

# EAGLE START

ZIONSVILLE COMMUNITY SCHOOLS

2020-2021



THE ROAD THROUGH LIFE BEGINS HERE.

# EAGLE START

## a snapshot



### DEAR EAGLE FAMILY,

Thank you for choosing the Zionsville Community Schools. This is your quick start guide for the living document that follows.

Together, we can and we will foster student growth and wellness in ZCS again this school year.

Hey Eagles, from the class of 2033 just getting started to the class of 2021 finishing strong, let's soar!

Sincerely,

Dr. Scott Robison

ZCS Superintendent of Schools

### IN-PERSON AND REMOTE LEARNING

By offering in-person and remote learning for our students, ZCS continues to focus on strong relationships and growth for our students - our core mission. In-person learning occurs in a traditional classroom setting five days a week with mitigation strategies including wearing masks, social distancing, and enhanced cleaning. Remote learning will occur synchronously and asynchronously.



### SCHOOL CALENDAR 180 DAYS

The plan is to maintain the published school calendar for the 2020-2021 school year and meet the state-required 180 days of instruction. However, we must be as flexible as possible as we know how quickly the situation can change.

### EAGLE START PLAN

**School opens August 4, 2020**

**In-person instruction five days per week**

**Remote instruction option available**

**Masks are required**

**Daily health screener required for ZCS students and staff**

**Enhanced cleaning protocols**

**Approval of CoVID-19 protocols by Boone County Health Department**



#### MASKS

Staff and students will wear masks when indoors. It might help the younger ones to adjust by practicing wearing masks for extended periods now.



#### GOOD HYGIENE

Students will be asked to wash their hands frequently and will have routine handwashing breaks throughout the school day.



#### SOCIAL DISTANCING

We will ask students to maintain a distance. They will also be reminded to keep hands to themselves with no high-fives, hugs or shared school supplies.



#### SELF ASSESS

Do not send students to school who have signs of illness. Common symptoms to watch for are included in the student attendance section of this guide.

#### BEFORE AND AFTER CARE

ZCS students have the option to attend Before and After Care (BAC). Kindergarten students may also register for the Bridge program. Full details in this guide.

### THE ROAD THROUGH LIFE BEGINS HERE.

#### SCHOOL BUS PROTOCOL

Students must wear masks on the school bus. Riders will sit two to a seat and be reminded to face forward and not touch each other.

#### SCHOOL LUNCH

Cafeterias will operate at 50-65% of their seating capacity and will arrange for assigned seating in the cafeteria when feasible.

#### OUTDOOR ACTIVITY

ZCS believes that play and outdoor activity are crucial to our students' wellbeing. The playground area will operate at 50-60% capacity of the normal recess schedule.



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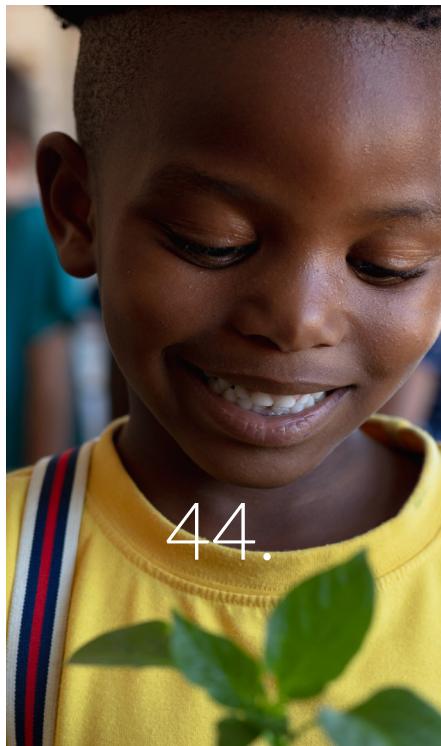
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# ZIONSVILLE COMMUNITY SCHOOLS

WELCOMING SPACES WHERE THOUGHTFUL PROFESSIONALS PRACTICE SAFE INTERACTIONS WITH AND FOR THOSE WE SERVE. COVID-19 CONTINUES TO BE AN EVOLVING SITUATION. THIS DOCUMENT WILL BE UPDATED TO REFLECT PLAN CHANGES IN RESPONSE TO GUIDANCE FROM LOCAL HEALTH EXPERTS.

Eagle Start Staff Guide published and current as of July 10, 2020. This guide will be updated as needed.

# OUR CHARGE

Our core mission is student growth. We are charged with moving forward because lost time, especially for our youngest community members, is a lifelong injury that cannot be recovered. We will move forward educating our community's youth in welcoming settings, whether in-person or remotely.

ZCS officials, in collaboration with health officials who oversee our operations, will monitor CoVID-19 updates to help guide us through what we know will continue to be a fluid and evolving situation.

The success of our charge to educate young people in ZCS includes the expectation that all Eagle students and parents will help keep our community healthy by following good hygiene practices, engaging in social distancing in school when possible, and wearing masks to protect self and/or others.

There is obviously inherent risk of exposure to CoVID-19 in public places. Thus, we are accommodating, in our charge to educate our community's children, opportunities for students to learn from home if they and their parents are not able to risk exposure.



## **WELCOME TO THE 2020-2021 SCHOOL YEAR**

Welcome to the 2020-2021 school year in Zionsville Community Schools!

We plan to follow the approved 2020-2021 school calendar and welcome students back into our buildings on August 4, 2020. We will offer face-to-face instruction and a remote learning option during the CoVID-19 pandemic. We are working closely with the Boone County Health Department while also following guidance offered by the Centers for Disease Control (CDC) and the Indiana Department of Education (IDOE) in conjunction with the Indiana State Department of Health to implement the recommended safety protocols in our school buildings. Adults and students will wear masks.

In this guide, we have segmented our plan descriptions to account for various building and programmatic differences. This guide will help answer questions about lunch, transportation, sports, other extra-curriculars, and more.

This is a living document that will be updated as our plans and the situation of CoVID-19 in 2020 evolve.

FUTURE CHANGES OTHER THAN MINOR EDITS WILL BE NOTED AT THE LOCATION OF CHANGE WITH THE DATE AND IN A LOG AT THE END OF THIS DOCUMENT.

**WE HAVE WORKED HARD  
AND CONSULTED WELL TO  
PREPARE IN PERSON  
EXPERIENCES WITH THE  
SAFETY OF OUR STUDENTS  
AND STAFF IN MIND. SOME  
RISK OF EXPOSURE IS  
INHERENT IN LOCATIONS  
WHERE PEOPLE GATHER.**





# THE EAGLE START PLAN

The Eagle Start Plan is a comprehensive strategy designed to ensure best possible adherence to disease spread mitigation practices for in-person schooling interactions, knowing that any movement outside our own isolation bubbles can elevate the risk of exposure. At the same time, we are prudently keeping our remote presence a possibility for accomplishing our charge of educating all students. Our plan was developed with guidance from the Boone County Health Department and consultation with guidance from local, state, and national authorities and entities like the Indiana Department of Education (IDOE), Indiana State Department of Health (IDSH), Centers for Disease Control and Prevention (CDC), and with the help of Boone County based volunteer advisors in medicine, epidemiology, immunology, engineering (HVAC), and more.

Led by the CoVID-19 Task Force and in conjunction with physicians, epidemiologists, scientists, and the ZCS Board of Trustees, the district has developed a plan that will be implemented in Zionsville Community Schools.

We will actively monitor the CoVID-19 health crisis and adjust our plan as necessary in an effort to keep our students and staff as safe as possible.

**THE EAGLE START PLAN  
IS IN RESPONSE TO  
COVID-19 AND  
WILL ENSURE  
THE OFFERING  
OF OPTIONS TO MEET  
STUDENTS' NEEDS.**



## OUR CULTURE

### WE PROTECT AND UPLIFT OTHERS.

We are a human organization. We invest in people and are committed to implementing processes that protect and uplift others.

Our ZCS culture is built on trust and transparency. As we do in everything, we navigate together. We encourage you to ask questions, share your concerns, communicate openly, take care of yourself and remember that by taking care of yourself, you are taking care of others.

