

# **Southern Public Schools**

## **COVID-19: The Path Ahead**

### **2020-2021**



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## ***Section I: Reopening Plan***

### **Contingency Plans**

The district's number one priority is the safety and well-being of all the students and staff at Southern Public Schools. Pending the Directed Health Measure in August of 2020, the district's plan is to start school using our original district calendar. If the district is unable to start school on August 19, we will use an alternative calendar and start school on September 10. During the 2020-2021 school year, there might be a short-term closure or a long-term closure because of a COVID-19 outbreak in our area. We are encouraging parents to plan for both scenarios this school year. If this were to occur, we would implement an updated version of our Continuity of Learning Plan during any long-term school closure (Please see Continuity of Learning Plan for more details). If it would be a long-term closure, we will distribute laptops to all students in grades 7-12. My hope is that we can ease the restrictions during the second quarter or during the second semester and operate in a more traditional learning environment. The district will be using the COVID-19 Risk Dial through Public Health Solutions to help determine if the district will ease restrictions or increase restrictions during the 2020-2021 school year.

If we are required to limit the number of students and staff in our buildings this fall, the district will look to have all 9-12 students work remotely during their regular seven period scheduled classes during the first quarter or during the first semester. The district will be checking out laptops on the first official day of school to all 9-12 students and if any student does not have Internet access at home, they will be checked out a jetpack that will provide them with free Internet access. All 9-12 grade students will also be able to come to the Jr./Sr. High School from 11:46 a.m. – 1:16 p.m. to pick up a sack lunch if they so desire. Students in grades PK-3 will still report to the Elementary School building and all students in grades 4-8 will need to report to the Jr./Sr. High School building. Becky Weyer will be serving as the second fourth grade teacher and we will have a principal, a school counselor, or a para cover the library/keyboarding classes. We will need to make schedule adjustments for special classes at the Jr./Sr. High School for students in grades 4-6 (Art, Band, Keyboarding, Library, Music, PE, & Recess).

### **Absenteeism**

The district will not count student absences towards the 20-day chronic absenteeism limit as long as the district receives communication regarding the illness from a parent or guardian (A note from a medical provider is not necessary).

### **Band Class (Jr./Sr. High School)**

Due to the large class size of the band class, the band class will need to be held either outside or in alternate locations that allows for more social distancing during the 2020-2021 school year (Commons area or on the stage).

### **Breakfast & Lunch**

During the 2020-2021 school year, all students will be required to eat breakfast and lunch in their classroom. Each building principal will setup an alternative lunch schedule for their building (Please see Building Procedures for more details).

## **Building Procedures**

### **Elementary School (PK-6)**

#### *Arriving at School:*

Students will need to pass a temperature check every morning before entering the building (Please see Temperature Checks for more details). Preschool through second grade will report directly to their classrooms. Students in grades third through sixth grade will report to a designated area in the gym. Both groups will be monitored by paras.

#### *Breakfast:*

Students will eat breakfast in their classrooms. Breakfast will take place at 8:15 a.m. with the food service providers delivering the morning breakfast after bathroom breaks and hand washing are completed. Teachers will need to account for the students that are eating breakfast and make sure to get the breakfast count to the office by 8:45 a.m. every morning. Teachers will need to make sure that they have taken the morning roll, completed a lunch count, had students say the pledge, and allowed students to eat their breakfast.

#### *Morning Recess:*

Playground equipment will not be available to play on during recess time. Students in preschool through third grade will alternate with students in fourth through sixth grade for outside recess. The playground will be divided up for each grade level.

#### *During Class Time:*

All students and staff will need to follow social distancing guidelines at all times during classroom instruction. All desks will need to face the same direction and they will need to remain six feet apart. For classrooms that have tables, students will need to sit on opposite ends of the table. Staff will be required to wipe down all tables, desks, and chairs between classes and during their planning period.

#### *Lunch:*

Each classroom will be required to take their class to the restroom and have their students wash their hands prior to eating lunch. The food service providers will be delivering lunches to the classrooms. Trash cans will be provided in each classroom for students to throw away their trash after eating. Paras, special education teachers, reading coach, counselor, principal, and other staff will help with classroom coverages during the lunch times. Each classroom will be responsible for marking down the students that ate school lunches/brought sack lunches and that drank milk/juice each day. The lunch count must be returned to the office by 12:30 p.m.

#### *Recess Procedures:*

All teachers will be covering recess duty over the lunch hour. If students need to put on a jacket or a coat, the students will be dismissed individually to go to their lockers and depart to the playground area. Grade levels must stay together and no intermingling of grade levels will be allowed.

#### *Recess Designated Areas (Lunch Recess):*

- Preschool students will be required to play on the southside of the building (Directly south of their room).

