

# **Kokomo School Corporation**

## **Re-Entry Plan**

Approved by the  
Kokomo School Corporation  
Board of School Trustees

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# A Note about This Guide & Board Authorizations

The Re-Entry Plan is a living document that is intended to provide current guidance and support to Kokomo School Corporation students, families, and staff. The plan has been created based upon guidance from Howard County Department of Health officials, Indiana State government officials including the Indiana Department of Education, and federal departments and officials including the Federal Department of Education and the Centers for Disease Control.

The Kokomo School Corporation Re-Entry Plan WILL continue to evolve and change as new information is known about the best way to educate Kokomo's students during this global pandemic. Please know that as new recommendations are brought forth by the Howard County Health Department or other governmental agencies, operating procedures, permissions, and possibilities may be altered or adjusted in a way that prioritizes the health and safety of our students and staff.

The Re-Entry Plan is a Board-approved handbook that supersedes existing handbooks, guidelines, and policies for the 2022-2023 school year. Due to the changing nature of school operations related to COVID-19, the rules stated within the Re-Entry Plan replace any rule, policy, or guideline that may conflict or counter the guidance set forth in this guide.

Up-to-date information and changes to the Kokomo School Corporation 2022-2023 Re-Entry Plan can be found at [www.kokomoschools.com/COVID19](http://www.kokomoschools.com/COVID19). Students, staff, and families are encouraged to refer to the online version of the Re-Entry Plan, as the online version, including necessary changes, is the official Re-Entry Plan and guidelines that will be followed throughout the school year.

The Board of School Trustees has authorized the Superintendent and/or designee to update and make changes to this handbook, when such changes become necessary under advisement of the Howard County Health Department, and/or when made to improve student health and safety based upon changing and current health-related realities and conditions.

# Re-Opening of Schools

## School Calendar

Kokomo School Corporation will begin the 2022-2023 school year as planned. Calendars may be found on the homepage of [www.kokomoschools.com](http://www.kokomoschools.com).

## Calendar Adjustments

Calendar adjustments may be made to the Kokomo School Corporation calendars throughout the 2022-2023 school year. These adjustments include shortening or lengthening breaks, closing schools for days or weeks, or moving regularly scheduled school days to “eLearning”. Adjustments to the calendars will be communicated to students, families, and staff as far in advance as possible. Adjustments will be made based upon local health realities and in consultation with local officials.

The Kokomo School Corporation Board of School Trustees has authorized the Superintendent to make adjustments to the Board-approved 2022-2023 student and staff calendars, as deemed necessary, due to changing conditions and realities associated with safely operating schools, and in an effort to reduce the spread of COVID-19. Such adjustments include, but are not limited to, changing the dates in which school is “in session” and moving in-person instructional days to “eLearning”/remote learning days.

## Building/Facility Restrictions

Kokomo School Corporation is pleased to reopen our facilities for in-person instruction for the start of the 2022-2023 school year. When schools will be open for student instruction, specific areas of the school may be off limits or temporarily unavailable. These localized closures are being done in an effort to eliminate large gatherings or reduce the spread of disease by using spaces that are difficult to clean or where multiple students share a space. This is especially true for spaces that are used for social gatherings. Kokomo School Corporation administrators may close areas within schools at any time during the 2022-2023 school year.

## Posted Signage & Expectations

All students, staff, and visitors must comply with posted signs and placards. Signs and expectations may change frequently and may lead to updated actions and requirements when visiting a school property. These posted signs and placards allow up-to-date communication of expectations in an effort to keep our community healthy and safe.

# Operations & Logistics

## Transportation

The Kokomo School Corporation Transportation Department will strive to maintain a safe and healthy environment for its staff and students during the COVID-19 pandemic. Safe operation of our buses is the first priority. Buses will be cleaned and sanitized at regular intervals, and measures may be put in place to socially distance students to the greatest extent possible while still providing transportation services.

### Seating Assignments

1. Students may have assigned seats on each bus.
2. Students who refuse to sit in an assigned seat, or who move from an assigned seat, are jeopardizing the health of others and may lose ridership privileges.
3. Increased distancing will be utilized whenever possible by limiting the number of students on each seat and/or each row. Additionally, students may be asked to sit in particular sections of a bus seat in an effort to stagger occupied seating.
4. Bus videos may be used to verify student seating locations and general compliance with transportation guidelines.