Our Eagle family is built around the idea that people can move mountains when working together. We show empathy and practice compassion. We understand that we are all working in the best interests of our students.

One of the greatest strengths of our organization is our people. We have a proven ability to rise to meet challenges that, under normal circumstances, might feel insurmountable. We are problem-solvers, solution-seekers, and creative leaders who possess an energy and fierce determination to engage in everyday charges that shine a light upon the integrity of our organization.

It is our responsibility to keep ourselves as healthy and safe as possible so as to protect those who have placed their trust in us.

**“IT IS OUR RESPONSIBILITY TO KEEP  
OURSELVES AS HEALTHY AND SAFE AS  
POSSIBLE SO AS TO  
PROTECT THOSE WHO HAVE PLACED  
THEIR TRUST IN US.”**





## Masks

Masks are required on school campuses. Relaxation of student mask-wearing will occur at the discretion of supervising adults.

## Personal Hygiene Breaks

Frequent handwashing and/or hand sanitizer usage by all students, teachers, and staff will be recommended and encouraged throughout the school day. Examples of suggested times are listed below:

- After Arrival (Morning, Late Arrival, or after Mid-Day Appointments)
- Before and After Lunch
- After Recess or Unstructured Activity/Play
- Before and After all Meetings/Clubs and Activities
- After all Restroom Use
- Transitions to Different Classrooms
- Before and After Dismissal (Afternoon)

# MASKS AND PERSONAL HYGIENE



# ACADEMIC SERVICES

Social, emotional, and mental wellness is imperative for students and staff to establish both a feeling of safety and engagement within the school community— In-Person and Remote. We ground ourselves in the understanding that in times of transition we are called to be creative and lean into meaningful relationships that foster a sense of community, build confidence, and help us thrive. As we prepare to return to the place that brings joy to our lives, may we cultivate compassion and grace for ourselves, those we serve, and those we serve alongside. We model the traits of **Strong in Every Way** when we collaborate to move forward together!

# IN-PERSON AND REMOTE LEARNING

By offering in-person and remote learning for our students, Zionsville Community Schools continues to focus on strong relationships and growth for our students--- our core mission. In-person learning occurs in a traditional classroom setting five days a week with mitigation strategies including wearing of masks, social distancing, and enhanced cleaning. Remote learning will occur synchronously and asynchronously.

Synchronous learning is an approach where teachers and students are engaged online in learning at the same time. The teacher provides instruction and tasks through a video-conferencing program at a specific time. For example, if your student has English first period at ZCHS, then your student would be online starting at 8:30 am for that class. Asynchronous learning is when instruction and learning do not happen at the same time for all learners. The teacher provides learning resources and tasks in Canvas. Students access learning at a time that works for them and their family.

At ZCS, our remote option will require both synchronous and asynchronous instruction. If remote learning is your choice, then your student will learn in this environment for nine weeks for grades K-4 and a semester in grades 5-12.

At the end of this commitment, you will have the opportunity to decide which learning environment will be best for your student for second quarter for K-4 and second semester for 5-12.

The reason for the difference in length of commitment is due to our youngest learners needing the most direct literacy and numeracy instruction and our older learners having semester long courses, credits, and needing consistency of instruction. ZCS is committed to meeting our students' physical, social, and emotional health needs --- our students will be Strong in Every Way possible!

## SYNCHRONOUS

is learning that is delivered at a specific time to all students.

Communication is live, so it allows for instant feedback and clarification.

Examples: video conferencing and live chat

## ASYNCHRONOUS

is learning content provided to students and accessed when they choose.

Communication is not live, so it allows students to work on their own time.

Examples: videos and discussion boards

# THINGS TO KNOW

## HIGH SCHOOL

Zionsville Community High School is excited to welcome the class of 2024 to the ZCHS family. We know that the transition to high school is a very important step in the educational journey of students and are committed to helping every student find personal success with their transition to ZCHS. We are offering the following opportunities to assist in the transition process:

### **Eagle Kick Off 2020**

Our Eagle Kick Off program for new students this year will be imbedded into the Back To School Days (registration) process on Tuesday, July 28th. As students go through the traditional Back To School stations, there will be Eagle Kick-Off Mentors (EKOM's) positioned around the campus to offer assistance and answer questions. These student leaders will be wearing a neon Pink EKOM Mentor T-shirt to make them easily identifiable. These students are all prepared to answer your questions and help our new students navigate the building. In addition, the EKOM's will help facilitate a scavenger hunt type activity where new students will learn more about the culture and operations of ZCHS.

### **Welcome to ZCHS PowerPoint**

We will publish an informational Powerpoint on the ZCHS home page by the end of July: <http://zhs.zcs.k12.in.us/>. We hope that this power point will answer many questions you might have about the daily life at ZCHS.

Feel free to contact ZCHS Assistant Principal, Greg Hall at [ghall@zcs.k12.in.us](mailto:ghall@zcs.k12.in.us) or 317-873-3355 x 62999 if you have any questions about these opportunities or about the transition process to Zionsville Community High School.

Zionsville Community High School is excited to welcome the class of 2024 to the ZCHS family.



## MIDDLE SCHOOL

The Zionsville Community Middle Schools are very excited for our Back to School days on Monday, July 27th and Tuesday, July 28th. During Back to School Days, students should come ready to have their school picture taken and receive their class schedule. Students may walk their schedule, get into their assigned locker, and put school supplies in their lockers. In order to incorporate social distancing, our families will be assigned a specific time frame to come to school.

Additional details coming soon from your school!

## ELEMENTARY SCHOOL

The Zionsville Community Elementary Schools are very excited to be able to offer “Meet the Teacher” events at each location prior to the start of the 20-21 school year. As always, our “Meet the Teacher” events are an opportunity for students to come to their campus, locate their classroom, drop-off any school supplies, and briefly meet his or her teacher. In order to incorporate social distancing, we have extended the duration of time for our “Meet the Teacher” events, and our families will be assigned a specific 30-minute time frame for participating. We look forward to seeing you on Friday, July 31st between 3:00 – 6:30 pm.

Additional details coming soon from your school!

## UNIFIED STUDENT SERVICES

If you are selecting remote instruction for your child, and your child has an IEP, please contact Mrs. Casey Allen at [callen@zcs.k12.in.us](mailto:callen@zcs.k12.in.us). Your child’s case conference committee will convene to discuss services and remote instruction.

If you are selecting remote instruction for your child, and your child has an ILP, please contact Mrs. Maggie Ioannacci at [mioannacci@zcs.k12.in.us](mailto:mioannacci@zcs.k12.in.us). Your child’s ENL teacher will meet with you to discuss English Language services and remote instruction.



# FOOD SERVICE

As the school year starts, menu options and food service will be limited until such time that expanded modifications are deemed appropriate.

- ZCS Food Service Staff will adhere to the same health screening and reporting as all other ZCS employees.
- Social distancing is expected as is the use of face masks by staff and protective shields at the cash register.
- Designated spots, in six foot increments, will be established in the serving lines for both food service staff and students.
- Food Service Associates and others monitoring in the café will provide reminders of social distancing.
- Food Service options, including breakfast, lunch, and after school snack service are all subject to modification as follows:

### **Breakfast Service**

- Provided at ZCHS, ZMS, and ZWEST and available to any secondary student.
- Menu options, when appropriate, will be packaged for ease of selection.
- Accessible for pick up in the cafeteria a minimum of 15 minutes before school.
- This procedure will be evaluated on a weekly basis to determine if modifications are needed.

### **Lunch Service**

- Menu options provided by the Food Service Department will be limited to a minimum of four cold lunch choices for the month of August and will be expanded when appropriate.
- Each meal will be pre-packaged and will adhere to the nutritional guidelines of the National School Lunch Program which in part require the following components:

### **Meat/Meat Alternate, Grain, Fruit, Vegetable and Milk:**

Examples of cold lunch choices:

- Special Salad

- Turkey Sub Sandwich
- Protein Pack
- Bagel and Yogurt
- Yogurt Parfait
- Peanut Butter and Jelly Sandwich

### **Menu Orders**

Food selections will be pre-ordered in the elementary and in secondary sites when students are eating in the classroom.

