

# **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 prioritize 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 2023-2024 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 2023-2024 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, which includes any 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 the 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 2023-2024 school year as planned. Calendars may be found on the homepage of [www.kokomoschools.com](http://www.kokomoschools.com).

### Building/Facility Restrictions

Kokomo School Corporation is pleased to reopen our facilities for in-person instruction for the start of the 2023-2024 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, such as areas used for social gatherings. Kokomo School Corporation administrators may close areas within schools at any time during the 2023-2024 school year.

# 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. The 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. 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.

# 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, 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

## **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 warrants 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 Asymptomatic Cases, experience no symptoms. 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.

# **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 with 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 for a schedule change in extenuating circumstances.

## High School

Students submitted course requests to counselors by May 1, 2023. 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 between school and parents is an integral element of educating students. Parents serve an essential role in the reinforcement of good hygiene practices and in educating their children on preventing 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).

# 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.