

Thea Bowman Leadership Academy K-12

3401 W. 5th Avenue Gary, IN 46406 219.944.3100



2021 - 2022 Return to In-Person Plan

We are excited to announce that the school board has approved us to reopen for in-person learning on **August 16, 2021**. We will be open at full capacity while still providing social distancing measures to ensure the health and safety of staff and your scholars.

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

School Hours

Our school hours are changing slightly this coming school year.

7:15 am - Doors open

8:00 am - Instruction begins K-8

8:30 am - Instruction begins 9-12

3:15 pm - Dismissal K-5

3:30 pm - Dismissal 6-8

3:45 pm - Dismissal 9-12

Please be on time both in the morning and afternoon.

Dress Code

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

Shirt:

K-5: Grey monogrammed polos

6-8: White monogrammed polos

9-12: Burgundy monogrammed polos

Shirts must be tucked in at all times

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

All grades: Solid white, burgundy, grey, or black

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Bottoms:

K-12 Boys: Pants/Shorts-Dark grey-No jeans or cutoffs, no basketball shorts. Fastened at the waist with a belt. Walking length shorts limited to no more than 2" above the knee. No sagging.

K-12 Girls: Pants/Shorts-Dark grey-No jeans or cutoffs, no basketball shorts. Fastened at the waist with a belt. Walking length shorts-No sagging.

Skirts/Skorts: Dark grey or burgundy plaid skirts/skorts- limited to no more than 2" above the knee.

Sweaters: V-neck, crew neck, or cardigan-burgundy, white or grey. No hoodies. School polo shirts must also be worn.

Shoes/Boots: Closed heel and closed toes. Any color is acceptable. No crocs or slides.

In-Person Learning Enhanced Safety Measures

Scholars will be assigned seats in their classrooms. Each desk will be facing the same direction and spaced **at least 3 feet apart**.

All our hallways have arrows indicating a one-way traffic flow to alleviate any congestion or cross-traffic in the hallways. 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, etc. Stairways have been designated as one-way.

Only 3 students will be allowed in the restroom during restroom breaks. Restrooms will be cleaned and sanitized hourly.

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.

Temperature Checks/Morning Arrival 7:15 am

- K-8th grade scholars will enter through Door G and high school through Door C.
- Cars will enter at the light on 5th Avenue and pull into the double drop off line. To accommodate as many vehicles as possible, we ask that you pull all the way forward to the end of the sidewalk. Parents will exit out of the gate on the east side of the parking lot.
- At 7:15 am, 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.

Thea Bowman Leadership Academy K-12

3401 W. 5th Avenue Gary, IN 46406 219.944.3100

- 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.

Dismissal (K-5)

- Dismissal will begin promptly at 3:15 pm for K-5th grade. Parents may begin lining up at 3:00 pm. Cars will enter from the light on 5th Avenue and enter the single pick-up line which runs around the back of the building.
- At 3:15 pm, staff members will begin dismissing scholars. Scholars' names will be announced and scholars will exit through Door G. 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 2:30 pm, K-5th scholars will no longer be dismissed early.
- It is expected that your scholar will be picked up by their dismissal time. **Scholars that are picked up habitually late will be issued consequences.**

Dismissal (6-12)

- Dismissal will begin promptly at 3:30 pm for 6th-8th grade and 3:45 pm. Cars will enter from the light on 5th Avenue and enter the single pick-up line which runs through the parking lot.
- At 3:30 pm middle school scholars will be released out of Door G and at 3:45 pm from Door C for high school.
- Once scholars exit the building they are to immediately enter their vehicles. Once your scholars are in your vehicle, you may pull out of the line and exit the parking lot.
- 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 2:45 pm, 6th-12th scholars will no longer be dismissed early.
- It is expected that your scholar will be picked up by their dismissal time. **Scholars that are picked up habitually late will be issued consequences.**

Breakfast & Lunch

Breakfast will be served in the cafeteria from 7:15 am to 7:40 am for K-8 and 8:00 am to 8:20 am for 9-12. Once the cafeteria reaches capacity, students will eat breakfast in the classroom.

Lunch will also be served in the cafeteria. There will be multiple lunch periods to accommodate all scholars and social distancing. Additionally, for the safety of our scholars and staff, water fountains will be turned off.

Visitors

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Under no circumstances will visitors be allowed in the building during the school day. 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.