#### **For students eating in the cafeteria**

- Meal items will be packaged and students will select their lunch and proceed to the checkout where they will verbally provide their name to the cashier. The lunch purchase will be deducted from the student's account.
- Table surfaces will be cleaned by the ZCS Food Service Staff and other lunchroom supervisors.

#### **For students eating in the classroom**

- Based upon the pre-orders, meal items will be packaged and either delivered to the specific classroom OR be available for pick up by a non-food service individual (i.e. classroom aide, student, teacher, etc.)
- Meals will be charged based upon the list sent by the teacher earlier in the day.
- If modifications are needed, the manager is the appropriate contact.
- In most instances, Universal Pre-school and Riviera Daycare will eat in their classrooms.

#### **Pin Pad Usage for Purchases**

- At this time, Pin Pad use will not occur by customers.
- Students will state their name during the checkout process.

#### **Seating for lunch consumption**

- ZCS Cafeterias will operate using 50-65% of their seating capacity and will arrange for assigned seating in the cafeteria when feasible.
- The remaining students will eat in other pre-established areas which enhance social distancing, such as classrooms.
- When possible and at the teacher's discretion, students will eat outside at a previously established area, separate from playground area to ensure social distancing.

## **After School Snacks**

- Prior to CoVID-19, this service was provided at Zionsville Community High School, Zionsville Middle School and Zionsville West Middle School.
- The after school snack options will continue at the secondary schools with limited items available and weekly monitoring for necessary modifications.

## **A la Carte Items**

- These items will be available, yet the selection will initially be limited. With continued monitoring, these options may be expanded in the future.

## **Account deposits**

- Credit Card Payments -fastest option at <https://zcs.schoolpay.com>.
- Checks -- Please note student name and PIN# on each check.
- Cash -- Please place in an envelope with student name and PIN# on the envelope.

## **School Specifics**

### **Elementary Level**

- Checks/Cash are given to teachers and then sent to café manager.

### **Secondary Level**

- Checks are placed in a marked container by the checkout area.
- As always, no meal will be denied based upon a lunch balance.
- Hygiene breaks for proper handwashing are encouraged before and after lunch.
- Food Sharing as well as Food Rescue efforts will not be permitted.
- Certain items such as cereal and syrup are not being served in the classrooms.
- Microwaves are not available in the cafeterias or classrooms. This is to eliminate shared equipment that may not be properly cleaned between uses.
- Water bottles from home are permitted as is the refilling of bottles at the Water Refill Stations. This is encouraged as the water fountains will be shut off. Plastic, disposable water cups will be available for student use.
- Lunches may be brought from home. Please be advised that we do have students with allergies.
- Milk will be available for purchase in the cafeteria.
- Meal options for those students enrolled in remote learning may be available.



## SCHOOL BUS PROTOCOL

Bus capacity will be reduced as a result of CoVID-19. Students who ride the school bus will wear masks and will have assigned seats. Students will be reminded to keep hands to themselves and face forward.

Decisions are still in progress regarding the ways in which we will manage lowered bus capacity. This may include walk zones and requests for parents to assist us with transportation of their children.

Parents will receive bus information and related options prior to the start of school.





# RECESS BREAKS

ZCS believes that play and outdoor activity are crucial to our students' wellbeing. As such, recess will continue to be encouraged throughout the school day and will take place outdoors except during inclement weather. Recess guidelines for the elementary and middle school levels are in place to mitigate the spread of CoVID-19 among our student population.

## **Elementary**

- Students will be encouraged to wash hands with soap and water or use hand sanitizer before and after recess activity.
- Each class will be assigned a total of 30 minute recess each school day. This may occur in one setting or in two fifteen minute increments. The playground area will operate at 50-60% capacity of the normal recess schedule.
- Recess periods may be scheduled for the morning (before lunch) and the afternoon (after lunch).
- Students, teachers, and staff will wash hands or use hand sanitizer before and after recess periods.
- Students will be encouraged to social distance during play (play games and use equipment without touching another person).

Examples of games:

- Jump Rope
- Slides – one at a time
- Swings – no pushing
- Four Square
- Monkey Bars – one at a time
- Sanitation of equipment will occur daily.

## **Middle School**

- Each grade level will be allotted their assigned amount of recess; approximately 10 minutes of outdoor time.
- Students will be encouraged to social distance across the outdoor area.
- Sanitation of equipment will occur daily.

## **Indoor Recess**

- **Elementary**  
Students stay inside with their classroom group and will be supervised by their teacher.
- **Middle School**  
Students stay inside with assigned classroom group.

If games and indoor recess materials are shared by students, those materials will be sanitized on a regular basis.

# ATHLETICS AND EVENTS



# ATHLETIC PROGRAM PROTOCOLS

## ATHLETIC PROGRAM PROTOCOLS

The Zionsville Community School Corporation has worked with the Boone County Health Department to meet the established guidelines of the CDC, IDOE, and the IHSAA in response to the ongoing COVID pandemic. The following guidelines will be used by all student groups, clubs, performing arts, and athletic organizations.

### IDOE IN-CLASS Phase Timeline

Phase I: July 6 – 19

Phase II: July 20 – August 14

Phase III: August 15 – Beyond

## GENERAL GUIDELINES

WE WILL  
WORK TO  
KEEP OUR  
EAGLE FAMILY  
HEALTHY AND SAFE.

### Initial Pre-Participation Protocols:

All summer activities are voluntary.

All students and essential personnel will be trained and screened for signs/symptoms of CoVID-19 prior to participating in workouts, practices, or rehearsals.

Any person with symptoms should contact his/her primary care provider or other health care professional. (Phases I – III)

Individuals who have tested positive or have been in close proximity with someone who has tested positive for CoVID-19 should refrain from attending for 10 days with a negative test or 14 days from exposure.

All student-athletes will have a current physical on file as well as 2020-2021 IHSAA Health History Update Questionnaire and Consent and Release Certificate.

Individuals failing to meet these requirements will not be allowed to participate.

### **Daily Screening / Tracing Protocols:**

All student participants will complete the self-screener tool prior to the scheduled practice, rehearsal, or event. Any person who has had the following symptoms in the last 24 hours will not be allowed to participate and should contact his/her primary care provider or other health care professional.

- A fever of 100.4 degrees F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore Throat
- New loss of taste or smell
- Daily attendance will be taken by coaches, sponsors, and directors

### **Hygiene / Safety Protocols:**

Individuals will wash their hands or apply hand sanitizer immediately upon arriving to campus. This step is expected as a condition of participation.

Students must bring all necessary equipment to and from home for each workout.

Hand sanitizer will be available to individuals during workouts (students are

encouraged to bring their own hand sanitizer).

Students are encouraged to shower and wash their workout clothing immediately after returning home.

Individuals are not allowed to share personal use items.

Vulnerable individuals, as identified by the CDC, may resume public interactions, while practicing physical distancing to minimize the risk of exposure.

### **INDIVIDUALS FAILING TO MEET THESE REQUIREMENTS WILL NOT BE ALLOWED TO PARTICIPATE.**

### **Hydration: (All phases):**

All students shall bring their own water bottle. Water bottles cannot be shared.

Hydration stations will be available for refilling of personal water bottles only. Traditional water fountains will be shut off.

### **General Facility Access:**

Facilities open to participants and essential personnel only in Phase I & II.

Social distancing is encouraged in all general facilities.

Designated restroom facilities will be available.

Locker rooms will not be

available in Phase I.

Locker rooms will operate at 50% capacity in Phase II & III.

All participants should wear appropriate clothing, shoes, etc. at all times.

### **General Facility Cleaning:**

Cleaning schedules for all utilized facilities will be created and implemented in accordance with CDC guidelines.

Hard surfaces in the utilized facilities will be wiped down and sanitized prior usage of the facility (bathrooms, counters, chairs, tables, locker rooms, weight room equipment, athletic training room tables, etc.).

Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam will be covered.

### **ATHLETIC PROGRAM PROTOCOL**

### **ZCS District Limitations:**

No summer competitions with other schools (intra-squad only).

