be given/done for them. ● Students will sit at an assigned table based on their classroom cohort. Students will all face the same direction. ● Students will dismiss on their own. Students will put on mask/shield/covering before entering the hallway. ● Tables and seats will be cleaned and sanitized after the breakfast period. <p>Lunch</p> <ul style="list-style-type: none"> ● Students will have opportunities to wash their hands or use hand sanitizer when entering and exiting the cafeteria. ● Students will be assigned a serving line based on their classroom teacher. ● Students will only need to grab/touch the tray. All other items will be given/done for them. ● Students will sit at an assigned table based on their classroom cohort. Students will all face the same direction. ● Tables will be dismissed by the classroom. ● Tables and seats will be cleaned and sanitized between each lunch period.

SUCCESS STARTS HERE!

Relationships ✦ Respect ✦ Positivity ✦ Accountability

Transitioning	<ul style="list-style-type: none"> ● Designated areas of the hallway to keep students separated while outside the classroom. ● Each classroom will have scheduled restroom breaks to avoid overcrowding in restrooms 	<ul style="list-style-type: none"> ● Designated areas of the hallway to keep students separated while outside the classroom. ● Each classroom will have scheduled restroom breaks to avoid overcrowding in restrooms.
Conducting Large Group Gatherings	<ul style="list-style-type: none"> ● Per Indiana recommendations, all large group gatherings will be eliminated unless approved by the local health department. ● Limit unnecessary and non-essential congregations of students and staff. 	<ul style="list-style-type: none"> ● Per Indiana recommendations, all large group gatherings will be eliminated unless approved by the local health department. ● Limit unnecessary and non-essential congregations of students and staff.
Supporting Teaching & Learning	<ul style="list-style-type: none"> ● Tables will be spread out in the room to maximize social distancing. ● Tables will face the same direction in the classroom. Only two students will sit at each table. ● Students will have assigned seats and the teacher will maintain an accurate seating chart to make contact tracing easier. ● Each classroom will have hand sanitizer and appropriate cleaning solutions available. ● Masks/shields/coverings will be required for students and staff. ● Classes will be held outside when practical. ● Limit physical interaction through partner or group work ● Maintain social distancing when possible. ● Utilize large spaces when available. ● Minimize the sharing of instructional materials. Clean and disinfect after each use. ● SeeSaw will be utilized as our Learning Management System. SeeSaw expectations will be established to maintain consistency. ● Student Clubs and Organizations will minimize non-essential meetings. ● Student and staff groupings will remain as static as possible throughout the day. 	<ul style="list-style-type: none"> ● Desks will be spread out in the room to maximize social distancing. ● Desks will face the front of the classroom. ● Students will have assigned seats and the teacher will maintain an accurate seating chart to make contact tracing easier. ● Each classroom will have hand sanitizer and appropriate cleaning solutions available. ● Masks/shields/coverings will be required for students and staff. ● Classes will be held outside when practical. ● Limit physical interaction through partner or group work ● Maintain social distancing when possible. ● Utilize large spaces when available. ● Minimize the sharing of instructional materials. Clean and disinfect after each use. ● Canvas will be utilized as our Learning Management System. Canvas expectations will be established to maintain consistency. ● Student Clubs and Organizations will minimize non-essential meetings. ● Student and staff groupings will remain as static as possible throughout the day. ● Minimize students traveling to different buildings to

SUCCESS STARTS HERE!

