



REDKEY ELEMENTARY

September 1, 2020

"Home of the Wolves"

Redkey Parents:

Please read through this information and contact the school if you have questions.

DISCLAIMER: This information is the most up to date and could be subject to change.

Masks

In order to clarify, the terms used will be recommended and required.

Recommended means that the CDC and Jay County Health Department recommends using them but it is a choice. At Redkey we strive to always respect your choice.

Required means that per Indiana Governor Eric Holcomb's Executive Order 20-37 masks are required to be worn. To put it simply this is a requirement.

Socially Distanced means 3-6 feet apart in the classroom

Calling Student Absences

If calling in a student illness, please call 765-369-2571. There will be some standard questions that the secretary will be asking, so please be prepared to answer those questions. The questions will be about COVID-19. First questions will be..."Is this COVID-19 related?" This is for everyone's protection and information will be kept confidential. If any of the answers are "Yes", Miss Jenny will pass this on to Nurse Moore and she will follow up with you.

If you are leaving a message on the answering machine, please indicate if it is COVID-19 related or not.

If you have any questions on this topic, please direct them via email to Nurse Moore at

mmore@jayschools.k12.in.us

Jay Schools Website

Jay Schools will launch a new website on Wednesday, September 2, 2020. This will allow us to post information directly to our Facebook PAGE. We will do our best to also share those posts to our Facebook GROUP. There will also be a Live Feed area of the website where this information will be shown.

Emergency Contact Information

Please make sure your emergency contact information is updated. If a student becomes ill, it will be beneficial to all students at Redkey if you are able to pick your student up in a timely manner.



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Doors Unlocked and Tardy Bell

- The tardy bell at Redkey will ring at 7:55 am.
- Redkey doors will not be open until 7:30 am. Please do not come earlier than 7:30 am.

Bus Riders

Once the bus has arrived at school, Bus Riders will stay in the bus at Redkey until they are dismissed to go to their classrooms.

- K-2 students will be required to wear a mask on the bus only
- 3-6 students will be required to wear a mask until they are socially distanced in the classroom. At that point, it is recommended

Students in Jay Schools will be assigned a bus seat. There will be no switching of buses like in the past and there are no transfer buses. Students going to Jay County Jr.-Sr High School will remain on that bus until they reach JCJSHS.

With that in place, if you are dropping off a transfer student to Redkey and wish the older siblings to have an assigned seat on that bus, please contact Melissa Stephen at the Jay Schools Bus Garage to reserve your Grade 7-12 an AM Bus Seat if you have not done so in the Skyward dismissal form that was recently filled out.

Melissa Stephen's Contact Information is:

- 260-726-5272 Bus Garage Phone
- mstephen@jayschools.k12.in.us

Car Riders

If you are dropping students off, we ask that you refrain from getting to Redkey early because they will not be able to be inside the building until 7:30 am when the doors are unlocked.

- Grade K-2 - Masks are recommended but not required
- Grades 3-6 Masks are required once they are not able to be socially distanced (3-6 ft) like entering the main door and in hallways

Please pull up to door #4 to drop your student off. All students should enter through Door #4. There will be staff outside on duty starting at 7:30 to direct students and help maintain social distancing.

We ask that you make the drop off quickly to keep the traffic flowing. If you need additional time, please pull into a parking space so traffic can flow. Then you can safely get back into the line and drop your student off. Please have your student prepared to exit the vehicle when you stop in the drop off area to ensure the safety of all students and parents. **Please do not make U-Turns in the dropoff zone as this becomes very dangerous for all involved.** Thank you in advance for this cooperation with traffic flow.



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Breakfast in the Classroom

This program will continue for the 2020-2021 School Year.

Visitors

- Visitors will be very limited during the first nine-week grading period.
- We first and foremost ask that all adults that want to visit Redkey Elementary or meet with a staff member please call first.
- We understand that students will forget things like backpacks, lunches, etc. In the event that happens you may simply call ahead of time. When you arrive at Redkey, you can let Miss Jenny know you are dropping an item off and we will have a table right inside the door within the secure entrance to drop the item off. We will make sure it gets to your student.
- If you need to pick your student up, please call ahead so we can have your student ready and we will meet you at the door to be able to sign your student out of the building for that day.

Parent Information Night/Open House

Unfortunately, we will be unable to have in-person parent nights or open house like we have had in years past. Your teacher will reach out to you via a Google Meet, a recorded video, or a letter. Please watch for communication from your student's teacher.