No summer transportation.

No summer overnight field trips.

Priority will be given to fall sports programs (this will mainly only come into play

during Phase I and the first half of Phase II).

Non student-athlete personnel such as coaches, managers, medical related staff and directors should wear face coverings at all times unless under rigorous activity or pose a health risk.

#### **A. IHSA Return to Play Protocols:**

Athletes must have a valid 2019-2020 or 2020-2021 IHSA Physical and the IHSA Health History Update Questionnaire and Consent and Release Certificate on file.

Athletes will need to complete all necessary forms on Rank One prior to July 6th or their first workout/practice on campus.

#### **Phase I Protocols (July 6 – 19)**

Summer activities are voluntary.

District limitations apply.

Athletes are permitted 15 hours on campus per week.

Athletes are permitted to attend four, two-hour conditioning sessions per week (1x per day).

Each sport team is permitted two activity days per week – three hours per session.

Each sport team activity days may not be held

on consecutive days.

Essential personnel ONLY – no parents/spectators.

#### **Phase II Protocols (July 20 – August 14)**

Summer activities are voluntary.

District limitations apply.

Normal summer rules and guidelines minus previous.

Essential personnel ONLY – no parents / spectators.

Girls Golf officially begins July 31st (parents permitted at contests).

#### **Phase III Protocols (August 15 – Beyond)**

Fall sports competitions begin. Normal IHSA rules and regulations.

Spectators, media, and vendors can be present but should implement social distancing and other risk-mitigating strategies when possible.

#### **B. Facility Protocols:**

##### **Indoor Athletic Space Protocol**

Gymnasium doors will be propped open.

Maximum occupancy is 12 athletes per court or six athletes per basket, plus coaches.

When not directly participating in a drill, social distancing (six feet) should be observed.

Athletes are encouraged to bring only essential items and keep them separated in a designated area.

Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces. When indoors, shirts with sleeves are required to be worn at all times. There will be no shared towels, clothing, or shoes between athletes.

#### **Locker Room Protocol**

Locker rooms will not be available in Phase 1.

Locker rooms will operated at 50% capacity in Phase II & III.

Entrance doors to inside locker rooms and restrooms will be propped open.

All participants should wear appropriate clothing, shoes, etc. at all times.

#### **Outdoor Field / Turf Protocol**

When not directly participating in a drill, social distancing (six feet) should be observed.

Athletes are encouraged to bring only essential items and keep them separated in a designated area.

Appropriate clothing/shoes should be worn at all times to minimize sweat from

transmitting onto equipment/surfaces. When indoors, shirts with sleeves are required to be worn at all times.

There will be no shared athletic towels, clothing, or shoes between athletes.

Restroom facilities will be accessible.

### **Training Room Protocol**

Training room doors will be propped open.

Athletic trainers will establish training room occupancy to maintain social distancing.

Athletes and athletic trainers need to wear a face mask in the training room.

Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces. When indoors, shirts with sleeves are required to be worn at all times.

There will be no shared athletic towels, clothing, or shoes between athletes.

Athletes will observe social distancing while waiting outside the training room.

Athletic trainers will establish guidelines for cleaning equipment in the training room between treatments.

Athletic trainers will keep an accurate record of each student-athlete that comes into

the training room for any reason (treatment or otherwise).

### **Weight Room Protocol**

Weight room doors will be propped open.

Maximum occupancy in the weight room will be 30 athletes (half capacity) plus coaches.

When not directly participating in a drill, social distancing (six feet) should be observed.

Athletes are encouraged to bring only essential items and keep them separated in a designated area.

Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces. Shirts with sleeves are required to be worn at all times.

There will be no shared athletic towels, clothing, or shoes between athletes.

Weight equipment will be cleaned before and after each individual use.

Maximum lifts should be avoided.

NO exercises requiring a spotter will be permitted (Phase I).

Necessary spotting: only exception to social distancing (Phase II and III).

### **Best Practices for Athletics:**

When not directly participating in a drill, social distancing (six feet) should be observed.

Athletes are encouraged to bring only essential items and keep them separated in a designated area.

Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces. When indoors, shirts with sleeves are required to be worn at all times.

Proper hygiene will be maintained during practice sessions.

Protective athletic equipment should be worn by only one individual and not shared.

Athletic equipment should be cleaned following each practice session (bats, basketballs, blocking pads, footballs, volleyballs, baseballs, softballs soccer balls, tennis balls).

Instructional groups should be established and utilized for attendance, water breaks and dismissal.

Each sport will have guidelines that may be specific for their sport and will be communicated to athletes by coaches.





# MUSIC PROGRAM PROTOCOLS

## **ZCS District Limitations**

No summer competitions with other schools (intra-squad only).

No summer transportation.

No summer overnight field trips.

Non student personnel such as coaches, managers, medical related staff and directors should wear face coverings at all times unless under rigorous activity or pose a health risk.

### **A. Return Protocols:**

#### **Phase I Protocols (July 6 – 19)**

Summer activities are voluntary

District limitations apply

Students are permitted 15 hours on campus per week

Each group is permitted three hours per day of rehearsal

Essential personnel ONLY – no parents/spectators

#### **Phase II Protocols (July 20 – August 14)**

Summer activities are voluntary

District limitations apply

Normal summer rules and guidelines minus previous

Essential personnel ONLY – no parents / spectators

#### **Phase III Protocols (August 15 – Beyond)**

Normal rules and regulations

Spectators, media, and vendors can be present but

should implement social distancing when possible.

### **B. Facility Protocols:**

Indoor Space Protocol

Interior facility doors will be propped open

Classroom and instructional spaces should be utilized at 50-65% of capacity.

Groups should work outdoors whenever possible. The largest available space should be utilized for whole-group activities.

When not directly participating in a drill, social distancing (six feet) should be observed.

Students are encouraged to bring only essential items and keep them separated in a designated area.

Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces. Shirts with sleeves are required to be worn at all times.

There will be no shared towels, clothing, or shoes between students.

Dynamic warmup is encouraged.

### **Locker Room Protocol**

Locker rooms will not be available in Phase 1.

Locker rooms will operated at 50% capacity in Phase II & III.

Entrance doors to inside locker rooms and restrooms will be propped open.

All participants should wear appropriate clothing, shoes, etc. at all times.

### **Outdoor Field / Turf Protocol**

When not directly participating in a drill, social distancing (six feet) should be observed.

Students are encouraged to bring only essential items and keep them separated in a designated area.

Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces.

When indoors, shirts with sleeves are required to be worn at all times.

There will be no shared athletic towels, clothing, or shoes between athletes.

Restroom facilities will be accessible. NO marching band or other show elements requiring a spotter will be permitted (Phase I). Necessary spotting: only exception to social distancing (Phase II and III).

### **C. Best Practices for Music:**

When not directly participating in a drill, social distancing (six feet) should be observed.

Students are encouraged to bring only essential items and keep them separated in a designated area.

Appropriate clothing/shoes shall be worn at all times to minimize sweat from transmitting onto equipment/surfaces. When indoors, shirts with sleeves are required to be worn at all times.

Proper hygiene will be maintained during practice sessions.

Equipment must be cleaned following each practice session (instruments, props, rifles, sabers).

Instructional groups will be established and utilized for attendance, water breaks and dismissal.

Each group will have guidelines that may be specific for their activity and will be communicated to participants by directors.

Students should not sing or play an instrument while facing another individual when possible.

# ECA AND WORK SESSION PROTOCOL

## **ZCS District Limitations**

No summer competitions with other schools (intra-squad only).

No summer transportation.

No summer overnight field trips.

Non student personnel such as coaches, managers, medical related staff and directors should wear face coverings at all times unless under rigorous activity or pose a health risk.

### **A. Return Protocols:**

#### **Phase I Protocols (July 6 – 19)**

Summer activities are voluntary District limitations apply.

Students are permitted 15 hours on campus per week.

Each group is permitted three hours per day of meeting or work time.

Essential personnel ONLY – no parents/spectators.

#### **Phase II Protocols (July 20 – August 14)**

Summer activities are voluntary.

District limitations apply.

Normal summer rules and guidelines minus previous.