Special Events

Parents will be allowed to attend special events, activities, and sporting events. Masks will be required for all events and the number of guests will be limited. We will go live on social media for as many events as possible to ensure everyone has the opportunity to participate.

Instruction

Devices

Students will continue to be 1:1 with devices. Devices will be housed in homeroom classroom. A checkout system will be in place for devices for eLearning days.

Academic Instruction

Instruction will be in person. Teachers will continue to use a variety of instructional strategies, digital and print materials, and technology during instruction.

Special Education

Individual Education Plans (IEPs) will include a Contingency Learning Plan (CLPs). CLPs will include accommodations for services in the event of school closures due to the pandemic. It can also provide accommodations for COVID policies and procedures if needed.

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 of every classroom and throughout the building.
- All scholars will be encouraged to use hand sanitizer when entering and exiting the classroom

Hand Washing

- Proper handwashing posters will be displayed in all bathrooms. (see page 8) Time will be allotted into the daily schedule for extra hand washings times.
- Handwashing stations are located at the end of each hallways, outside the cafeteria, and by the playground doors.

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	<p>Respiratory Etiquette</p> <ul style="list-style-type: none">• All students will be trained on how to properly handle coughing, sneezing, and blowing their noses. Teachers will spend time training students during the first week of school. Posters will be hung in classrooms and in the hallways. (see page 9)
	<p>Additional Cleaning Times</p> <ul style="list-style-type: none">• Additional cleaning protocols throughout the day will take place in classrooms and common areas.• Custodians will be sanitizing frequently touched surfaces (door handles, handrails, bathroom sinks, etc) throughout the day.• For grade levels that departmentalize, desks, chairs, and materials will be wiped down before passing periods.• Each classroom and all common areas will be deep cleaned each night.
	<p>Masks</p> <ul style="list-style-type: none">• All scholars and staff members are required to wear a mask at all times when in school.• Staff will ensure that scholars are wearing their masks properly. Staff will remind students how to wear their masks. Posters will be posted in the classroom and hallways. (see page 10-12)• Masks will only be permitted to be taken off when eating breakfast and lunch.
	<p>Temperature Check</p> <ul style="list-style-type: none">• All scholars and staff members will have their temperature taken before entering the school.• Anyone with a temperature of 100.4°F and above will be sent home.• If one scholar has a temperature of 100.4°F or above, any other scholars in the vehicle will be sent home too.

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Testing Positive for COVID

- Monitor your symptoms. (see page 13)
- In the event, a student or staff member tests positive for COVID they must notify the school upon receiving their test results.
- The school nurse will work with the family to identify close contacts, identified through contact tracing. Information will be shared with the local health department as well as reported to the state via weekly reporting.
- A student or staff member may NOT return to school until they complete their 14-day quarantine and are symptom-free without the use of fever-reducing medication.

Exposure to a Positive Person

- Quarantine should be used for scholars and staff who might have been exposed to COVID-19. Close contacts, identified through contact tracing, should quarantine unless they are fully vaccinated, or have tested positive in the last 3 months, and do not have any symptoms.
- A COVID test should be taken on day 5 or 6 of quarantine. If the test is positive, follow the steps above. If the test is negative, scholars or staff may return after their 10 day quarantine period.

COVID Vaccinations

- The school will encourage all staff and scholars that are eligible to be vaccinated. Information about vaccinations will be shared via letter, robocall, or school newsletter. Parents are asked to ensure shot records are updated with COVID vaccination information.
- The school has partnered with local health service providers to refer scholars, staff, and parents for vaccinations and testing.



COVID Holding Area

- In the event a scholar becomes sick during the school day, the scholar will be placed in a holding area away from other scholars to limit any amount of exposure.

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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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Hands that look clean can still have icky germs!