- Kindergarten students will be required to play on the gravel area to the east to the fence.
- First grade students will be required to play on blacktop area east of the fifth and sixth grade rooms.
- Second grade will be required to play on the gravel area to the east to the fence.
- Third grade will be required to play on blacktop area east of the fifth and sixth grade rooms.
- Fourth grade will be required to play on the most east basket and grassy area to the east of that basket.
- Fifth grade will be required to play on the middle basket and grassy area to the south of the basket.
- Sixth grade will be required to play on the area south of school building using the west basket and grassy area to the west.

*Please Note:* During wet weather, students will play on the blacktop and teachers will need to divide the area up based on the number of classes at recess.

*Inclement Weather (Recess):*

During inclement weather, each class will be required to go back to their respective classroom for a classroom activity.

*End of the Day Dismissal:*

All students will be required to stay in their individual rooms until it is time to line up for bus routes or to be dismissed for the day. All teachers or paras will be required to walk their class to the bus loading area each day.

*Hand Washing:*

Students will be required to wash their hands 3-4 times a day. Each self-contained classroom teacher will setup a time in the morning and a time in the afternoon for their class to wash their hands. Students will also wash their hands before lunch every day.

**Jr./Sr. High School (7-12)**

*Arriving at School:*

Students will need to pass a temperature check every morning before entering the building (Please see Temperature Checks for more details). Students who ride the bus and arrive to school before 8:00 a.m. will have a designated area to wait to maintain social distancing before reporting to their first period class:

- 7<sup>th</sup> graders will be in the gym bleachers on the Northeast corner.
- 8<sup>th</sup> graders will be in the gym bleachers on the Northwest corner.
- 9<sup>th</sup> graders will be in the gym on the Southeast corner.
- 10<sup>th</sup> graders will be in the gym on the Southwest corner.
- 11<sup>th</sup> graders will be in the North part of the commons area.
- 12<sup>th</sup> graders will be in the South part of the commons area.

Students who do not ride a bus to school are encouraged not to arrive at school until after 7:45 a.m. Those students arriving to school at 8:10 a.m. or later, will go directly to their first period class after they passed a temperature check.

*Breakfast:*

Students will have the opportunity to eat breakfast in their classrooms. All first hour staff will take a breakfast count at 8:15 a.m. and send it to the office. The food service providers will distribute breakfast before the start of second period. Students will be allowed to eat their breakfast during the end of first period or at the start of second period.

*Passing Periods (Between Classes):*

Students and staff will need to follow social distancing measures during passing periods to the best of their abilities.

*Lockers & Locker Rooms:*

Students will be asked to take their backpack with them to all classes (We will be limiting locker use for students to just drop off coats and we will be limiting locker room use for students to just drop off physical education clothing/activity practice items). In each student's backpack, they will need to carry their school issued laptop with them and any other need supplies that they will use during the school day.

*During Class Time:*

All students and staff will need to follow social distancing guidelines at all times during classroom instruction. All desks will need to face the same direction and they will need to remain six feet apart. For classrooms that have tables, students will need to sit on opposite ends of the table. Staff will be required to wipe down all tables, desks, and chairs between classes and during their planning period.

*Lunch:*

Students will eat lunch in their classrooms. Students will be required to go to the restroom and wash hands before they pick up their lunch. Trash cans will be provided in each classroom for students to throw away their trash after eating. Paras, lunch duty personnel, the counselor, and the principal will help cover lunch times for students. Seconds will not be offered. Students will be dismissed by classes to go and get a sack lunch from the cafeteria and bring it back to their classroom to eat.

*End of the Day Dismissal:*

When classes are dismissed, students will be required to leave the building and students will be required to leave the school premises and not socialize in the halls, commons, locker rooms, or parking lots. Students waiting for the bus, will wait in the southwest hallway on the first floor and they will be required to sit six feet apart from each other.

*Hand Washing:*

Students will be required to wash their hands 3-4 times a day. Each class will take five minutes during second period to wash hands and a schedule will be set up by each second period teacher. Students will wash their hands on their way to get their lunches. Each class will take five minutes to wash hands during seventh period and a schedule will be set up by each seventh period teacher.

### **Career & Technical Education (CTE) Classes**

The district will implement a process and schedule to disinfect all of the CTE equipment. It may be impractical to individually disinfect all CTE items such as lumber, nails, wires, etc. All CTE students will be required to wear gloves and aprons at all times when working with CTE equipment.

### **Classroom Layout**

All students and staff will need to follow social distancing guidelines at all times during classroom instruction. All desks will need to face the same direction and they will need to remain six feet apart. For classrooms that have tables, students will need to sit on opposite ends of the table. We understand that this is going to be challenging for younger students throughout the school day (Preschool through second grade). Before school starts, all staff members will need to remove the following items from their classrooms: bean bags, futons, love seats, pillows, recliners, rocking chairs, sofas, and stuffed animals. If a staff member needs assistance removing any items listed above from their classroom or adding additional desks or tables, they will need to contact the maintenance staff.