Essential personnel ONLY – no parents / spectators.

#### **Phase III Protocols (August 15 – Beyond)**

Normal rules and regulations.

Spectators, media, and vendors can be present but should implement social distancing when possible.

**B. Facility Protocols:**

**Indoor Space Protocol**

Interior facility doors will be propped open.

Classroom and instructional spaces should be utilized at 50-65% of capacity.

Groups should work outdoors whenever possible. The largest available space should be utilized for whole-group activities.

When not directly participating in work, social distancing (six feet) should be observed.

Students are encouraged to bring only essential items and keep them separated in a designated area.

Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces. When indoors, shirts with sleeves are required to be worn at all times.

There will be no shared items such as tools, pens, pencils, and personal belongings.

**Best Practices for Group Meetings and Work Sessions:**

When not directly participating, social distancing (six feet) should be observed. Students are encouraged to bring only essential items and keep them separated in a designated area.

Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces. When indoors, shirts with sleeves are required to be worn at all times.

Proper hygiene will be maintained during work sessions.

Equipment should be cleaned following each practice session (tools, shared items, lab equipment).

Instructional groups should be established and utilized for attendance, water breaks, and dismissal. Each group will have guidelines that may be specific for their activity and will be communicated to students by sponsors.

When work in close proximity is necessary or unavoidable, face coverings should be worn if at all possible.

If students are handling the same physical item, gloves are encouraged.

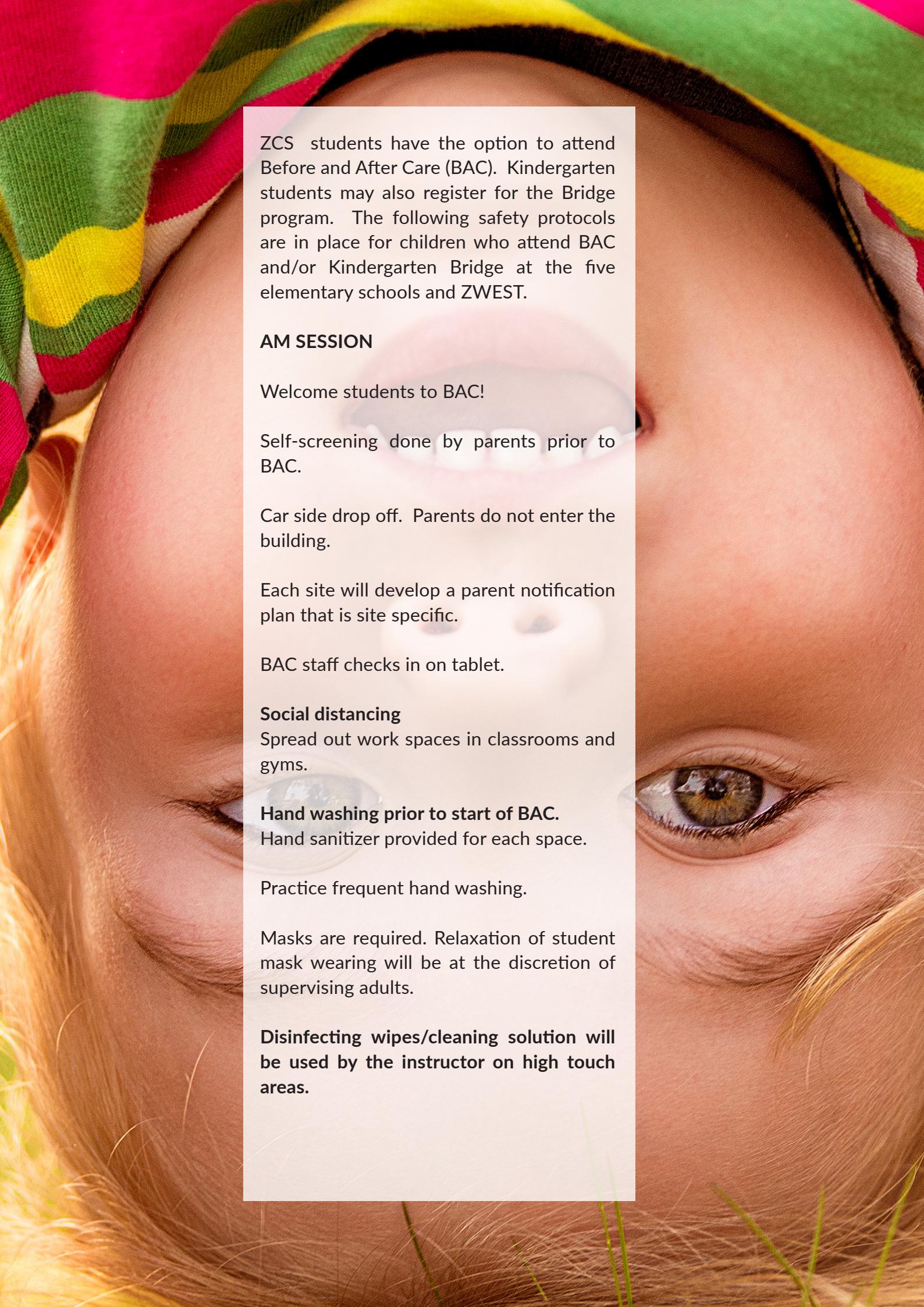
Instructors will be required to wear a mask.

Instructors should offer hourly breaks if mask wearing is necessary.

Students should be social distanced so that they can remove their masks in a safe environment.

Masks will be worn by instructors and students when transitioning to the bathroom, arrival, dismissal, and anytime there is a transition and social distancing is not feasible.





ZCS students have the option to attend Before and After Care (BAC). Kindergarten students may also register for the Bridge program. The following safety protocols are in place for children who attend BAC and/or Kindergarten Bridge at the five elementary schools and ZWEST.

### **AM SESSION**

Welcome students to BAC!

Self-screening done by parents prior to BAC.

Car side drop off. Parents do not enter the building.

Each site will develop a parent notification plan that is site specific.

BAC staff checks in on tablet.

#### **Social distancing**

Spread out work spaces in classrooms and gyms.

#### **Hand washing prior to start of BAC.**

Hand sanitizer provided for each space.

Practice frequent hand washing.

Masks are required. Relaxation of student mask wearing will be at the discretion of supervising adults.

**Disinfecting wipes/cleaning solution will be used by the instructor on high touch areas.**

**Outside play/activities are encouraged as much as possible.**

Wash hands before and after playground and gym use.

**Student items will be stored separately.**

## **PM SESSION**

Welcome students to BAC.

Car side pickup. Parents do not enter building.

Each site will develop a parent notification plan that is site specific BAC checks out of tablet.

### **Social distancing**

Spread out work spaces in classrooms and gyms.

### **Handwashing prior to start of BAC**

Hand sanitizer provided for each space.

Practice frequent hand washing.

**Masks are required. Relaxation of student mask wearing will be at the discretion of supervising adults.**

**Disinfecting wipes/cleaning solution will be used by the instructor on high touch areas.**

**Outside play/activities are encouraged as much as possible.**

Wash hands before and after playground and gym use.

**Student items will be stored separately.**



# Ascension St. Vincent

# HEALTHCARE PROVIDER

ZCS school nursing services are provided by Ascension St. Vincent. Need a provider?

[Visit getstvincentcare.com.](http://getstvincentcare.com)



## ZCS HEALTH EXPERTS

THANK YOU TO OUR GUIDING HEALTH EXPERTS

**BOONE COUNTY HEALTH DEPARTMENT**

**INDIANA STATE DEPARTMENT OF HEALTH**

**CENTERS FOR DISEASE CONTROL AND PREVENTION**

# CONTINGENCY PLANNING

CoVID-19 is still a relatively new situation that may present a variety of challenges in the future.

We will offer both in-person learning and remote learning based on individual student, staff and family needs. We have a virtual learning program ready to go should CoVID-19 force us to cease in-person instruction.

We are taking things one day at a time and will make needed changes. This continues to be a time of needed flexibility by all.

# COMMUNICATION

CoVID-19 is a fluid situation with the possibility for unexpected changes or disruptions to normally established schedules and procedures.

