



Jennings County School Corporation

Elementary Panther's Prepare & Care

2020-2021

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Introduction

The Jennings County School Corporation is committed to providing our students with the best possible learning environment. As we reimagine the 2020-21 school year, we are focused on returning to school safely, while providing our students with the best possible education. We believe it is important for our families to have options to address their concerns. We greatly value community input and have used it to help us design a reentry plan that addresses family needs.

We recently conducted a survey of our parents and received responses for 3,047 students. We have really strong data. We had 58.3% of our families (1,777 students) indicate a traditional model for school is preferred. We had 33.7% prefer the hybrid model (1,028 students) and 7.9% indicate an online only option is preferred (242 students). In addition, we had 774 comments from people who vary greatly on the continuum in what they each would like to see us do this fall. Clearly, there are many strong opinions about what is best for students.

We have been working through many details to ensure we are ready to open school this fall. We had more than 50 people working on reopening plans as we made many decisions. In addition to following guidance from the CDC, Indiana Department of Education, our insurance company and our state and local Health Department, we considered the many concerns raised by our community. Our plan is based on the current guidance provided by the Health Department. **If the guidance becomes less restrictive from health care officials, we will adjust our plans accordingly.** For the 20-21 school year, **after much consideration, we will be offering our families two choices: traditional and online.**

Traditional Model

The traditional model will mean that students return to school five days a week beginning on August 6. Our traditional schools will look different. To meet the guidelines recommended by our health care officials, we will be re-imagining school to provide for extended distancing, smaller classes, larger spaces used for instruction, additional lunch periods with students seated with appropriate spacing and robust cleaning and sanitizing. Classrooms and hallways will be stocked with hand sanitizers, wipes, kleenexes etc. and regular schedules will include hand washing and common surfaces cleaning protocols. All products will be safe for students.

Additionally, we will be requiring students to wear masks when they are not able to socially distance: on the bus, during arrival and dismissal, and when in hallways. During classroom instruction, when students are able to socially distance, they will **not** be required to wear masks. Wearing a mask in common areas demonstrates our commitment to helping protect one another

and limiting the spread of COVID-19. We will share with our students that, “I wear my mask for you and you wear your mask for me.” It is what is recommended by health care officials and we believe it is our responsibility to provide our students with the safest environment possible.

Online Learning Model

For our families who want to limit their students from contact with others, due to medical concerns of students or family members, we are providing an online learning option. Our remote learning option is being redeveloped and will look very different from the spring of 2020. Our expectations will be much higher and requirements will be much more rigorous. Students will be held accountable for the completion of work. Our online learning environment will look much more similar to a traditional classroom. Elementary students will be required to participate in online learning activities approximately 5 hours a day and secondary students will be required to participate in online learning activities for approximately 6 hours a day. These are requirements from the Indiana Department of Education. Our teachers have been participating in extensive professional development to assist with developing our ability to provide exceptional online learning experiences. Grading will also mirror traditional classroom grading, with similar expectations and policies. Students will be expected to actively participate in learning every day of instruction and connect with their teachers as expected.

For students with connectivity or internet access issues, we will work with families to close this gap and identify solutions. It is important for families to communicate this need with us during the registration process.

During registration, families will have the ability to select which option they choose for their students. Both options will be different from past experiences in JCSC. Families will need to understand the requirements and select the option that best fits the needs of their family.

Transportation

We will continue to provide transportation for our students who need that service. Because students are not able to socially distance from one another on buses, we will require students, who ride a bus, to wear a mask. For students who do not wish to wear a mask on the bus, parents can choose to provide transportation. It is important for us to continue to model for our students that we take care of each other by wearing our masks, when we are not able to distance ourselves. We are all in this together. Buses will be cleaned and sanitized between routes.

In Closing

I can assure you our goal is to plan for quality teaching and learning for students in a safe environment that meets the needs of our community. We also understand our plan needs to be

fluid and adaptable, since we do not know what will happen during the upcoming school year. One important reminder for everyone for the upcoming school year, if a student or adult is sick, PLEASE stay home. We will be looking at attendance and incentives for attendance much differently this year. It is important for anyone with COVID symptoms to stay home until you are fever free for 72 hours, without any fever reducer, and be screened for COVID. Anyone with a COVID positive test should quarantine for 10 days and be fever free for 72 hours before returning to school. For students living in a home with a positive COVID test, they also need to quarantine for 14 days. **It is critical that any positive or suspected cases of COVID are reported to your child's school.** We want to make sure that we use common sense when addressing this upcoming school year and the challenges of the Pandemic.

