

# George and Veronica Phalen Leadership Academy

2323 N. Illinois St. Indianapolis, IN 317-333-6980  
Dr. Sue Starr-Principal Mark Cassoday-Assistant Principal

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## 2020-2021 In Person Plan

**September 8, 2020**

### Return to School Plan

We are excited to announce that the PLA regional team has approved us to reopen for in person learning on **September 8, 2020**. We will be open at full capacity while still providing social distancing measures to ensure the health and safety of staff and your scholars.

Doors will open each day at 7:45am with instruction starting promptly at 8:15am. Dismissal will begin at 3:00pm each afternoon. We request that all scholars be picked up by 3:30pm. Please be on time both in the morning and afternoon. Due to the inability to properly socially distance, we will NOT be offering bus transportation this year.

This information can also be found on our [Facebook](#) and [Twitter](#) feeds. Thank you for your flexibility and understanding regarding these uncertain times.

### School Hours

Our school hours are changing slightly this coming school year.

7:45am - Doors open

8:15am - Instruction begins

3:00pm - Dismissal

### Dress Code

As you prepare to start the school year, please be sure you are following our dress code.

**Shirt:** Long or short sleeved polo. No t-shirt style shirts. Must be tucked in at all times.

Grades K-3: Red shirts only. Grades 4-5: Grey shirts only. Grades 6-8: Black or White shirts only.

**Undershirts:** Long or short sleeves. Must be tucked in at all times.

All grades: Solid white or black only.

**Bottoms:** Pants/Shorts/Skirts. Solid black or khaki. No jeans or cutoffs. Fastened at the waist. Walking length shorts/skirts limited to no more than 2" above the knee. No sagging.

**Sweater/Sweatshirts:** V-neck, crew neck, or cardigan. No hoodies. Approved polo must also be worn.

All grades: Solid color, per grade color requirement.

**Shoes/Boots:** Closed heel or strap heel. Closed toes. Any color acceptable.

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**Masks:** Scholars are required to wear the CDC-approved mask that PLA is providing throughout the school day. Scholars must wear a mask to and from school, but will be required to wear the one we provide during the day. No scholar will be permitted in the building without a mask. For the safety of everyone, masks are non-negotiable.

## **In Person Learning Enhanced Safety Measures**

We are blessed with a big building that allows us to utilize previously unused classrooms to accommodate all our scholars while also providing appropriate social distancing requirements. Scholar desks will be spaced six feet apart and facing in the same direction. Due to this spacing requirement, class sizes will average around 14 scholars.

All our hallways have arrows on the floor indicating a one way traffic flow to alleviate any congestion or cross traffic in the hallways. Scholars will be eating breakfast and lunch in their classrooms. Recess and special area classes will take place in scholar home rooms to reduce the risk of cross contamination from shared spaces. Scholars will not be permitted to be in the hallways without adult supervision. This includes, but is not limited to, using the restroom outside of whole class restroom trips, running errands for teachers, visiting a sibling's classroom, etc. Water fountains will be turned off until further notice, scholars are encouraged to bring in a filled water bottle for in class use.

Our custodians will deep clean each classroom every night. In addition to nightly deep cleanings, frequently touched surfaces (door handles, handrails, bathroom sinks, etc.) will be cleaned three to four times a day. In classes that may rotate, scholars will disinfect their desk and chair before rotating.

## **In Person Policies and Procedures**

Due to the unprecedented times we find ourselves in, we are altering some of our policies and procedures this year.

### **Masks**

The use of a facial covering will be mandatory for every adult and scholar in the building. Scholars are to wear their own masks to and from school. Upon arrival to a scholar's classroom, they must change their mask to the CDC-approved mask that PLA is providing. The PLA masks have a removable filter that will be replaced at the end of each week. Each night, masks will be sanitized before use the next day. Additionally, all masks will be washed each weekend and distributed back out on Monday. There will be zero tolerance for taking them off. This is a PLA mandated protocol that we expect all our scholars and staff to follow.

### **Temperature Checks/Morning Arrival 7:45am**

- Arrivals will take place along the sidewalk outside the main entrance. Cars will enter a single pick-up line from Illinois St. and exit on 24th St. To accommodate as many vehicles as possible, we ask that you pull all the way forward to the cone at the end of the sidewalk.