### **COVID-19 Risk Dial**

The district will be using the COVID-19 Risk Dial through Public Health Solutions to help determine if the district will ease restrictions or increase restrictions during the 2020-2021 school year.

### **Dances**

Activities such as the homecoming dance and prom will be evaluated based on the Directed Health Measure throughout the 2020-2021 school year.

### **Extending Reading & Math Blocks (Students Going into 1<sup>st</sup>-3<sup>rd</sup> Grade)**

Since learning reading and math at the primary grades provides the essential building blocks for students to be successful in the years ahead, the district is planning on changing all 1<sup>st</sup>-3<sup>rd</sup> grade schedules this fall to provide more time for reading and math instruction. We will be using the daily science and social studies block during the first quarter to get students caught up on these foundational skills that they missed out on during the school closure.

### **Extra-Curricular Activities**

Extra-curricular activities (Cheerleading, Instrumental & Vocal Music Performances, Play Production, and Speech), athletic teams (Football, Softball, Volleyball, Basketball, Wrestling, Golf, and Track), and school sponsored clubs (Art Club, Future Business Leaders of America, Future Farmers of America, National Honor Society, S Club, School Play, Science Club, Spanish Club, Student Council, Quiz Bowl) will be evaluated based on the Directed Health Measure and/or the guidance from the Nebraska School Activities Association (NSAA) throughout the 2020-2021 school year.

### **Face Coverings**

Southern Public Schools is highly recommending that all students and staff wear face covering throughout the school day when it is feasible. All students and staff at the Jr./Sr. High School will be required to wear face coverings when entering and leaving the school building, during



passing periods, and in classrooms or areas in the building where proper social distancing cannot occur (Students and staff cannot keep six feet away from one another). All students and staff at the Elementary School may be required to wear face coverings in classrooms or areas in the building where proper social distancing cannot occur (Students and staff cannot keep six feet away from one another) and exceptions will be made for students in grades preschool through first grade. All students and bus drivers may be required to wear face coverings on a district bus route or on an activity trip if proper social distancing cannot occur. A student would be exempt from wearing a face covering if one of the following exceptions applies:

- The student has a disability and a reasonable accommodation excuses the student from wearing a face covering for some or all of the school day;
- The student's Individualized Education Program (IEP) team has determined that wearing a face covering for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's IEP;
- The student's Section 504 committee has determined that wearing a face covering for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's Section 504 Plan; or
- Another legally valid reason exists to excuse the student from the face covering requirement and such reason has been approved in writing by the administration.

The district will provide free face coverings to all students and staff members. Students and staff members will be allowed to use their own personal face coverings throughout the school year as long as they follow the dress code guidelines and are approved by the administration (Face coverings must be either cloth or multi-layer disposable fabric).

If there are increases in community-based transmission of COVID-19, all students and staff may be required to wear face coverings in all district facilities and in district vehicles (Exceptions will be made for students in grades preschool through first grade). If face coverings are required, it will be adopted as a dress code rule and students who refuse to wear a face covering will face consequences consistent with the district's student discipline policies, with discretion allowed for different grade levels (An Elementary School student who refuses to wear a face covering will be treated differently than a Jr./Sr. High School student who refuses to wear a face covering). In addition, the district will provide students with face covering breaks throughout the school day.

If staff are required to wear face coverings, they must wear them at all times unless the nature of the instruction or other activity makes a face covering unsafe or impossible. Employees who suffer from a disabling condition that necessitates a reasonable accommodation to this requirement must notify their supervising administrator immediately of the employee's physical or mental impairment and the accommodation the employee seeks.

### **Facility Use by Individuals & Outside Organizations**

The district will be restricting facility use by individuals and outside organizations during the 2020-2021 school year. The use of the district facilities by non-school sponsored groups will be limited during the 2020-2021 school year (Little kid's practices will be approved on a case by case basis). In addition, no community members will be allowed to use the weight room during the 2020-2021 school year.

### **Faculty Social Events**

There will be no school sponsored faculty social events during the 2020-2021 school year.

### **Field Trips**

There will be no school sponsored trips during the 2020-2021 school year (Band trip, college visits, class trips, field trips, etc.).

### **Foreign Exchange Students**

Foreign exchange students will not be allowed to attend Southern Public Schools during the 2020-2021 school year.

### **Hand Washing**

There will be 3-4 times a day that students will be required to wash their hands. Each building principal will setup these activities for their building (Please see Building Procedures for more details).

### **Media Centers**

The media centers in both buildings will be closed during the 2020-2021 school year. All media center classes will occur in individual classrooms at the Elementary School and at the Jr./Sr. High School. Students at the Elementary School will be able to check out books biweekly. Each individual teacher will compile a list of books that their students want to check out and the media specialist will distribute the needed library books to each classroom biweekly. If a Jr./Sr. High School student would like to check out a library book, they will need to make the request to their English teacher and the media specialist will distribute the needed library books biweekly.

