Crothersville Community Schools
2021-2022 School Year

IDOE INFORMATION

IDOE IN-CLASS COVID 10 HANDBOOK

IDOE COVID-19 FAQS

Topic	CCS Suggestions	Notes
Transportation	• Students will wear masks while on the bus • Parents must wear masks while in the building	
Social Distancing Protocols	• **Masks** • Crothersville Community Schools will follow the IN Department of Education and the Center for Disease Control's recommendations.	

Health Protocols	• Per Jackson County Local Health Department:
	• Certain areas will be cleaned several times a day
	• PPE for the PPI
	• **Water**
	  o Water stations will be available
	• **PUI (People under investigation)**
	  o Area to keep person separate - Keep mask on
	• **Hallways**
	  o Crothersville Community Schools will follow the IN Department of Education and the Center for Disease Control's recommendations.	

Food Distribution	• The cafeteria will follow the IN Department of Education and the Center for Disease Control's recommendations for food prep and delivery. •	
Attendance	• **Online - Virtual** o Teacher has Google Form Set-Up	

Special Education	• **Recess**
	  o Students needs to be involved in recess
	  o Grade Level Peers - Assign to recess group	

Extracurricular - Co-curricular Re-Entry	○ Crothersville Community Schools will follow the IN Department of Education and the Center for Disease Control's recommendations.	
Scheduling	• 5 hours required 1st-6th grade • 6 hours required 7-12th • If child is on virtual learning, Crothersville Community Schools will follow the IN Department of Education and the Center for Disease Control's recommendations.	
Registration	• Masks will be required on registration day for everyone.	

Communications Guidance for Indiana School Re-entry

Effective and ongoing communication is a critical component of managing any school crisis. Implementing specific communication procedures and protocols surrounding re-entry following COVID-19 school closures will allow staff, students, families, and the community to understand new and evolving actions put in place to continue the processing of educating students during these uncertain times.

Prepare

Who? Central Point of Contact

Determine who (or what department) will issue information to key audiences (staff, families, students, public). A central point of contact is vital to assuring key messages are accurate and consistent.

What? Messaging

Determine central and supporting messages. The central message must always be tied to student, staff, and community safety.

When? Timing and Scheduling

Determine when information will be shared. District and building communications should be aligned, vetted, and shared consistently to avoid confusion and anxiety.

How? Format and Methods

Determine methods for providing new information, housing archived information (central website location with clear links recommended), and reaching special populations (Language and Accessibility).

Share

Internal Communications

Draft and distribute Information to staff detailing the district/school plan for re-entry, including information regarding the health and safety measures being put in place.

Provide copies of all external communications to staff for familiarization.

External Communications

Stakeholders access information in a variety of ways. It is recommend districts/schools use a variety of communication tools to reach their audience including email, voice messaging, website, social media, and print copy mailings.

Families
Draft and distribute Information to families detailing the district/school plan for re-entry, including information regarding the health and safety measures being put in place. View sample reopening letter to families here.

Establish, draft, and distribute clear direction through policy detailing when to keep a student home and the process for families notifying the school of illness.

Students
Post health and safety posters illustrating proper personal hygiene/hand washing while at school.

Public
Provide information on school exclusion rules on the school's web page and in other communication.

Post reminders at entryways not to enter the school if experiencing signs of illness.

Sustain

Archive

Upload all communications to a logically organized, central website location. Establish a section on this page for additional related information and resources for families.

Support

Provide contact information for the routing of student and parent questions and concerns. This contact information should be posted as part of all COVID-19 related information. Establish expectations for a quick turnaround time.

Clarify

Develop and maintain a regularly updated Re-entry frequently asked questions document.