## Meal Service

Extensive work and planning are ongoing to prepare for the important role our meal services fulfill in providing daily nutritious meals to thousands of students. Kitchen procedures for workers may be revised with new protocols, and cafeteria seating may be redesigned to maximize space between students. While the changes to our meal service are inevitable during this COVID-19 pandemic, Kokomo School Corporation is working to meet all federal, state, and local health guidelines related to food preparation and the serving of food, in an effort to keep our students healthy.

### Seating Requirements

Each school may have seating requirements that have been reviewed and approved by the Director of Food Services. These efforts may include the reduction of students at each table with the goal of not having students face each other in very close proximity.

Additional procedures may be implemented at Head Start as required or recommended by Federal guidelines. Additionally, required snacks for various programs will be provided in the classrooms following established food-safety protocols.

# Health & Safety

## COVID-19 Definition

The Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. The infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal.

## Prevention

### Hygiene & Sanitation

School buildings, classrooms, buses, cafeterias, restrooms, and other areas where students/staff are present must be cleaned on a frequent and daily basis. This cleaning includes:

- Washing your hands often with soap and water for 20 seconds throughout the day
- Cleaning of surfaces that staff/students touch frequently as necessary
- Using hand sanitizers with at least 60% alcohol
- Cleaning all surfaces with standard cleaning solution/disinfectant
- Using tissues and no-touch trash cans
- Avoiding touching your eyes, nose, and mouth with unwashed hands

### Social Distancing

All students/school staff may be required to maintain social distancing by six (6) feet if possible.

### Large-Group Gatherings

Large-group gatherings may be limited only to situations where such gatherings are required to limit the spread of disease.

### Masks

Kokomo School Corporation administrators may require masks for students, staff, or visitors at schools at any time if a spike in COVID-19 cases warrant such precautions.

# Symptom Detection

The Howard County Department of Health recommends that local school districts look for the following symptoms in assessing and detecting the COVID-19 virus. This list is subject to further revision as more studies are done to eliminate this virus.

## COVID-19 Symptoms

Symptoms typically include:

- Fever (of 100.4° F or higher) or chills
- Sore throat
- cough
- Diarrhea
- Nausea or vomiting
- Abdominal Pain
- Headache
- New loss of taste or smell
- Muscle or body aches
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Fatigue

According to the CDC guidelines, some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as an Asymptomatic Case, experience no symptoms at all. These symptoms may appear in as few as two days or as long as 14 days after exposure.

## Sickness/Illness Response

When a student/staff member experiences sickness/illness during the school day or at home, the school nurse, school administrator, and/or direct supervisor should be notified immediately to ensure that proper staff may assess the medical condition of the person who has reported being ill and/or experiencing symptoms related to COVID-19, or other communicable diseases, that staff are trained to assess with the coordination and collaboration of the Howard County Department of Health, if applicable.

## Procedures

In the instance symptoms occur or are detected by school medical personnel/ or designee, the following protocols should be followed:

- All students who test with a temperature of 100.4°F or higher will be required to be removed from class, and the parent/guardian will be called to pick them up from a designated isolation room in each school building. The school nurse will allow students who drive to drive home if they have no other health issues.
- Staff members who have a 100.4°F-degree temperature or higher will be required to leave their building and go home, self-isolate, and continue to monitor their symptoms.
- All nurses who have students or staff members that have been sent to them for further assessment are to follow the local Health Department and the School Physician's guidelines assessing for signs and symptoms of COVID-19.
- All students/staff members who have been sent home should contact their health care provider about testing for COVID-19, if fever continues.



# Teaching & Learning

The Kokomo School Corporation community will educate staff on preventative measures on the introduction and spread of COVID-19 in the schools, while still providing quality educational programs at each school.

## Instructional Best Practices

Kokomo School Corporation provides all teachers with Best Practices for in-person and virtual learning available at <https://sites.google.com/kokomo.k12.in.us/ksc-elearning-resources/home>.

### Elementary School

Once assigned to a classroom, students will remain with that class for the academic year. Any request to transfer schools or classrooms will be denied unless there are extenuating circumstances that warrant a change.

### Middle School

Students will be enrolled in courses at the beginning of the school year and will be provided a schedule for the school year. In extenuating circumstances, a student or parent/guardian may request a change in schedule. The principal may approve the request of a schedule change in extenuating circumstances.

### High School

Students submitted course requests to counselors by May 1, 2022. In extenuating circumstances, a student may request a change in schedule by following the procedure outlined in the Kokomo High School LENS.