### **Positive COVID-19 Cases in District**

Due to confidentiality laws, like HIPPA, parents may not be notified by the school district about a positive case of COVID-19 in a classroom or in a building. If contact tracing is determined to be necessary by Public Health Solutions, then they would be the one to contact parents. Southern Public Schools will make every effort to keep the schools open and one or more cases of COVID-19 may not trigger an automatic closing of schools or the district. The decision to close a building or the entire district will be based upon multiple factors and include consultation with Public Health Solutions.

### **Professional Development**

No staff members will be allowed to attend professional development workshops outside of the district during the 2020-2021 school year. All professional development opportunities will be offered during in-service days and they will count towards Policy 4032: Professional Growth. During in-service days, the technology committee will provide regular trainings over remote learning, using the iPads/laptops in the classroom, and how to deliver high quality instruction online to students. Staff members will have the opportunity to attend outside professional development workshops over the summer months.

### **School Assemblies**

School assemblies and large gatherings of people are not allowed on district campuses during the 2020-2021 school year.

### **Sharing of Equipment & Supplies**

We are asking staff members to keep each child's belongings separated from others and to keep belongings in individually labeled containers, cubbies, or designated areas. We want staff to minimize the sharing of high touch materials to the greatest extent possible (Books, electronic devices, school supplies, and toys). If equipment needs to be used by a group of students, staff members will only allow one student at a time to use the equipment and the staff members must clean and disinfect the equipment between uses.

### **Special Classes (Elementary School)**

The following Elementary School special classes will occur in each self-contained classroom throughout the 2020-2021 school year: art, keyboarding, library, and music. Band and physical education classes will be allowed to occur in their regular designated areas.

### **Staff Assignments**

With the uncertainty of what lies ahead this fall regarding COVID-19, we are asking all staff members to be flexible because decisions related to staff assignments and duties could change within a moment's notice. Building principals may be required to teach classes for extended periods of time or administer temperature checks on students. Teachers, paras, and clerical staff will be required to complete custodial tasks before, during, or after school and administer temperature checks on students. The custodial staff will be required to cover daily bus routes or activity routes throughout the school year. The district appreciates your flexibility and commitment to the safety of all students and staff in our district.

### **Students with Underlying Medical Conditions**

If a student has an underlying medical condition, the parents/guardians can contact the building principal to setup an off campus individualized learning plan for their son or daughter during the 2020-2021 school year. Underlying medical conditions include:

- People with chronic lung disease or moderate to severe asthma.
- People who have serious heart conditions.
- People who are immunocompromised (Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications).
- People with severe obesity (body mass index [BMI] of 40 or higher).
- People with diabetes.
- People with chronic kidney disease undergoing dialysis.
- People with liver disease.

### **Technology Plan**

#### *Elementary School (PK-6):*

All PK-6 students will have an assigned iPad/laptop that only they will use throughout the 2020-2021 school year. The iPads/laptops will not be allowed to leave individual classrooms.

#### *Jr./Sr. High School (7-12):*

All students in grades 7-12 will be issued a school laptop that they will use throughout the school year. Students will pick up their laptops in their 1<sup>st</sup> period classes in the morning and they will

use their device throughout the school day. At 3:00 p.m., all students will return their school issued laptop back to their 1<sup>st</sup> period class and students will be required to report to their IAP classes by 3:09 p.m. Students are advised to charge their laptop throughout the school day and over the lunch hour.

### **Temperature Checks**

All students will be required to pass a temperature check before they can get on a bus in the morning or enter any district facilities. Any student with a fever of 100.4°F or higher (Or if the student is displaying other signs of illness) will need to stay home for up to 48 hours. Building principals will setup daily schedules for staff members to administer temperature checks in the mornings (Teachers & paras). The district will not pick up any student that does not pass a temperature check in the mornings. If a student is dropped off in the morning and they do not pass a temperature check, the district will bus the student back home. We are advising all parents to take your children's temperature before they get on a bus or before you drop them off at school.

### **Therapy Animals**

Therapy Animals will not be allowed on district campuses during the 2020-2021 school year.

