



Indian Creek Intermediate School

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Dr. Timothy Edsell - Superintendent
-Treasurer

Mrs. Linda Hyndman

Mrs. Andrea Perry - Principal

Mrs. Jessica Combs - Secretary

July 24, 2020

Dear ICIS Families and Staff:

We hope that you have enjoyed your summer and are excited about returning to school! We cannot wait to see our students back in the building! Our top priority is health and safety as we return, so as you would expect our school policies and procedures will look different for the beginning of school. While we know that we will have to deal with cases as they come, we will do what we can to prevent the spread here at ICIS. Should we have any cases, you should be aware that the Indiana State Department of Health will do any contact tracing. Please carefully read this letter, as it will answer most of your questions regarding how ICIS will operate for the start of school. Should you have any further questions or concerns, please do not hesitate to contact the office.

Back to School Events:

- The incoming 3rd Grade Parent Meeting (typically in May) will be replaced with a virtual presentation shared with students and parents.
- Back to School Night will be replaced with a pre-recorded virtual "Meet the Teacher" message available to students/parents by Tuesday, August 4th.

Masks: Masks are required for all students and staff in grades 3-12 and will be strongly encouraged for grades PK-2 in accordance with Governor Holcomb's executive order.

Allowable exceptions for not wearing masks may include the following -

- Classrooms that are configured with students and their teacher spaced at least 6 feet apart may have a reprieve from mask wearing.
- Outdoor recess where proper social distancing is enforced.
- Individual discretion while working with students who have 504 plans or IEP's.
- Activities deemed necessary by school administration for instructional purposes.

AM Arrival:

- Bus Riders
 - A reduced number of buses will arrive in the morning and then rotate with the MS/HS.
 - Elementary and Intermediate schools will be unloaded at separate times so the number of students on the sidewalk will be minimized to promote proper social distancing as they enter each school building.
 - Students will report immediately to their classrooms upon entering the building.
- Car Line
 - As students exit their vehicle, they will be reminded to maintain social distancing.
 - As students enter the building, they will utilize marked locations on the floor to promote proper social distancing throughout the foyer/hallway.
 - As students are dismissed to their classrooms, they will be reminded to maintain proper social

distancing throughout the building.

Breakfast: A grab-and-go breakfast will be available to any interested students each morning.

- After reporting to the classroom, students will be allowed to go get breakfast.
- Students will be reminded to maintain a safe social distance.
- Cafeteria will have proper procedures in place for distributing a grab-and-go breakfast.
- Students will return to the classroom with their breakfast and eat at socially distanced, assigned seats.
- All trash from breakfast will be handled without a return trip to the cafeteria.

Hallway:

- Students will be reminded to keep a safe social distance from one another.
- Classes will walk on the right hand side of the hallway in one line.
- Individual students traveling to another location will follow these same procedures, only when necessary and with permission from a staff member.
- Students will not be allowed to use the drinking fountains. Students are encouraged to bring a water bottle. They will be able to refill their water bottle.

Restroom:

- Students will be encouraged to use the restroom on a number of occasions to wash hands properly during classroom restroom breaks. Throughout the day, there will be increased opportunities for hand washing and/or hand sanitizing.
- The number of students in the restroom at one time will be limited to avoid overcrowding.
- When traveling to and from the restroom, students will follow proper hallway procedures.

Classroom:

- Student Chromebooks will be sent home daily.
- Classrooms will be reorganized to allow for proper spacing of desks/tables to promote proper social distancing.
- 5th grade teachers will rotate classrooms, and the students will remain in homerooms.
- There will be assigned seating in all classrooms.
- There will be no sharing of classroom supplies or snacks, and students will keep their own supplies (pencils, crayons, scissors, glue, etc.) in assigned areas.
- Individual classroom books will be shelved for three days in between student use.
- During classroom whole group instruction, students will remain at their assigned seat.
- If individualized instruction is needed and proper social distancing cannot be maintained, the staff member will be wearing a mask. Students will be strongly encouraged to wear their mask as well.

Art, Music, PE, Library, STEM, Title:

- Students will follow proper hallway procedures when traveling to Specials and while in Specials classes, students will follow proper classroom procedures, which includes social distancing.
- Students will visit the library weekly and returned library books will sit idle for 72 hours before returning to circulation.
- Seating in the library/classrooms will also be rearranged to discourage group gatherings and maximize social distancing.

Water: Students and staff will be strongly encouraged to bring their own water bottle to school on a daily basis. Water fountains will be converted to water bottle filling stations.

Lunch:

- All classrooms will stop to wash hands prior to lunch.
- Students will visit the cafeteria for lunch with their homeroom class.
- Students will be reminded to maintain a proper social distancing and strongly encouraged to wear masks while traveling to and from the cafeteria.
- The cafeteria will have approved procedures in place for distributing lunch.
- Students will return to the classroom with their lunch and eat at socially distanced, assigned seats.
- All trash from lunch will be handled without a return trip to the cafeteria.

Recess:

- The number of students at recess at one time will be minimized (3 classrooms max).
- Students/classes will participate in varied activities/areas to promote increased social distancing during play.
- Custodial/Maintenance staff will sanitize the playground equipment regularly.

Dismissal:

- Grade levels will dismiss on a staggered schedule to the buses/cars to promote greater social distancing.
- After School Care students will report to the cafeteria/gym and follow guidelines outlined by Country Kids staff. (contact Ashley Ferguson at 317-878-2373 or countrykids.trafalgarg@gmail.com)

Parents/Guardians:

- In the event a parent/guardian needs to pick up a student early, the sign-out sheet will be moved to the foyer and the parent/guardian will wait for the student.
- The student will be called to the office and office personnel will release the student to the parent/guardian in the foyer.
- Only one parent/guardian will be allowed in the foyer at a time to maintain proper social distancing.

Extracurricular Activities: After school activities (MILE Club, Art Club, Choir, Student Leadership, Video Club, etc.) are postponed for at least 1st Quarter and will be re-evaluated in October.

Clinic:

- Masks must be worn at all times in school health clinics. (A mask will be provided to a student or staff member in the event they do not have one.)
- Staff will contact the clinic, as needed, with basic First Aid requests (ice packs, etc.). Teachers will also have a supply of Band-aids within their classroom.
- The teacher will contact the clinic prior to sending students.
- "Well" students will be asked to wait outside of the clinic until the nurse is ready. (This includes students taking medications.)

Stay healthy and safe,
Andrea Perry, Principal