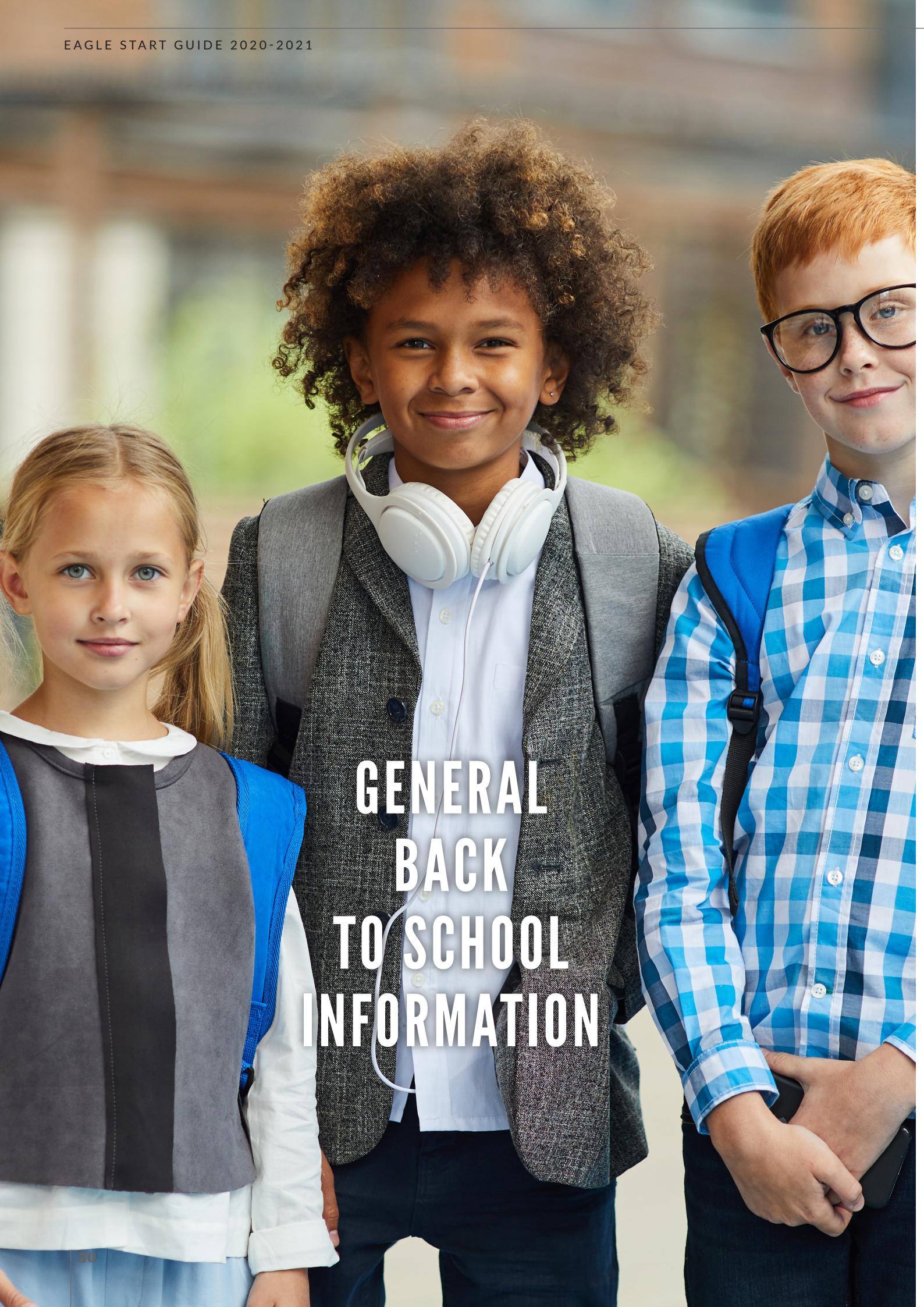
We want students and staff to have a positive experience in our buildings. We make decisions based on what is in the best interest of the entire ZCS student and staff population. We understand that there will be special circumstances that require individual treatment. Patience and flexibility will carry us through.

We will communicate often. We will also listen. It is important that you know that your voice is heard and your thoughts respected.

Please follow eNexus for ongoing updates. Staff can refer to the Insider for the latest information. We will stay present on social media and send email updates as needed.

Please reach out to us when concerns arise or when you feel you need to have a conversation. We always prefer to communicate personally rather than to hear through someone else or find concerns voiced on social media that were not previously brought to our attention.

Thank you for partnering with us.

A photograph of three young children standing outdoors. On the left, a girl with long blonde hair looks directly at the camera. In the center, a boy with curly brown hair and white headphones around his neck also looks at the camera. On the right, another boy with short red hair and glasses, wearing a blue and white checkered shirt, is partially visible, looking towards the camera.

GENERAL  
BACK  
TO SCHOOL  
INFORMATION

# IMPORTANT CALENDAR DATES

**AUGUST 4**  
FIRST DAY OF SCHOOL

**SEPTEMBER 7**  
LABOR DAY / NO SCHOOL

**OCTOBER 12-16**  
FALL BREAK / NO SCHOOL

**NOVEMBER 25-27**  
THANKSGIVING BREAK / NO SCHOOL

**DECEMBER 21 - JANUARY 1**  
WINTER BREAK / NO SCHOOL

**JANUARY 18**  
MLK JR DAY / NO SCHOOL

**JANUARY 19**  
TEACHER PD WORK DAY / NO SCHOOL

**FEBRUARY 15-19**  
INTERN / SERVICE WEEK / NO SCHOOL

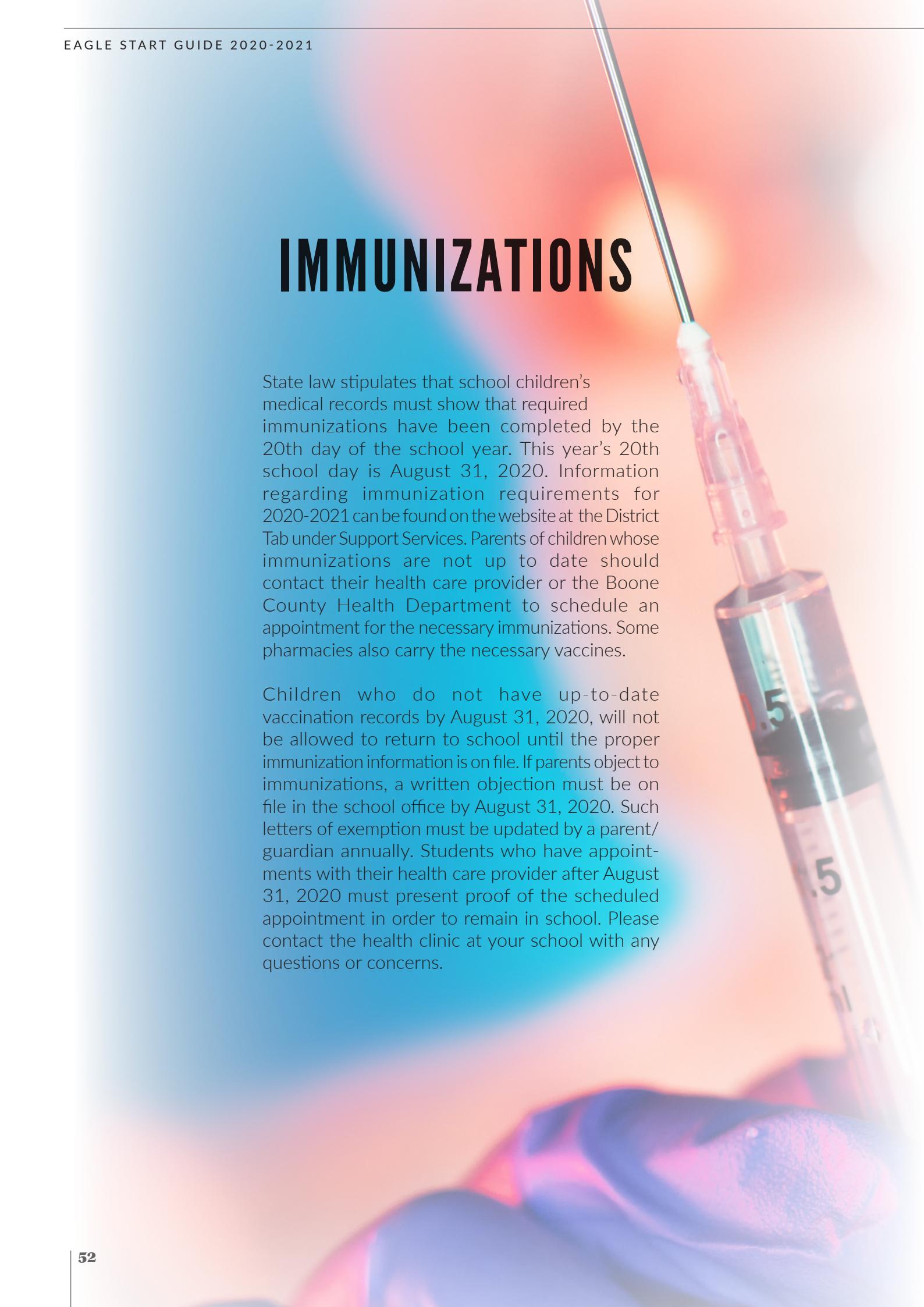
**APRIL 2-9**  
SPRING BREAK / NO SCHOOL