### **Transportation Plan**

Southern Public Schools will be adding a second city bus route for the 2020-2021 school year to keep all bus riders socially distanced. We will also be issuing new bus safety guidelines to ensure all students and bus drivers are safe at all times:

- All students and bus drivers may be required to wear face coverings on a district bus route or on an activity trip if proper social distancing cannot occur (Please see Face Coverings for more details).
- All students will be required to pass a temperature check before they can get on a bus in the morning. If a student does not pass the temperature check, they will need to stay home for up to 48 hours.
- We are advising all parents to take your children's temperature before they get on a bus or before you drop them off at school.
- We will load all buses with students in a back to front order and all students will exit buses in a front to back order. All students that ride the bus will have an assigned seat for the school year.
- Students will be required to sit by their siblings on all bus rides (Students will not be allowed to sit by anyone on the bus other than a sibling).
- All buses will only run at half capacity at all times.
- No students will be allowed to sit directly in front, directly behind, or directly to the side of any other student riders.
- All bus drivers will clean out their buses thoroughly after every daily bus route.
- We are highly recommending older siblings that currently drive to school to take their younger sibling each day to school to allow for more room on each daily bus route.
- Bus drivers will keep a couple windows down on all bus routes to provide proper bus ventilation for bus riders (A new plan will be implemented during the winter months).

**Visitors**

Parents, guardians, and visitors will not be allowed in our buildings during the 2020-2021 school year. If a parent/guardian needs to drop off something at school, they will need to send it with their son or daughter or they will need to send it in the mail. Speakers and guests will also not be allowed in our buildings to provide additional supports for students (Parents, grandparents, foster grandparents, student aids, etc.). All formal educational meetings will need to occur online or over the phone (Individual Education Meetings, Parent Teacher Conferences, 504 Meetings, etc.). Only staff that is currently on payroll, individuals that drop off needed supplies, and personnel that need to work on the facilities will be allowed in the district facilities.

**Water Bottles**

All students and staff members will be required to bring their own water bottles from home to use at school throughout the 2020-2021 school year.

## ***Section II: Efforts to Keep the Facilities & Students/Staff Healthy and Safe***

### **Facilities**

The following essential actions will be taken to ensure that the facilities are safe for students and staff to inhabit. The district will:

- Change air filters regularly.
- Distribute wastebaskets, tissues, and CDC approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during transition between classrooms (Pending availability).
- Post signage about frequent hand washing, cough etiquette, and nose blowing. Signage will be widely posted, disseminated, and encouraged through various methods of communication).
- Follow guidance from the CDC when performing all cleaning related duties.

### **Students & Staff**

The following essential actions will be taken to ensure that the students and staff stay healthy and safe. The district will:

- Encourage students and staff to stay away from school when sick.
- Teach students to use face coverings appropriately, stress the importance of covering a cough, and using/discarding tissues appropriately.
- Stress the importance of keeping hands away from the eyes, nose, and mouth.
- Teach students and staff how to keep surfaces clean and disinfected.
- Introduce hand washing best practices (Using soap and water and scrubbing for approximately 20 seconds before rinsing).
- Develop fixed schedules for hand washing (3-4 times a day).
- Ensuring that adequate supplies are available and in good functional condition (Pending availability).

### ***Section III: Plans for when Students or Staff Become Sick***

#### **Public Health Officials**

If a student or staff member becomes sick with COVID-19 like symptoms, the district will contact the public health officials and follow their guidance at all times.

#### **District Plans for Dealing with COVID Like Symptoms**

The administration will work with school nurse to identify an isolation room or area to separate anyone who exhibits COVID like symptoms. The school nurse will use the Standard and Transmission-Based Precautions when caring for a sick student or staff member. A district principal, a school counselor, a secretary, or a parent/guardian will transport anyone that is sick home or to a healthcare facility.

If a student becomes sick with COVID like symptoms, the building principal will notify local health officials, the student's family, and any staff member that had contact with the student immediately regarding the possible case. The district will close off areas used by a sick student or staff member and no one will be allowed to use this area until it has been cleaned and disinfected (The district will endeavor to wait 24 hours before we clean and disinfect areas). The district will advise sick students and staff members to not return to school until they have met CDC criteria to discontinue home isolation. CDC Criteria Link: <https://tinyurl.com/ucdum7c>

The administration will follow both state and federal privacy laws at all times. We will work to inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop.