We are preparing for many scenarios and will be ready to adjust as needed. We have an extensive plan on how to return to school safely, which will guide our staff as we make plans and prepare for students. We will be sharing with our families the logistics of 2020-21 as we move forward. As always, parents or guardians with questions about our return to school plans, should contact their child's principal.

While navigating a Pandemic is new for all of us, we have been doing our best to take care of our students. As we work through our plans for fall, we will continue to keep our students at the center of our decision making and will keep our community informed as we move forward. We appreciate your support and look forward to working with you as we return to school on August 6, 2020.

Sincerely,

Teresa A. Brown
Superintendent

School Models

Traditional School K-12

Elementary

Jennings County Elementary Schools will deliver continuous learning opportunities for all students through:

- The first two weeks of school be utilized as an instructional time to focus on the following:
 - School/Classroom Procedures and Expectations
 - COVID Health Procedures and Expectations
 - Technology Training
 - Teaching log in procedures
 - Curriculum Review of Skills
 - Review and/or reteaching of prerequisite skills for grade level instruction.
 - Social Emotional Lessons
 - Safety Drills
 - Beginning of the Year Assessments
- New grade level content will be delivered by teachers after the first two weeks of school. The curriculum will be adjusted to meet the needs of students based on the beginning of the year assessments.
- Art/Music/PE/Library and STEM
 - Until guidance from the Indiana State Health Department changes, students will stay in the classroom for special area classes. Teachers/Staff Members will travel to individual classrooms to deliver instruction. PE will be conducted outside when possible. Students will wash their hands before and after outside PE.
 - Additional options to increase student movement, for example, extra recess, will be provided.
- Lunch and Recess

Students will have lunch as usual; however, students will have assigned seats and be socially distanced from one another in lunch. Recess will also occur outside as usual, but students will stay together as classroom groups and have stations that allow them to engage in activities in smaller groups.
- Students Needing Extra Help
 - We will continue to provide students with extra support by staff members who will work with students in their classrooms as needed. Special needs students and students with dyslexia or other learning disabilities will continue to have their individual goals met through a comprehensive plan of support.

Online School K-12

Teaching and Learning in a Remote Learning Environment

Vision

We will create a consistent and rigorous digital classroom for each grade, K-12 matching the experience and growth through learning that a student would receive in a traditional classroom. Students enrolled in this classroom will have challenging, differentiated learning opportunities while also building solid relationships with peers and staff.

Foundation of the Classrooms

Grades K-6

- There will be a teacher per grade level K-6 operating a digital classroom.
- These teachers will be highly effective teachers with a technology skill set.
- Attendance will be taken by a daily virtual morning meeting.
- Students and parents will be trained on the learning management system, communication tools, curriculum resources, and other learning tools being used.

Curriculum and Alignment

Jennings County Elementary Schools will ensure curriculum alignment and pacing to allow for fluid student transition between traditional and online platforms, when appropriate.

Instructional Model for Online Learning

Grades K-6 *(There is a 5 hour instructional requirement for elementary students--this includes instruction and student work time, according to Department of Education requirements.)*

- Each day begins with a morning meeting at 9:00 AM by Google Meet. Teachers will take attendance and go over the day's "To Do" list. The teacher will stay in the Google Meet until 10:00 AM to answer any questions.
- A daily "To Do" list will be posted each day in Google Classroom (or Seesaw K-2) that has the required lessons, videos, activities for the day.
- A Daily Schedule will be created and shared with students for suggested times for subjects. Ex. Math 12:00 PM- 1:30 PM. Teachers will have scheduled "office hours" where they will be available live in a Google Meet for students to join and ask questions about any subject for the day's work. (Help outside of office hours can be arranged, if needed.)

- Each lesson for each core subject: Reading, ELA, Math, Sci./S.S. will include the following elements:
 - Mini Lesson - a video presented by the teacher, 5-10 minutes in length (depending on grade level), introducing the learning outcomes and establishing background or connection for students. This could also include or direct students to other videos/sources for direct instruction and modeling.
 - Engaging Independent Practice - Using a variety of on screen and off screen activities, experiments, projects and writings to help the student practice the learning outcomes and expand thinking.
 - Feedback on Learning - The teacher will conduct small group “intervention groups” as needed to give guided practice, feedback and provide discussion and modeling to students. The teacher will check-in individually with each student a minimum of once a week to provide independent help and relationship building.
- Assessment - Daily progress checks (formative assessments) will be used to inform small groups and future instruction. Differentiated summative assessments will be given at the end of the learning cycle to determine student mastery of content.
- Social/Emotional Learning - mini-lessons and additional activities are built in throughout the learning. A strong relationship between student and teacher will be a consistent goal.
- Google Classroom will be the Learning Management System used to give and collect assignments, share resources, and communicate as a class.
- Class Dojo will be used to communicate with parents.
- Differentiation and Students with IEPs, ILPs and 504s will continue to take place
- A teacher of record will be assigned to a student with an IEP and that teacher will be responsible for checking in on the student regularly.
- Title I and At-Risk-for-Dyslexia students will receive services.