Convocations/School Assemblies

At this time, we will hold these virtually and students can view it from the classrooms.

Field Trips

There will be no Field Trips for the first nine weeks of school

Special Classes

Art, Music, Physical Education, Technology, and Library will all still be offered at Redkey. Being consistent with all specials classes, Grades 3-6 students will be required to wear a mask in the hallways, but it is recommended once they are socially distanced in the classroom. Masks are not required for PE.



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Lunch Times

Students will eat in different grade levels with K, 1, 2 eating in one time block and grades 3, 4, 5, and 6 eating in another time block. Students will have assigned seats that are similar to the classroom seating charts.

We will have a “rolling lunch” program where a grade level will come to the cafeteria and sit with their class. Tables will be spaced so they will be socially distanced from the other classes. Appropriate cleaning measures will take place between grade level blocks of time in the lunchroom.

Masks are not required during lunch times for all grades.

Recess Times

Times will be scheduled for two recesses during the school day for grades K, 1, 2 with 10 minutes each. Grades 3, 4, 5, & 6 will have one 20 minute recess. One grade level will be on the North playground while another grade level will be on the South playground. The playground will be split in half with one class being on one side and one class being on the other side. The classes will then rotate through the week so that students all have access to the different pieces of playground equipment. Playground equipment will be sanitized in between recess groups throughout the day.

Each classroom has their set of kickballs, basketballs, and soccer balls.

Masks are not required for all grades for recess.

Special Services

If your student receives services like Special Education or RTI (Response to Intervention) and they are unable to grouped by classroom:

- Grades K-2 - Masks are recommended but not required
- Grades 3-6 Masks are required

Restrooms

Grades K and 1 will use their classroom restrooms. Grades 2, 3, 4, 5, and 6 will have designated times for restroom breaks. If a student is permitted to use the restroom in between those designated times, they will need to use the classroom sign out sheet to record their name, time, and date.



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Water Fountains

Water Fountains will be shut off in the hallways. Your student is encouraged to bring a water bottle to school to drink.

Birthdays/Special Events/Special Dismissal

Birthdays are a special time! Treats may be brought into the classroom, but must be pre-packaged like they always have been.

If a group of students are going home with another student after school, students *may not* go on a bus other than their regular assigned bus. Transportation would be the responsibility of the parent if they are picking up a group. We would need notes from all parents indicating the dismissal change.

Dismissal

Dismissal will look very similar from the parent perspective. Buses will be loaded first and sent on their routes. Walkers will be dismissed and encouraged to maintain social distancing. As walkers clear the area, cars will proceed to the pick up zone and students will be called out to the cars by Radios.

Student Dismissal Changes

Please provide notes or parent phone calls on any dismissal changes that might occur. Please do not send Facebook messages to our Redkey Page or Group or any personal Facebook pages. This ensures the safety of all of our students.

Kindergarten Parent and Student Orientation

We will hold a Kindergarten Parent and Student Orientation on Thursday, September 3, from 6:00 pm to 7:00 pm.

To ensure that we are utilizing proper social distancing practices we have decided to create a schedule for parents/families to follow. If your child's last name begins with A- L, then you will visit from 6:00-6:30 PM. If your child's last name begins with M-Z then you will visit from 6:30-7:00 PM.

Enter through Door #5 at the South end of the building. Parents and students are welcome to come into the building to meet the teacher, drop off supplies, and take a tour of their classroom. The orientation will be limited to parents/guardians and the incoming student.



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Kindergarten First Day Information-September 9, 2020

We know that a kindergarten student's first day of school is a very special day. To help us continue to make this a special day while keeping social distancing and important health practices in mind we have set up a special first day arrival schedule just for our kindergarten families. Here is the plan:

- **Delay Student Drop Off:** On the first day of school parents and guardians *will not* be permitted in the building to walk their children to class. **Therefore we are asking all KINDERGARTEN parents to delay bringing their children to school one hour later (9:00 AM).**
- Beginning at 9 AM, we are asking all kindergarten parents drop their student off at Door #5 (South end of the building) and an adult will meet with students to walk them into the building.
Note: If your student rides a morning bus or will walk to school with an older sibling, they may do so on the first day of school, but please notify the school of this.
- For the second day of school, Kindergarten students need to be in their classroom and ready to learn at 7:55. They will enter through Door #4 (by the library).