## *Section IV: Long-Term School Closure*

### **Continuity of Learning Plan (Initiated During Any Long-Term School Closure)**

<b>School Roles and Responsibilities</b>	
Superintendent	<ul style="list-style-type: none"> <li>• Provide regular communication to all stakeholders</li> <li>• Provide support to school administrators and teachers implementing the Enrichment Learning Plan (ELP)</li> </ul>
Technology Department	<ul style="list-style-type: none"> <li>• Support faculty and students/families shifting to an ELP</li> <li>• Provide written/video support to assist faculty with using district identified resources</li> </ul>
Principals	<ul style="list-style-type: none"> <li>• Monitor communication between teachers and their students through monthly logs</li> <li>• Support faculty and students/families shifting to an ELP</li> <li>• Provide weekly Zoom meetings/email updates</li> <li>• Help teachers implement ELP</li> <li>• Monitor students on 504 plans and provide assistance as needed</li> </ul>
Core Teachers	<ul style="list-style-type: none"> <li>• Collaborate with other members of your team or department to design enrichment learning experiences for your students</li> <li>• Use district curriculum and resources to communicate and deliver content</li> <li>• Make sure parents are aware which resources your students may access. Include information on how to access the resources.</li> <li>• Communicate with students and provide weekly feedback</li> <li>• Communicate with parents, as necessary</li> </ul>
Special Education	<ul style="list-style-type: none"> <li>• Communicate regularly with the subject or classroom teachers who teach the students on your caseload</li> <li>• Communicate regularly with students on your caseload and/or their parents</li> <li>• Provide supplementary learning activities for students on your caseload</li> </ul>
K-6 Specials (Art, Band, Guidance, Keyboarding, Library, PE, & Music)	<ul style="list-style-type: none"> <li>• Develop a bank of activities while being mindful of the resources families may or may not have in their home</li> <li>• Communicate with students/families who reach out for assistance</li> <li>• Communicate with families regarding the websites/resources you will be using</li> </ul>
7-12 Exploration Classes	<ul style="list-style-type: none"> <li>• Develop a bank of activities while being mindful of the resources families may or may not have in their home</li> <li>• Communicate with students/families who reach out for assistance</li> <li>• Communicate with families regarding the websites/resources you will be using</li> </ul>
Counselors	<ul style="list-style-type: none"> <li>• Serve as a liaison for communication with students/families in crisis</li> <li>• Provide resources for students and families to support them while they are away from school</li> <li>• Monitor students on 504 plans and provide assistance as needed</li> </ul>





### Student Roles and Responsibilities

- Establish daily routines for engaging in the learning experiences
- Identify a space in your home where you can work effectively and successfully
- Regularly monitor online platforms if possible (Grades PK-12)
- Engage in all learning with academic honesty
- Communicate proactively with your teachers if you require additional support
- Comply with Student Handbook Internet Safety policies including expectations for online etiquette

For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a personal, academic or social-emotional concern	your school counselor
other issues related to the enrichment learning plan	your school principal

### Parent Roles and Responsibilities

Provide support for your children by:

- Establishing routines and expectations
- Defining the physical space for your child to study
- Monitoring communications from your child's teachers
- Beginning and ending each day with a check-in
- Taking an active role in helping your child process his/her learning
- Establishing times for quiet and reflection
- Encouraging physical activity and/or exercise
- Remaining mindful of your child's stress or worry
- Monitoring how much time your child is spending online
- Keeping your child social, but set rules around their social media interactions

For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a personal, academic or social-emotional concern	your school counselor
other issues related to the enrichment learning plan	your school principal



### General Guidelines for Staff regarding the Enrichment Learning Plans (ELP)

Feedback	<ul style="list-style-type: none"> <li>• Provide feedback, as needed on enrichment learning plans</li> <li>• Provide clear communication regarding where/how students should ask questions and seek clarification</li> <li>• Actively monitor your email for questions and communications from students/families</li> </ul>
Offline Work	<ul style="list-style-type: none"> <li>• Consider including offline activities in your lessons such as reading, engaging in discussions with a family member or friend remotely, writing in a journal, taking pictures and/or making a video</li> </ul>
Instruction	<ul style="list-style-type: none"> <li>• Follow the guidelines provided by the district based on your grade level and subject area</li> <li>• Collaborate with your colleagues regularly</li> </ul>
Student Check-In	<ul style="list-style-type: none"> <li>• Use tools such as Google Forms, online textbooks, Google Classroom Tools, ClassDojo, SeeSaw, Zoom, etc.</li> </ul>
Instructional Packets	<ul style="list-style-type: none"> <li>• At the elementary school, students (PK-6) will be provided instructional packets supporting student learning.</li> </ul>
Free E-Learning Tools/ Non-Curricular Materials	<ul style="list-style-type: none"> <li>• <a href="#">Scholastic Learn at Home</a></li> <li>• <a href="#">Mystery Science</a></li> <li>• <a href="#">Discovery Education</a></li> <li>• Book Source <ul style="list-style-type: none"> <li>○ <a href="#">Reading List</a></li> <li>○ <a href="#">Tips for parents</a></li> <li>○ <a href="#">Activity Sheet</a></li> <li>○ <a href="#">Teaching Remotely Tips</a></li> </ul> </li> <li>• <a href="#">McGraw Hill Resources</a></li> <li>• <a href="#">Learn Zillion</a></li> <li>• <a href="#">Free resources &amp; subscriptions</a></li> <li>• <a href="#">Storyline</a></li> <li>• <a href="#">Live Story Time Doc</a></li> </ul>



## Preschool

### Priorities

- Enrichment will be mainly focused around literacy and numeracy to maintain current skills and knowledge around prioritized content.
- Teachers will be creating paper packets of enrichment activities that will need to be picked up from the office at the designated times.
- Additional activities will be available online through Google classroom and seesaw. Online activities are additional and not necessary if you do not have Internet access.
- We will be implementing a pass/fail grading system during any short-term or long-term closure.
- All elementary school teachers will have office hours from 1:00 p.m. – 2:30 p.m. in the afternoon on any day that there is a closure due to COVID-19 through ClassDojo, Google Classroom, SeeSaw, and/or parent provided email addresses.