**MAY 27, 28 AND JUNE 1-4**  
SCHOOL MAKE-UP DAYS IF NEEDED

**MAY 31**  
MEMORIAL DAY / NO SCHOOL

**JUNE 6**  
COMMENCEMENT (TENTATIVE)

# IMMUNIZATIONS



State law stipulates that school children's medical records must show that required immunizations have been completed by the 20th day of the school year. This year's 20th school day is August 31, 2020. Information regarding immunization requirements for 2020-2021 can be found on the website at the District Tab under Support Services. Parents of children whose immunizations are not up to date should contact their health care provider or the Boone County Health Department to schedule an appointment for the necessary immunizations. Some pharmacies also carry the necessary vaccines.

Children who do not have up-to-date vaccination records by August 31, 2020, will not be allowed to return to school until the proper immunization information is on file. If parents object to immunizations, a written objection must be on file in the school office by August 31, 2020. Such letters of exemption must be updated by a parent/guardian annually. Students who have appointments with their health care provider after August 31, 2020 must present proof of the scheduled appointment in order to remain in school. Please contact the health clinic at your school with any questions or concerns.



## **DEVICES** **BRING YOUR OWN**

A computing device is required for students in grades 5-12. During registration, parents indicate whether their student will rent (at a cost of \$132.50 for the year) or select Bring Your Own Device (BYOD). If BYOD, the following are recommendations for devices at the high school and middle schools:

1. Operating System:  
Windows 10, 8 or 8.1, no RT or Windows 10S  
Mac 10.12 and up  
Chrome OS 74  
Linux OS not recommended
2. Eight GB of RAM recommended (4GB min)
3. A protective case is recommended
4. Although ZCS does not recommend a brand of laptop,  
if you have questions about a device, please email  
[zcstech@zcs.k12.in.us](mailto:zcstech@zcs.k12.in.us).

# STUDENT ATTENDANCE PROTOCOL

It is essential for the school community to work together to prevent the introduction and mitigate the spread of CoVID-19 in the school environment and in the community.

Employees and students (or parent on behalf of student) will self-screen prior to entering the school environment, including school buses.

In regards to CoVID-19, close contact is defined as being within six feet of an individual for more than 15 minutes.

The information below explains what to do if your child has been in close contact with someone who is a confirmed CoVID-19 case, if your child starts exhibiting one or more of the CoVID-19 symptoms (not otherwise explained), or if your child tests positive for CoVID-19.

An individual is considered exposed if someone in the home has tested positive for CoVID-19 or if through the state's contact tracing program has been identified as exposed.

## **Attendance Protocol:**

### **Meets Entry Criteria**

- Student self-screens.
- Student meets criteria

- for building entry via self-screening.
- Student may enter school environment and go about the school day.

### **Does NOT Meet Entry Criteria**

- Student meets qualifications for exclusion.
- Contact school via attendance procedures stating reason for absence.
- If "ill" or "sick" is stated, school will inquire for more information regarding the absence via phone or email.
- If an absence is CoVID-19 related, the absence will be marked in PowerSchool using the "C19" indicator.
- The "C19" indicator will be used for tracking purposes to return to school after exclusion.
- During the exclusion, the student may operate in the online environment until criteria for return to school after exclusion have been met.

### **Self-Screening and Exclusion**

During the self-screening process, the student/adult will acknowledge that the student has not tested positive or been in close contact with anyone who

tested positive for CoVID-19. Close contact is defined as being within six feet of a person for longer than 15 minutes. A student also must not exhibit one or more of the following COVID-19 symptoms not otherwise explained:

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Students will be excluded from school if they test positive for CoVID-19 or exhibit one or more of the symptoms of CoVID-19 based on CDC Guidance that is not otherwise explained. Students exhibiting symptoms of CoVID-19 without being otherwise explained are prohibited from coming to school. Students who have been in close contact with a CoVID positive individual within the last 14 days will also be excluded. If symptomatic students do come to school, they will be sent home immediately.

Even without symptoms, if a student has recently traveled from somewhere considered to be a “hot spot” by the CDC, the district/school may exclude an individual from the school building and recommend that they self-quarantine for 14 calendar days after consultation with the Boone County Health Department.

### **Return to School After Exclusion**

Once a student is excluded from the school environment due to COVID-19, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

### **Untested**

Persons who have not received a test proving or disproving the presence of CoVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

### **Tested Positive-Symptomatic**

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

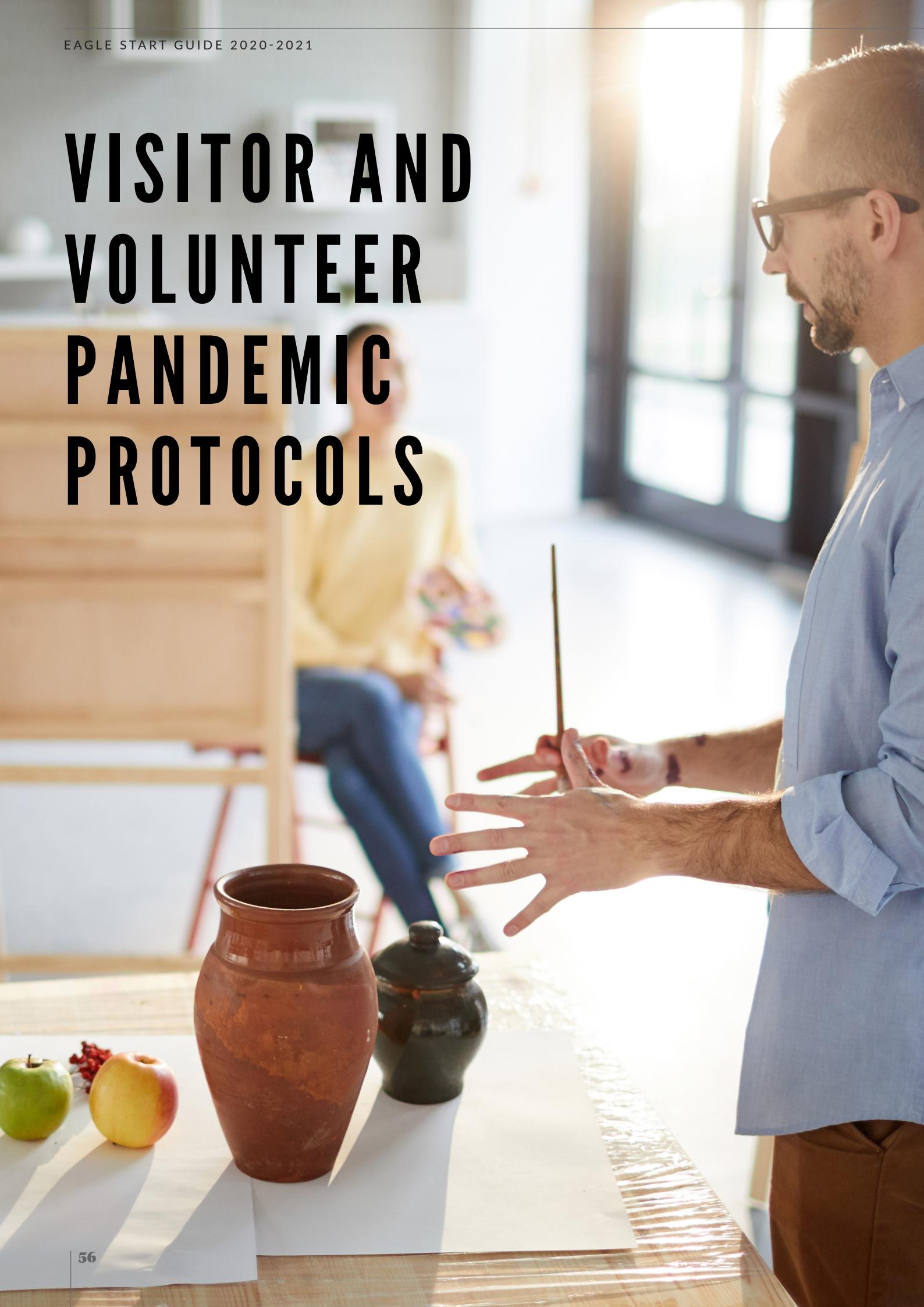
- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

