



Administration Office
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Kelloggsville High School 4787 Division Ave S.W. (616) 532-1570
Kelloggsville Middle School 4650 Division Ave S.E. (616) 532-1575
54th Street Academy 173 54th St S.W. (616) 531-7433
East Elementary School 4656 Jefferson Ave S.E. (616) 532-1580
West Elementary School 4555 Magnolia Ave S.W. (616) 532-1595
Southeast Elementary School 240 52nd St S.E. (616) 532-1590
Kelloggsville Early Childhood Learning Center
977 44th St S.W. (616)532-1585

August 17, 2020

Dear Parents and Guardians,

We personally would like to thank you for your support during these challenging times. We will continue to update our policies and procedures if new information becomes available or changes. We are excited to get the year started and hope you all enjoy the final weeks of summer. Below are some reminders as we approach the new school year. Also, included for all students is a consent for online learning that needs to be signed returned to the building the first day of school.

Beginning of the School Day

- The KPS Elementary Playgrounds will open for students at 8:30 am for parent drop-off.
- Temperatures will be checked when students enter the playground/school. Parents will be contacted to pick up their child with a temperature of 100.4° or higher.
- Parents are encouraged to check their child's temperature before sending them to school.
- If any students do not have a mask one will be provided, they are required to have them on at all times, including on the playground.
- All staff members are required to wear a mask.
- While in the building students will be expected to spread out and follow 6ft social distancing policies, whenever possible.
- Staff will be present throughout the building to help with student social distancing.

During the School Day

- Students will be expected to keep masks on at all times during the school day except when eating or drinking.
- Students will be expected to bring a water bottle since drinking fountains will not be in use.
- Students will be separated from one another in each classroom as far apart as feasible with class dimensions and student numbers.
- Hallway traffic patterns will be labeled throughout the building.
- Students will not be allowed to share equipment or any objects.

Breakfast and Lunch

- Students will eat breakfast and lunch in their classrooms.

End of the School Day

- Students will wash and disinfect their hands before the end of the school day.
- Grade level dismissal will be staggered to lower the number of students in the hallways.
- Students that ride the bus will be released early to allow for students to disinfect before entering the bus.
- Students getting picked up will be released at the normal time and asked to leave promptly at their designated door.

Should you have further questions, please contact your building administrator via email.

Thank you,

Kelloggsville Administration Team

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