### Approximate Time Frames for Enrichment Activities:

Preschool	
40 minutes per day	<b>Emergent Literacy Activities, Games, and Challenges</b> focused on language development, vocabulary, comprehension, and phonological awareness
40 minutes per day	<b>Emergent Numeracy Activities, Games, and Challenges</b> focused on counting, sorting, and patterning
40 minutes per day	<b>Holistically-Focused Activities, Games, and Challenges</b> to support cognitive, physical, and social emotional development
Other Activities	Reading aloud Board games and challenges Continuing to learn skills Puzzles Designing and building structures with blocks or other available materials

**Total Enrichment Time:** approximately 1 to 2 hours per day/5-10 hours per week



## Elementary School

### Priorities

- Enrichment will be mainly focused around literacy and numeracy to maintain current skills and knowledge around prioritized content.
- Teachers will be creating paper packets of enrichment activities that will need to be picked up from the office at the designated times.
- Additional activities will be available online through Google classroom and seesaw. Online activities are additional and not necessary if you do not have Internet access.
- We will be implementing a pass/fail grading system during any short-term or long-term closure.
- All elementary school teachers will have office hours from 1:00 p.m. – 2:30 p.m. in the afternoon on any day that there is a closure due to COVID-19 through ClassDojo, Google Classroom, SeeSaw, and/or parent provided email addresses.

### Approximate Time Frames for Enrichment Activities:

Kindergarten to Second Grades	
35-45 minutes per day	Reading (Science/Social Studies connections as appropriate)
25-30 minutes per day	Writing
35-45 minutes per day	Mathematics
25-30 minutes per day	Special teachers will provide a range of activities that continue to support the current program
Other Activities	Reading aloud and independent reading Board games and challenges with math/strategy/critical thinking Designing and building structures with blocks or other available materials Puzzles

**Total Enrichment Time:** approximately 1-2 hours per day/5-10 hours per week



### Third to Sixth Grades

35-45 minutes per day	Reading (Science/Social Studies connections as appropriate)
25-30 minutes per day	Writing
35-45 minutes per day	Mathematics
25-30 minutes per day	Special teachers will provide a range of activities that continue to support the current program
Other Activities	Reading aloud and independent reading Board games and challenges with math/strategy/critical thinking Puzzles

**Total Enrichment Time:** approximately 1-2 hours per day/5-10 hours per week



## Jr./Sr. High School

### Priorities

- Enrichment will be mainly focused around prioritized content.
- Students will have both online and off-line enrichment activities.
- Teachers will provide online enrichment that may be recorded and made available to students to watch at any time. The online enrichment sessions will be at a regularly scheduled time.

### Approximate Time Frames for Enrichment:

Grades 7-12	
40 minutes per period	Each scheduled Jr./Sr. High School course

**Total Enrichment Time:** approximately 3 hours per day/16 hours per week

### Guidelines for Enrichment Plan:

- Students will be provided enrichment activities assigned by each individual classroom teacher.
- Attendance will be monitored by completion of enrichment activities and participation of classroom obligations.
- The class schedule is posted on page 23 and students can log in to the designated classes during the assigned times on the schedule. Classroom teachers will be available online during the designated times.
- The district will be checking out laptops to all 7-12 students. Any student that does not have Internet access at home, they will be checked out a jetpack that will provide them with free Internet access.
- Classroom teachers will be available online every afternoon to assist students as needed during any COVID-19 closure.
- Dual credit classes may require additional class meeting time.
- We will be implementing a pass/fail grading system during any short-term or long-term closure.



## JR./SR. HIGH SCHOOL SCHEDULE

Closure Days 1 & 3 (Repeated as Needed)	
8:10 - 8:50	Period 1
9:04 - 9:44	Period 2
9:58 - 10:38	Period 3
10:52 - 11:32	Period 4
1:00 - 2:30	Online Teacher Office Hours (Email, Zoom, Google Classroom, etc.)
Closure Days 2 & 4 (Repeated as Needed)	
8:10 - 8:50	Period 5 (5A = 9:04-9:24 & 5B = 9:24-9:44)
9:04 - 9:44	Period 6
9:58 - 10:38	Period 7
1:00 - 2:30	Online Teacher Office Hours (Email, Zoom, Google Classroom, etc.)

**Please Note:** The teacher access schedule listed above will occur through a variety of different mediums and teachers will contact students through their student issued email with their plans (Online through Zoom, prior recordings, Google Classroom, YouTube, etc.)