Relationships ✦ Respect ✦ Positivity ✦ Accountability

	<ul style="list-style-type: none"> ● Minimize students traveling to different buildings to receive services. ● Ensure adequate supplies to minimize sharing of high touch materials to the extent possible. ● Field trips are eliminated unless approved by the local health department and administration. 	<p>receive services.</p> <ul style="list-style-type: none"> ● Ensure adequate supplies to minimize sharing of high touch materials to the extent possible. ● Field trips are eliminated unless approved by the local health department and administration.
Protecting Vulnerable Populations	<ul style="list-style-type: none"> ● Students who are concerned about attending school will need to select the virtual learning option offered by the corporation. ● Allow vulnerable students/staff to wear PPE throughout the school day. ● Establish a process for regular check-ins with vulnerable students and staff. ● Adhere to FERPA and HIPAA requirements. 	<ul style="list-style-type: none"> ● Students who are concerned about attending school will need to select the virtual learning option offered by the corporation. ● Allow vulnerable students/staff to wear PPE throughout the school day. ● Establish a process for regular check-ins with vulnerable students and staff. ● Adhere to FERPA and HIPAA requirements.
When Child, Staff or Visitor Becomes Sick at School	<ul style="list-style-type: none"> ● Checklist of symptoms of COVID-19 will be posted in all classrooms and learning environments in the school. ● When an individual is identified as at-risk based on this checklist, he/she will be moved to an isolated area designated for anyone who exhibits COVID-like symptoms. ● Notify the individual's family immediately of a possible case while maintaining confidentiality. ● Close off areas used by a sick person and do not use before cleaning and disinfection. Wait as long as possible before entering to clean and disinfect. ● Advise sick individuals not to return until they have met state DPH criteria to discontinue home isolation. 	<ul style="list-style-type: none"> ● Checklist of symptoms of COVID-19 will be posted in all classrooms and learning environments in the school. ● When an individual is identified as at-risk based on this checklist, he/she will be moved to an isolated area designated for anyone who exhibits COVID-like symptoms. ● Notify the individual's family immediately of a possible case while maintaining confidentiality. ● Close off areas used by a sick person and do not use before cleaning and disinfection. Wait as long as possible before entering to clean and disinfect. ● Advise sick individuals not to return until they have met state DPH criteria to discontinue home isolation.
Extended Care	<ul style="list-style-type: none"> ● All staff and students will follow corporation level and school level re-entry guidelines ● School nurse will train all staff on COVID identification and processes for caring for a potential case. 	<ul style="list-style-type: none"> ● All staff and students will follow corporation level and school level re-entry guidelines ● School nurse will train all staff on COVID identification and processes for caring for a potential case.

SUCCESS STARTS HERE!

Relationships ✦ Respect ✦ Positivity ✦ Accountability

	<ul style="list-style-type: none"> ● Before and After Care programs will continue to be housed at Rensselaer Central Primary School ● Before Care Building Entry Procedures <ul style="list-style-type: none"> ○ Child/Adult will knock on gym door ○ Student only will be allowed access to the school ○ Before Care Staff will sign in student ● After Care Building Exit Procedures <ul style="list-style-type: none"> ○ After Care Staff will be present in the vestibule between doors to greet parent. Doorbell will not be utilized. ○ After Care Staff will meet adult at podium located in vestibule between doors and radio for the student ○ Adult will be allowed access to the vestibule area of the school only ○ Only one adult will be allowed in the vestibule area at a time. Adults will wait outside the doors until the vestibule area is empty. ○ After Care Staff will sanitize podium and writing utensils after each use 	<ul style="list-style-type: none"> ● Before and After Care programs will continue to be housed at Rensselaer Central Primary School ● Before Care Building Entry Procedures <ul style="list-style-type: none"> ○ Child/Adult will knock on gym door ○ Student only will be allowed access to the school ○ Before Care Staff will sign in student ● After Care Building Exit Procedures <ul style="list-style-type: none"> ○ After Care Staff will be present in the vestibule between doors to greet parent. Doorbell will not be utilized. ○ After Care Staff will meet adult at podium located in vestibule between doors and radio for the student ○ Adult will be allowed access to the vestibule area of the school only ○ Only one adult will be allowed in the vestibule area at a time. Adults will wait outside the doors until the vestibule area is empty. ○ After Care Staff will sanitize podium and writing utensils after each use
--	--	--

SUCCESS STARTS HERE!

Relationships ✦ Respect ✦ Positivity ✦ Accountability