

July 21, 2020

Dear TLJA Families,

It is so hard to believe that we are a month away from starting school. We want to ensure you that we are doing everything possible to guarantee that we have a safe start to the school year. TLJA Elementary and Middle School will be following the same protocols and will be following the same start time of 8:30 a.m. and dismissal time of 3:00 p.m. We have several talking points listed below to hopefully answer your questions.

- There will not be the traditional registration days as in years past. Any scholar that ended the school year with us last year, grades K-7, is automatically enrolled with us for this coming school year. If you have changed your address or phone number, please call the school at 260-441-8727 to update our records. Any needed paperwork that needs to be completed by you will be sent home to you by the classroom teacher.

-New scholars to TLJA will need to schedule an appointment to come in and register. Please call 260-441-8727.

-Bus routes will be created based on the address we have on record. We will call the week of August 3rd to let you know pick-up and drop off times. Families will be bused together and sit together on the bus. Scholars will be spaced apart. Elementary and Middle School scholars will ride together. Masks will be provided and worn by all on the bus. Bus monitors will check temperatures of each scholar before riding the bus. Students with temperatures and exhibiting signs of illness will not be transported on the bus. Buses will be disinfected after each route.

-Bus arrival times and dismissal times will be staggered to insure that not all our scholars are arriving and dismissing at the same time. We will have directional signs in each hallway to insure students are able to move in the hallways at a six foot distance. On the first day of school, scholars will report to their grade level wing and teachers and support staff will guide them to their appropriate room.

-Washable masks will be kept by each scholar in their desks. Masks will be washed weekly by classroom. Scholars will keep their bus masks in their book bags.

-Students who are dropped off at the school will be greeted in the foyer of the school. Daily temperature and wellness checks will be given to each scholar. Scholars will need to stand six feet apart. X's will mark where to stand. Parents will not be able to go to the classrooms. They will need to leave their students with the adults in the foyer.

-Each 1st-8th grade classroom will have a teacher and an assistant and have two rooms. The maximum in a room will be 15 students based on the size of rooms. Social distancing will be expected. Each scholar and staff member will wear a mask. Scholars will stay in their room for breakfast, lunch, instruction, and special area classes. All instructors will come to them for instruction. Assistants will provide support and monitor as needed. This set up will eliminate exposure to only their classmates and teachers. When a teacher is instructing one of their classrooms, the assistant will be leading and monitoring small groups in the corresponding room. Kindergarten classrooms will have one teacher and no more than 15 scholars in that classroom. Kindergarten rooms are larger and can accommodate 15 scholars.

-Each scholar will have their own technology device. Assignments can be turned in electronically to eliminate the handling of papers. Library books will be delivered to the classroom and disinfected after use. Textbooks and pencils/pens will not be shared.

-If someone gets sick at school, there will be an isolation room that scholars will go to. This room will be monitored by a LPN. Anyone with COVID symptoms will need to be tested and in quarantine at home until test results return. Anyone that came in contact with a sick scholar for more than 15 minutes will have to be in isolation until test results return determining a positive or negative COVID-19 test. If it is a positive test result, those scholars/staff will need to quarantine at home. A doctor's release is needed for any staff or student to return to school if tested positive for COVID-19.

-Breakfast and Lunch will be served in classrooms. Pre-packaged meals will be delivered to the classrooms daily. Food sharing will not be allowed. Scholars will only be outside on the playground one class at a time with their gym teacher. Daily brain breaks and exercise will be done with their class away from the public playground.

-Bottles of water will be provided daily. Public drinking fountains will not be used.

-Good hygiene practices will be taught, reviewed, and posted. This includes hand washing and proper coughing/sneezing practices. Sanitation stations will be in each classroom. One custodian will be focused on continuously cleaning door knobs, light switches, bathrooms, etc throughout the day. Every evening each room will be deep cleaned. Every Friday evening the entire inside of the building will be misted by a sanitizing machine.

-Parents will be kept updated daily/weekly through e-mail by their classroom teacher.

-All staff will go through Safe Schools Training prior to school starting. Teachers and scholars will receive training to prepare for e-learning days that may need to occur during the school year. A technology handbook will be sent home to you along with the school handbook. These handbooks will update you on all of the safety protocols.

I share all of these plans to reassure each of you that we are doing everything possible to insure the health and safety of everyone at TLJA. We look forward to seeing your scholar on August 10th. Again, we will call you to update our records and with the bus pick-up and drop-off times. If you have a new student, please call us at 260-441-8727.

We are going to have a great school year!! Please call with any further questions!!

Blessings!!

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