WASH YOUR HANDS!



www.cdc.gov/handwashing



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

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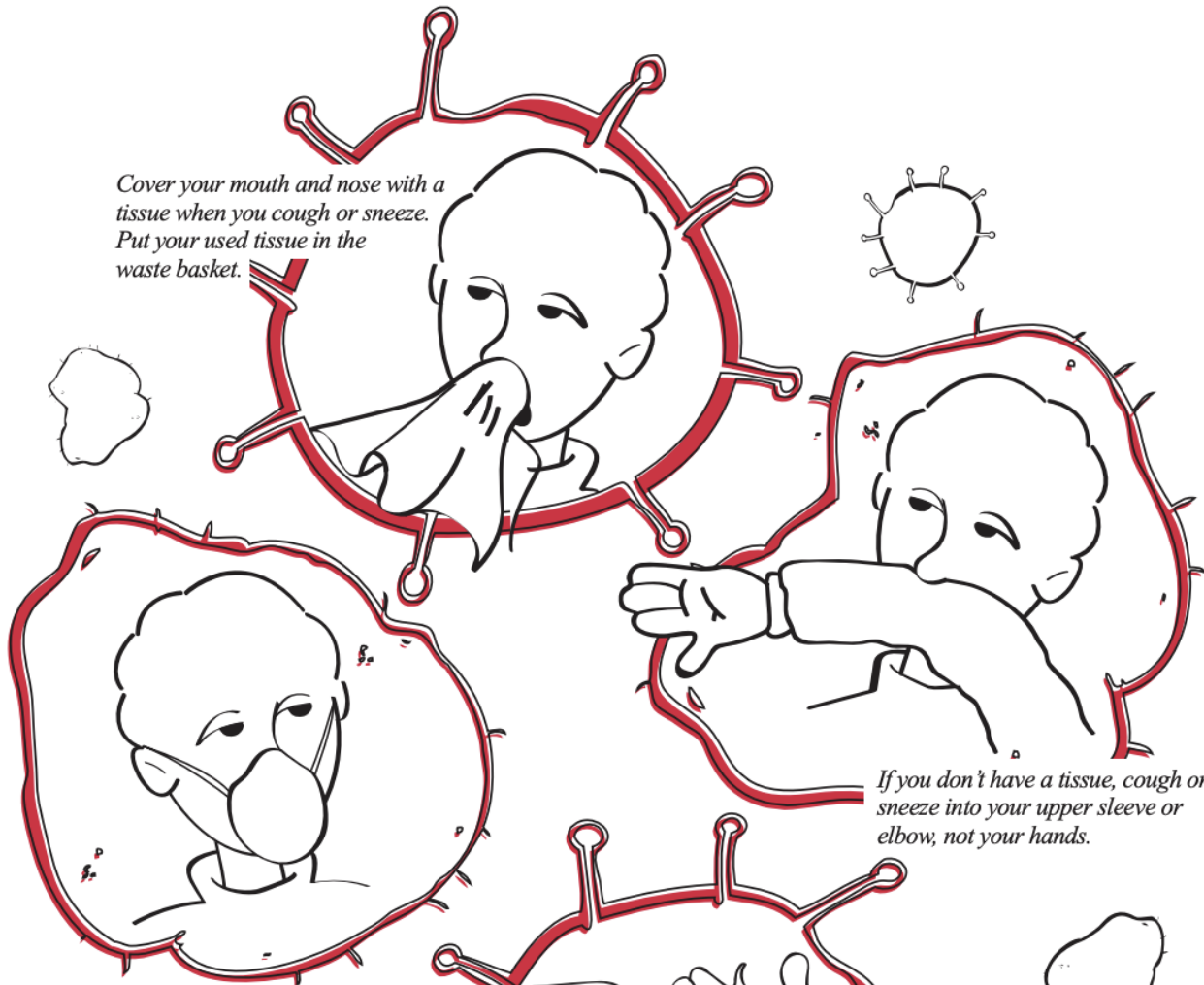
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Cover Cough

— Stop the spread of germs that can make you and others sick! —

Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.



If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

You may be asked to put on a facemask to protect others.

Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub.



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Back-to-School Face Covering Guidance for Families

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!

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How to Wear and Take Off Your Mask

Accessible link: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

How to Put On and Wear Your Mask Correctly

- Wash your hands or use hand sanitizer before putting on your mask
- Put it over your face and mouth
- Be sure your mask fits snugly against the sides of your face and under your chin
- Make sure you can breathe easily



Wear a Mask to Protect Yourself and Others

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings, especially when you cannot stay six feet apart from people who don't live with you



How to Take Off Your Mask



Untie the strings behind your head or stretch the ear loops



Handle only by the ear loops or ties



Fold outside corners together



Wash hands immediately after removing

Other Ways to Protect Yourself

- Stay at least 6 feet away from others
- Avoid crowds and places with poor ventilation
- Wash your hands often
- Get a vaccine when it is offered



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cdc.gov/coronavirus

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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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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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Have Questions? Contact us!

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