Expectations for Students and Families

Family Roles and Responsibilities:

Grades K-6

- Calmly establish routines and expectations for your child.
- Take an active role in your child’s learning. Assist them in logging into the device and various applications, and walk them through instructions when needed.
- Create a comfortable, distraction-free place to work.
- Partner with your child’s teachers and reach out should any challenges arise.
- Help your child to plan and turn in their work and keep them focused and on task.
- Provide opportunities for your child to play and move outside, while practicing

responsible social distancing.

- Abide by our technology use agreement regarding use of the school-provided device.
- All students and parents should be familiar with Google Classroom, Google Suite and know how they can communicate with teachers and staff.

Student Expectations:

Grades K-6

When classes are being conducted online via Google Meet, students are expected to follow these guidelines:

- Give your best effort and best online class behavior.
- You are expected to attend your classes unless your parent or guardian notifies your teacher via email or Class Dojo that you are sick.
- Stay in contact (your teachers will be checking their email during the week daily during school days).
- Be dressed appropriately - consider it a casual dress day at school.

Device Management and Resource Expectations:

Grades K-12

- Google Meet will be used for video conferencing for each class.
- Students must check their email account several times daily.
- Students must check their Google Classroom each day for live class links.
- Students are expected to be courteous and respectful online and adhere to the technology code of conduct which they agreed to when they signed the handbook at the beginning of the year.
- Students should refrain from experimenting with the Google Meet options during class time, from muting other students' microphones, removing anyone from the Google Meet, or from jumping ahead.
- Students are required to keep the camera on in live sessions and the microphone muted unless speaking.
- Students should take turns, contribute, and ask questions in class discussions.
- Students should use chat appropriately and be mindful that their classes are being recorded.
- School-provided laptops will have all of the apps and technology capable for any needs during distance learning. Students are encouraged to use their school computers during this time for compatibility.

Research-Informed Strategies for Distance Learning for Parents

Distance learning is not a new method of teaching. As a result, there are plenty of research-informed strategies that the Center for Transformative Teaching and Learning has compiled to help support parents and students.

Monotask, not multitask

Help your child monotask. This means, no phone, Netflix, video games, or Gchat during class time. They should not have non-academic applications, windows or browser tabs open on their laptop during online class sessions. Encourage your child to set their phone to “do not disturb” and put it in another room while working — they can check it during breaks in the school day.

A good study environment aids good studying

Set up a good study environment. Your child should not do online classes in bed, and ideally not in their bedroom. Try to avoid spaces where there are distractions. Try to avoid spaces with clutter because many students find this distracting. Your child should not listen to music while “doing” an online class. However, music while studying is an interesting question. It seems to help *some* students on *some* tasks (perhaps because it might reduce anxiety), but hurts others. Listening to music is not bad *per se*, but your child needs to find out what works for them.

Strong self-advocacy is always crucial — now even more so

Encourage your child to be a strong self-advocate and communicate with teachers when they have questions or concerns, or even then they just feel they need to check in with their teacher and chat. This can be done by email or by requesting a one-on-one virtual meeting on Google Meet (ask during an online class or by sending them a short email). If at any point they are wondering, “what should I do now?,” just ask.

Everyone benefits from help with scheduling

One thing that might happen in the course of this distance learning experience is that your child may be given more projects and longer tasks that require more independent work. Balancing the demands of several projects at once is something that many students of all ages find challenging. Help your child break down and schedule tasks for asynchronous projects. If necessary, help them monitor their progress, help them decide if switching strategies might aid their progress, or help them determine whether a satisfactory end point has been reached.

Support your child’s metacognition

Metacognition aids learning. You can help by asking questions, such as:

- What are your big learnings or takeaways from the day?
- What’s challenging? / What do you have questions about? / What don’t you understand yet?

(and suggest they reach out to the appropriate teacher by email, one-on-one check in, or writing down their question(s) to ask in the chat of their next Google meeting).

Where possible, help your child bring in prior knowledge from experiences they have had in the past. And help them make connections, again where possible, between their work and the things in the real world. We tend to overestimate how automatically students make these connections, so help them.