## Seating Arrangements

In order to provide accurate and detailed information in the unlikely event of contact tracing, all teachers may assign seats for students in all classrooms.

## Parent Resources / Support

The partnership with school and parents is an integral element of educating students. Parents serve an essential role in the reinforcement of good hygiene practices and educating their children on stopping the spread of COVID-19. The Kokomo School Corporation has provided parents with resources to support the education of their children on the school website at [www.kokomoschools.com/covid19](http://www.kokomoschools.com/covid19).

## Attendance

Attendance awards/programs will be suspended for the 2022-2023 school year due to the COVID-19 pandemic. This change is to avoid situations that might encourage students and/or staff members to come to school ill.

# After-School Activities

Kokomo School Corporation encourages students to participate in extra- and co-curricular activities at each school. The Board of School Trustees has authorized the Superintendent to establish and revise guidelines for student participation in extra- and co-curricular activities during this pandemic, if necessary. Students also are required to follow the Student Handbook and Kokomo High School LENS in regards to extra- and co-curricular activities. Kokomo School Corporation will follow guidance provided by the IHSAA and other extra-curricular and co-curricular organizations.

## Non-School-Sponsored After-School Activities, Athletics, and Events

Kokomo School Corporation is committed to the safety of our students and our community. We intend to strictly adhere to the local and state health guidelines.

1. **DETAILED PLAN:** The renter/user may need to present a detailed explanation of their plan for ensuring that all local, state & district guidelines will be followed during their requested rental/usage, including the following guidelines:
  - A COVID-19 rental plan may be submitted, in writing, to the school district prior to rental approval, if required. If required, this plan must be submitted with the original facility-use request form, and it must be submitted at least forty-five (45) days prior to the first date of requested use.
  - The COVID-19 rental plan must include, at minimum, a plan for social distancing, the number of participants, sanitizing protocols, and the use of face coverings or other protection, if required.
  - If required, the COVID-19 plan must include the name and contact information of the person who will be responsible for documenting all participants through an attendance sheet (see explanation below).
2. **COMPLETE ATTENDANCE LOG:** Renter/user now may need to document on a sheet the date and time that each person is in attendance, if required.
3. **EQUIPMENT:** Facility rentals may be for space only. An organization utilizing space may have to bring their own equipment, including basketballs, volleyballs, baseballs, and other similar equipment.
4. **AVAILABLE SPACE:** While some spaces/areas of schools may be rented conditionally based upon an approval of the submitted facility use form, certain areas will not be rented or available during the 2022-2023 school year as determined by Kokomo School Corporation officials.

# Family Resources

## Family Assistance

The school system can be a starting point for families as they navigate new territory that may bring unforeseen challenges related to the COVID-19 pandemic. School administrators and social workers can help connect families to counselors, wrap-around services, health care, housing, food, and finances that are available in the county through local and state-wide resources. It is important for families to meet with school administrators and social workers when in need of services.

## Learning Support

All families and students can access education that meets their needs. The school system has designed a variety of programs to meet the individual needs of students in order to keep them safe, healthy, and able to move forward in their learning without interruption.

When schools are required to close due to unsafe weather conditions or coronavirus outbreaks, “eLearning”/remote learning will be put into place. Internet access has been strengthened at five schools so that families without home internet service can log onto the Internet from school parking lots.

Families should contact their assigned schools or the Administrative Service Center if there are any questions about the best programming for their student, or if there are concerns about the availability of technology.

Most importantly, if you have any specific needs related to the academic growth of your student, or if there are specific questions you have regarding additional resources that may be available, please do not hesitate to contact your school office, or the Administrative Service Center at 765-455-8000.

## Teacher Contact and Support

Teachers are available to discuss the classroom environment, daily schedules, programming, and student acclimation to re-entry. Setting up an appointment to meet with your student’s teacher can be done by emailing the teacher, or by contacting the school office and requesting a time to meet virtually or face-to-face. All protocols should be followed to protect everyone’s health during face-to-face meeting.

# Questions & Contacting Us

QUESTIONS? If you have any questions, suggestions, or comments related to the information within this guide, please email us at [covid19@kokomoschools.com](mailto:covid19@kokomoschools.com). Additional resources may be found at [www.kokomoschools.com/covid19](http://www.kokomoschools.com/covid19), including updates to this Re-Entry Plan.

If you need to speak to a school official, please call your child’s school office, or contact the Kokomo School Corporation Administrative Service Center at 765-455-8000.