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- At 7:45, staff members will begin checking in scholars for the day. Staff members will take and document the temperature of each scholar before exiting the vehicle. If a scholar has a temperature at or above 100.4°F, all scholars in the vehicle will be sent home.
- Unless arranged in advance, all scholars must arrive by car in the arrival lane. Do NOT park in the proximity of the school and have your scholar walk to the door. This is in violation of our arrival protocol and will not be tolerated.
- Due to the COVID pandemic, it is imperative that we follow these protocols as laid out above. **Failure to follow these protocols may result in your scholar being placed in our remote learning program for the remainder of the nine weeks.**

## Dismissal 3:00pm

- Dismissal will begin promptly at 3:00pm. Parents may begin lining up at 2:45pm. Cars will enter a single pick-up line from Illinois St. and exit on 24th St.
- At 3:00pm, staff members will begin dismissing scholars. Scholars' names will be announced over the PA system and scholars will exit through the main entrance. Once your scholars are in your vehicle, you may pull out of the line and exit the parking lot. As cars leave, please continue to pull forward so we can accommodate as many vehicles as possible.
- Unless previously arranged, no parents may get out of their vehicle and pick up their scholar at the door. Failure to remain in your vehicle may result in you waiting longer for your scholar to be dismissed.
- After 2:00 pm, scholars will no longer be dismissed early.
- It is expected that your scholar will be picked up by 3:30pm. **Scholars that are picked up habitually late may be placed in our remote learning program for the remainder of the nine weeks.**



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## Breakfast & Lunch

To reduce the use of shared spaces, breakfast and lunch will be eaten in the classroom. Scholars will pick up their breakfast on their way to their classroom in the morning and lunch will be delivered directly to each classroom. Additionally, for the safety of our scholars and staff, water fountains will be turned off. Scholars are encouraged to bring in bottled water.

## Visitors

**Under no circumstances will visitors be allowed in the building this year.**

This includes: classroom help, eating lunch with scholars, behavior check ins, and reinstatement conferences. If you need to pick up a scholar, please contact the school in advance. You may enter the office to sign out your scholar, but you must have a mask on and will not be permitted anywhere else in the building. We understand that this may be an inconvenience, but for the safety of everyone in the building, we must adhere to this strict policy.

## Devices

### In Person

Scholars returning to In Person learning at GVPLA are required to come prepared with their Chromebook/iPad each day. We will continue to utilize Blackboard for In Person learning.

**Please make sure that your scholar's device is charged fully each evening for the next school day.**

## Remote Learning

Scholars will keep their current device and continue remote learning until the end of the first quarter commitment.

## Enhanced Protocols

When we return to in person learning, enhanced protocols will be in place throughout the building:








### Hand Sanitizer Stations

- Hand sanitizer stations will be located at the entrance and rear of every classroom and throughout the building.
- All scholars will be encouraged to use hand sanitizer when entering and exiting the classroom

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	<b>Additional Cleaning Times</b> <ul style="list-style-type: none"><li>• Additional cleaning protocols throughout the day will take place in classrooms and common areas.</li><li>• Custodians will be sanitizing frequently touched surfaces (door handles, handrails, bathroom sinks, etc) throughout the day.</li><li>• For grade levels that departmentalize, desks, chairs, and materials will be wiped down before passing periods.</li><li>• Each classroom and all common areas will be deep cleaned each night.</li></ul>
	<b>Masks</b> <ul style="list-style-type: none"><li>• All scholars and staff members are required to wear a mask at all times when in the school.</li><li>• Masks will only be permitted to be taken off when eating breakfast and lunch.</li></ul>
	<b>Temperature Check</b> <ul style="list-style-type: none"><li>• All scholars and staff members will have their temperature taken before entering the school.</li><li>• Anyone with a temperature of 100.4°F and above will be sent home.</li><li>• Scholars will have their temperature taken before exiting their vehicle.</li><li>• If one scholar has a temperature of 100.4°F or above, any other scholars in the vehicle will be sent home too.</li></ul>
	<b>Monitoring COVID Symptoms</b> <ul style="list-style-type: none"><li>• Students and staff must be fever-free for 72 hours without the use of fever-reducing medication before returning to school and be COVID symptom-free for 10 calendar days before returning to school.</li></ul>
	<b>COVID Holding Area</b> <ul style="list-style-type: none"><li>• In the event a scholar becomes sick during the school day, they scholar will be placed in a holding area away from other scholars to limit any amount of exposure.</li></ul>

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## Seating Charts

- Scholars will be assigned seats in their classroom. Each desk will be facing the same direction and spaced 6 feet apart.