Emotion and cognition are interlinked

Emotion and learning are intertwined, both in your child's brain and in their everyday experience of school. Having an emotional well-being check in can help — if they are feeling stressed with school, giving them space to offload those feelings can help them focus on learning. They can talk to you, talk to a friend, or even write or draw.

Relationships help buffer stress, so staying socially connected is an important part of being a successful student during distance learning. But take note of the *monotasking vs. multitasking* comment above, and separate out social time from work time.

Exercise, diet, and sleep help reduce stress as well as improve overall health. Going for a walk or run, while practicing responsible social distancing, can be tremendously beneficial for overall well-being and learning.

Research suggests that mindfulness and meditation techniques can benefit students of all ages. There are many free online resources, such as the apps recommended earlier in this plan. Even if your child is a skeptic, attempt to get them to try a few things out and to see if they can find something that works for them.

Play is important for students of all ages. Make time for play.

Do things that aren't on screens in leisure time.

Stanford University's Denise Pope, who Dr. Ian Kelleher presented with at SXSW last year argues that every child needs PDF time, as this helps both well-being and learning: Play time; Down time; and Family time.

Logistics of Health and Safety

- Parents are asked to screen their children before sending them to school. Please ensure we keep our children safe by keeping them home if they have a fever over 100 degrees. Our schools will be equipped with a separate clinic for children who are sick during the school day. We will keep these students in a separate location until parents or guardians are able to pick up their child.
 - [Parent Checklist](#)
 - [Symptoms of COVID-19](#)
- Health Protocol for Parents
 - <https://kidshealth.org>
 - <https://www.healthychildren.org>
- Students with a fever of 100 degrees F will be sent home and assume potential positive COVID.

Positive COVID Test

- Parents are required by law to inform their child's school, if a student tests positive for COVID.
- Nurse will complete the state form with a positive COVID-19 case.
 - [IDOE Confirmed COVID-19 Reporting Form](#)
- JCSC will notify the health department whenever there is a confirmed case.
- The decision regarding closing a classroom, building, or district will be made between the superintendent and the local health department.

Isolation and Contact Tracing

- COVID-19 positive person will be sent home.
 - Household contacts will be sent home and recommended to self-quarantine for 14 days.
- JCSC will send out voicemail to the affected location/district regarding a positive test with next steps outlined.
- JCSC will collaborate with the health department to follow their recommendations on closing.
- JCSC will be a liaison with the state and local health departments for contact tracing.
- Document cleaning process and checklists to ensure all areas are sufficiently disinfected.

Symptoms and Positive Tests

- **Untested with symptoms**
 - 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:
 1. 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
 2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 3. At least 10 calendar days have passed since your symptoms first appeared or a doctor has certified you are treated for another illness and safe to return to school.
- **Tested Positive- Symptomatic**
 - Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
 1. The individual no longer has a fever (without the use medicine that reduces fevers); and
 2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 3. 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 calendar days without symptoms and have been 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
- **Tested Positive- Impact on School Operations**
 - Establish predetermined thresholds for mitigation strategies by following ISDH's recommendation to work with your local health department in following the CDC guidance which can be found here. Reference page three, "When a confirmed case has entered a school, regardless of community transmission."

Handwashing Protocols

- Elementary
 - Educational videos will be used to prompt and demonstrate appropriate handwashing techniques

- [Handwashing Protocol](#)
- Fun emails will be used to remind students to wash hands frequently
- Handwashing posters will be displayed and referred to daily
- [Handwashing Posters](#)
- Hand sanitizer stations will be provided for all classrooms, where appropriate
- Regular hand washing times will be established for each classroom

Social Distancing, Masks, and Area of Large Congregation

- JCSC will put in place measures to encourage students to socially distance when possible and appropriate.
 - [Social Distancing](#)
- JCSC will address social distancing by following these measures.
 - Classrooms will have reduced clutter allowing for extra space.
 - Students will have extended spacing between one another in classrooms that have tables.
 - Recommended class sizes of 22 or under at our elementary school level.
 - Larger class sizes will be placed in the largest rooms in the building at the secondary level.
 - All students should be forward facing with at least 3-6 ft distancing of desks when possible.
 - Common areas may be utilized for additional classroom settings as needed.
 - If students are in populated areas and unable to appropriately social distance, they will be required to wear masks.
 - **Arrival**
 - Masks are required for students and staff.
 - **Dismissal**
 - Masks are required to be worn by staff/students
 - Elementary Students
 - Students will have staggered dismissal times by bus to minimize large groups of students.
 - **Restrooms**
 - Scheduled restroom breaks when possible at each location at the elementary level to prevent large numbers of students
 - Custodians will disinfect areas twice daily.
 - All exhaust fans will be checked frequently to ensure proper ventilation.
 - **Playground** [Recess Map](#)
 - Students will wash hands before and after recess.