## SUGGESTIONS TO MAKE ENRICHMENT PLAN A SUCCESS

Student Roles and Responsibilities	
<ul style="list-style-type: none"> <li>Establish daily routines for engaging in the enrichment experiences</li> <li>Identify a space in your home where you can work effectively and successfully</li> <li>Regularly monitor online platforms if possible (Grades 7 - 12)</li> <li>Engage in all enrichment activities with academic honesty</li> <li>Communicate proactively with your teachers if you require additional support</li> <li>Comply with Student Handbook Internet Safety policies including expectations for online etiquette (Grades 7 - 12)</li> </ul>	
For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a personal, academic or social-emotional concern	your counselor
other issues related to enrichment learning plan	your school principal

# Southern Public Schools

## 2020-2021 Contingency District Calendar

**July—2020**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August—2020**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**September—2020**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**October—2020**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November—2020**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December—2020**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September—2020**

4-9	Teacher In-Service (No School)
7	Labor Day
10	First Day of Classes

**October—2020**

12	Teacher In-Service (No School)
22	Early Dismissal (1:20/1:30 p.m.)
	Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)
23	Fall Break (No School)
30	Teacher In-Service (No School)

**November—2020**

1	Standard Time Begins
6	End of First Quarter (39 Days)
9	Second Quarter Begins
26-27	Thanksgiving Break (No School)

**December—2020**

22	Early Dismissal (1:20/1:30 p.m.)
23-31	Winter Break (No School)

**January—2021**

1	Winter Break (No School)
4	Teacher In-Service (No School)
22	End of Second Quarter (44 Days)
25	First Day of Third Quarter

**February—2021**

11	Early Dismissal (1:20/1:30 p.m.)
	Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)
12	Teacher In-Service (No School)

**March—2021**

5	Spring Break (No School)
12	Spring Break (No School)
14	Daylight Savings Begins

**April—2021**

1	End of Third Quarter (46 Days)
2-5	Spring Break (No School)
6	Fourth Quarter Begins

**May—2021**

7	Spring Break
25	Last Day for Seniors
29	Graduation (5:00 p.m.)
31	Memorial Day

**June—2021**

9	Early Dismissal (1:20/1:30 p.m.)
	End of Fourth Quarter (45 Days)
10	Teacher In-Service (No School)

**January—2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**February—2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**March—2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**April—2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**May—2021**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June—2021**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Note:** Any/all mechanical or weather related loss of school time will be made up at the discretion of the Board of Education and/or the Superintendent.

Student Instructional Days **174**

Teacher Contract Days **182**

**Key:** Blue Font (Single Underline) = Late Start or Early Dismissal

Red Font = Holidays/Non-Contract Days (No School)

Red Font (Strikethrough) = Teacher In-Service (No School)

[ ] = First/Last Day of the Quarter



# Southern Public Schools

## 2020-2021 Contingency Preschool Calendar

**July—2020**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August—2020**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**September—2020**

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**October—2020**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November—2020**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December—2020**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September—2020**

4-9	Teacher In-Service (No School)
7	Labor Day
10	First Day of Classes

**October—2020**

12	Teacher In-Service (No School)
22	Early Dismissal (1:20/1:30 p.m.)
	Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)
23	Fall Break (No School)
30	Teacher In-Service (No School)

**November—2020**

1	Standard Time Begins
6	End of First Quarter (32 Days)
9	Second Quarter Begins
26-27	Thanksgiving Break (No School)

**December—2020**

22	Early Dismissal (1:20/1:30 p.m.)
23-31	Winter Break (No School)

**January—2021**

1	Winter Break (No School)
4	Teacher In-Service (No School)
22	End of Second Quarter (36 Days)
25	First Day of Third Quarter

**February—2021**

11	Early Dismissal (1:20/1:30 p.m.)
	Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)
12	Teacher In-Service (No School)

**March—2021**

5	Spring Break (No School)
12	Spring Break (No School)
14	Daylight Savings Begins

**April—2021**

1	End of Third Quarter (40 Days)
2-5	Spring Break (No School)
6	Fourth Quarter Begins

**May—2021**

7	Spring Break
31	Memorial Day

**June—2021**

9	Early Dismissal (1:20/1:30 p.m.)
	End of Fourth Quarter (37 Days)
10	Teacher In-Service (No School)

**January—2021**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**February—2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**March—2021**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**April—2021**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May—2021**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June—2021**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Note:** Any/all mechanical or weather related loss of school time will be made up at the discretion of the Board of Education and/or the Superintendent.

Student Instructional Days **145**

Teacher Contract Days **182**

**Key:** Blue Font (Single Underline) = Late Start or Early Dismissal

Red Font = Holidays/Non-Contract Days (No School)

Red Font (Strikethrough) = Teacher In-Service (No School)

[ ] = First/Last Day of the Quarter