## Water Bottles

- Scholars are encouraged to bring water bottles to school.
- All water fountains will be shut off.
- Please fill up the water bottle at home before coming to school.

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## Back-to-School Face Covering Guidance for Families

Students and educators are facing many new challenges when they return for the 2020-2021 school year, including the recommendation that face coverings be worn. This two-sided document is designed to help families support students with acclimating them to appropriately wear a face covering and provide protocols for safe and effective maintenance of face coverings.

### 1 Get Familiar

Follow these steps when using your face covering:

- Wash your hands before touching the face covering.
- Put it over the nose and mouth and secure it under the chin.
- Make sure the covering fits snugly against the sides of the face.
- Make sure your child can breathe easily.

### 2 Start Now

It takes a lot of repetition to develop a habit. It is recommended that families begin having their school-aged children practice wearing a face covering for short periods in the days leading up to the start of school.

### 3 Set Rules

Talk to your child about appropriate use for their own face covering and the face coverings of others. Remind your child of the following examples of face covering etiquette:

- Keep your hands to yourself. Do not touch anyone else's face covering.
- Do not share face coverings with other people.

### 4 Reassure

The changes students experience at school can be scary to our youngest Hoosiers. Take the time to reassure your child that the protective measures being taken are meant to keep students, teachers, and other adults in the school healthy. Remember, families mold the attitude of students. Your support is appreciated!

**More Information on the Reverse Side**



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## Processes & Protocol to Maintain Safety



### Temperature Check Kiosk

Temperature check kiosks and touchless scans for employees, families and scholars before entry



### Face Masks and Face Shield Provided for Teachers and Scholars

Anyone entering the school building is required to wear a face covering to prevent the spread of disease



### Sanitizing Stations and Room Sanitation

E- Mist Infection Control System for sanitation after each class and each school day

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## Know the Symptoms



Fever or Chills



Cough, Shortness of breath  
or difficulty breathing



Fatigue, Muscle or body  
aches, Headache



New loss of taste or smell



Sore throat, Congestion or  
runny nose



Nausea or vomiting,  
Diarrhea



**CENTERS FOR DISEASE  
CONTROL AND PREVENTION**

Currently, the Centers for Disease Control and Prevention recommends that employers require all employees to wear face masks.

We encourage sick employees to stay home. Employees who report to work ill will be sent home in accordance with these health guidelines.

If you have symptoms, please notify your supervisor and stay home and follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

**Visit [cdc.gov](https://www.cdc.gov) for more  
information on how to  
recognize symptoms.**

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No visitors. All visitors and volunteers will be restricted from accessing school buildings.



6-ft social distancing and one-way hallway direction floor decals & signs.



Best practices signage throughout building (hand washing, coughing, etc.).



A designated quarantine room for sick students.



Limited capacity in staff break rooms.



Multi-school entrances for daily temperature checks.



Hand sanitizer stations in all classrooms & common use areas.



Drop-off parents will be required to stay until their child has been cleared to attend school.



Partnership with local community health services or onsite nurse.



School water fountains will NOT be used.



No sharing of food, supplies or classroom manipulatives.

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## Caring for Your Cloth Face Covering

### Take Off Your Face Covering Carefully, When You Are Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine or wash by hand
- Be careful to not touch your eyes, nose, or mouth and wash hands immediately after removal



### How to Clean Your Face Covering

- **Washing Machine**
  - Wash your face covering with your regular laundry
  - Use regular laundry detergent and the warmest appropriate water setting for the cloth used for the face covering



### How to Clean Your Face Covering

- **Washing by Hand**
  - Prepare a bleach solution by mixing:
    - 5 tablespoons (1/3 cup) household bleach per gallon of room temperature water
    - 4 teaspoons household bleach per quart of room temperature water
  - Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing may not be suitable for disinfection
  - Ensure the bleach product is not past its expiration date
  - **Never mix household bleach with ammonia or any other cleanser**
  - Soak the face covering in the bleach solution for five minutes
  - Rinse thoroughly with cool or room temperature water

### How to Dry Your Face Covering

- Make sure to completely dry cloth face coverings after washing
- **Dryer**
  - Use the highest heat setting and leave in the dryer until completely dry
- **Air Dry**
  - Lay flat and allow to completely dry. If possible place the cloth face covering in direct sunlight



More Information on the Reverse Side

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## Have Questions? Contact us!



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