- Outside play is encouraged and is a healthy and safe activity
- **Hallway**
 - Schools will use one way hallways and stairways when possible
 - Hallways will be taped to display current path of the hallways or which side to walk on
- **After School Activities**
 - Assigned areas should be utilized and ensure students are contained to one area to limit touch areas and cleaning needs
 - Areas will be disinfected after use
 - Outside groups should be eliminated from meeting in school buildings
- **Office**
 - The number of people in the office will be limited
 - Visitors will wait in the foyer until adequate space in office is available
 - Students sent to the office will be limited, teachers should call for guidance

Disinfecting and Cleaning protocols

- All common touch points in common areas will be cleaned in AM and PM
- Restrooms will be cleaned in AM and PM- or as needed based on circumstances

Drills

- Masks are required for all students and staff during drills.

Transportation

- JCSC is committed to providing safe transportation to and from school. The following steps will be implemented:
 - Corporation routes are being reviewed and adjusted to level bus capacity
 - Contract routes are being reviewed and discussed with drivers to level bus capacity
 - Additional shuttle buses will be added, one per elementary school as needed
 - Assigned seating on the bus
 - Families/Households will sit together
 - 40 students or less per bus (when possible)
 - Students will be seated on the bus in a strategic way to extend distancing
 - Windows will be put ½ way down to increase circulation, when weather permits
 - The use of a mask will be required

- Eating and drinking on the bus is prohibited unless medically necessary

Communication with Families, Students, and Staff

- We will continue to communicate with our families with regular updates in a variety of ways. It is important that we all understand expectations and any changes that may be required due to changing conditions.

Equity Considerations

K-6:

Technology:

JCSC will provide all students and staff access to electronic devices meeting the device ratio and addressing internet access for all of the students in the corporation. JCSC is currently exploring options with ATT, Verizon, and other internet providers for students and staff to assist with home internet access. Students without internet access or qualifying for free lunch will be provided internet access at no charge, when possible. Students qualifying for reduced priced meals will be provided internet access on a sliding scale to make it affordable.

- A surplus of iPads and Chrome books will be available for students to access
- Support for WiFi connections will be provided for students and staff who do not have access to internet capabilities at home
- Each school in JCSC now has parking lot WiFi access available for our students.

Food Service:

- If school is closed again due to COVID, JCSC will provide food boxes with 10 meals for pickup at each school in the corporation. School employees will assist with packing and the distribution of the food based on the plan provided by each school.
- Free and reduced online students will be given the opportunity to receive food pickup based corporation guidelines, designated times, and pickup procedures at JCEC.
- Students who choose online schooling will be given the opportunity to receive food pickup based corporation guidelines, designated times, and pickup procedures at JCEC.

After-School Programs

- All state and local guidelines for group limitations must be followed and social distancing is encouraged.

- Any student who prefers to wear a face-covering for activities should be allowed if doing so will not cause a health risk.
- If social distancing cannot be met, masks will be required for staff and students, when appropriate.
- Each building will come up with an alternative schedule for clubs so they are not meeting the same day.
- All after school events will follow state recommended guidelines to the extent possible: drama, reading, archery, basketball, wrestling, academic teams, clubs. For contact sports, parents will need to weigh the risk/benefits of participation for their individual student and decide accordingly.
- State recommendations will be followed for activities to the extent possible.

Social-Emotional Learning Supports

Social-Emotional Health - Elementary Schools

JCSC school leaders will ensure that time is set aside during the first two weeks of reopening the school building for students to grieve, heal, re-connect, and strengthen the in-school community before the focus on instruction begins using the following resources:

- IDOE - [SEL Roadmap for Re-entry](#) - This roadmap will be a tool that educators will utilize to help support social-emotional learning for students, educators, and communities.
- Each elementary school will develop a plan to address closure for teachers and students for the previous year. Closure activities are included in the SEL Roadmap. These activities may look different at each of the buildings.
- During the first two weeks of school, emphasis will be placed on TBRI and making connections with our new students.

JCSC will use the TBRI, Trust Based Relational Intervention Program, and Educational Neuroscience Research to support student needs. Our focus on the whole child will include additional support in counseling, meeting basic needs, trauma informed care and teaching positive mental health support.