### **Tested Positive-Asymptomatic**

Persons who have not had symptoms but test positive for CoVID-19 may return when they have gone ten (10) calendar days past their test without symptoms and have been preferably released by a healthcare provider. Students may also return if they are approved to do so in writing by the student’s health care provider.

The state website has a list of nearly 200 testing facilities, their location, and hours of operation. This list is updated frequently. Visit <https://www.coronavirus.in.gov/2524.htm>.

# VISITOR AND VOLUNTEER PANDEMIC PROTOCOLS



Enhanced visitor and volunteer guidelines are in place to mitigate the spread of COVID and to allow contact tracing should it be necessary. All patrons on campus must adhere to the current guidance for mitigating COVID.

### **Visitors**

- At this time, all nonessential visitors of our core mission will be temporarily suspended at all school facilities during the instructional day.
- Examples of visitors who would not be allowed at this time include, but are not limited to, the following:
- Lunch visitors (parents, siblings, relatives who want to eat lunch with a student) will be suspended to ensure proper cafeteria capacity thresholds of 50-65%.
- Guest speakers/College Representatives/ Lunch-n-Learn presenters will not be on campus.
- Guest speaker and presenters who would normally have direct contact with students through their educational programs are not allowed at this time. However, the district does encourage virtual guest speakers.

### **Organizations**

- Organizations supporting local youth affiliations would normally have direct contact with students through their educational programs.
- While these visits are being suspended at this time, the district does encourage virtual connections with these organizations.

### **Sales/solicitors**

- Private Food Deliveries (GrubHub, Door Dash) for students are not permitted.
- Private food deliveries for staff will be allowed at each school's designated outside location.

### **Classroom Volunteers**

- Volunteers for individual classrooms may be allowed and must adhere to the following guidelines:
- Limited to one volunteer per week for a teacher/class (with criminal background check).

- Volunteer schedule provided to administrative staff and administrative assistants.
  - No direct contact with students.
  - Volunteers not visit classrooms.
  - Volunteers may assist a teacher with copying, cutting, laminating, etc. in a centralized work room designated by each school building.
  - Instructions can be distributed via email, phone, or written prior to the volunteer doing their work.
  - Materials provided by teacher will be placed in a centralized work room designated by each school prior to the volunteer visit (1 day prior).
- throughout the district K-12.
- Previously established tutoring programs at the secondary level through the ZCHS Learning Center and music department will proceed under enhanced protocols to serve student skill deficits at the secondary level. Tutors will abide by the background check and building entry process, as well as follow all mitigating strategies including sanitizing practices.
  - Field Trips will be reduced to only essential trips. If it is necessary for credit-bearing courses, we will ensure mitigation strategies are in place. Masks must be worn at all times while on the bus and indoors.

## Curricular Supports

- Services coordinated with professionals via the USS department or through our partners at Integrative Wellness and other wrap services in Boone County will continue under enhanced safety measures. In addition to the required background checks and general building entry protocols, these measures include following all current mitigating strategies and sanitizing practices.
- The ZCHS Cadet Program and ZCHS Peer programs will continue under enhanced protocols to serve student needs in our elementary and middle school environments. These courses are credit bearing and provide multiple supports to students



# MID-DAY APPOINTMENTS

ZCS understands the need for students to leave and return to the building for mid-day appointments. Enhanced procedures are in place to mitigate the spread of CoVID-19 among students, teachers, and staff at each level. Additionally, ZCS realizes that there are occasions where our students are picked up for off campus celebrations (birthday lunches, etc.). To mitigate the spread of CoVID-19, we strongly encourage that these departures are temporarily suspended.

## **Elementary - Student Pick Up**

1. Parent/guardian will come to the building and use the intercom system to speak to administrative assistant. Parent/guardian will request student and detail purpose of appointment (dentist, doctor, etc.).
2. Parent/guardian will wait for student in the school's designated area.
3. Once student comes to the office, student will join parent/guardian in the school's designated area for their appointment.

## **Elementary - Student Drop Off**

1. Parent/guardian will walk student to main door of school and use the intercom system to speak to administrative assistant. Parent/guardian will detail purpose of late arrival or return from mid-day appointment.
2. Parent/guardian and student will enter in the school's designated area and sign the student in.
3. Student will be encouraged to use hand sanitizer or wash hands before going to their classroom to resume their school day.\*

\*Hand sanitizer will be in all school offices for student, teacher, and staff use.

### **Middle School Student Pick Up**

1. Parent/guardian will come to the building and use the intercom system to speak to administrative assistant. Parent/guardian will request student and detail purpose of appointment (dentist, doctor, etc.).
2. Parent/guardian will wait for student in the school's designated area.
3. Once student comes to the office, student will join parent/guardian in the school's designated area for their appointment.

### **Middle School Student Drop Off**

1. Student will check in at the office and return to class.
2. Student will be encouraged to use hand sanitizer or wash hands before going to the classroom to resume their school day.\*

\*Hand sanitizer will be in all school offices for student, teacher, and staff use.

### **High School Student Pick Up**

1. Student will sign out in the attendance office.
2. Parent will wait for the student in the parking lot at Door #1.
3. Student will exit the building to their parent or to their personal vehicle if they are a driver.

### **High School Student Pick Up**

1. Student will check in at the office and return to class.
2. Student will be encouraged to use hand sanitizer or wash hands before going to the classroom to resume their school day.\*

\*Hand sanitizer will be in all school offices for student, teacher, and staff use.

# ZIONSVILLE EDUCATION FOUNDATION (ZEF)



ZEF will celebrate its 25th anniversary this year! Our annual fall Barn Bash fundraiser will take on a slightly different look as ZEF Bash, but it will still be the same casual, fun night in support of our amazing teachers and schools. Join us on Saturday, November 14th to celebrate 25 years and raise funds for innovative projects throughout the district. While we don't know if we will gather in person or virtually, we do know that it will be a great night!

Sign up for ZEF's newsletter at:  
[www.zionsvilleeducationfoundation.org](http://www.zionsvilleeducationfoundation.org) to receive registration and event information, and, while you're there, make your back to school donation and learn more about past ZEF grants' impact on our schools.



## ZCS BOARD OF EDUCATION

Front row left to right:

**DEBBIE UNGAR**, BOARD VICE PRESIDENT  
**JANE BURGESS**, BOARD SECRETARY

Back row left to right:

**MIKE COUSSENS**, BOARD MEMBER  
**JOE STEIN**, BOARD PRESIDENT  
**MIKE BERG**, BOARD MEMBER



TM

THE ROAD THROUGH LIFE BEGINS HERE.