

JESUP COMMUNITY SCHOOLS

2020-21 Return to Learn Plan



Universal On-Site Procedures

Take temp before coming to school
Stay home if sick
Wash hands and stay apart when possible

Masks or Shields Required for Staff
Masks or Shields Required for 5th-12th Students
Masks or Shields Recommended for PS-4th Students when able

100% On-Site Learning

- Traditional school setting
- Will return to this option based on State guidance

Hybrid Model w/ Minimal Off-Site Learning

On-site learning with remote learning available for students unable or uncomfortable attending as well for times of individual quarantine or absences

Technology will be made available as needed.



Hybrid Model with Significant Off-Site Learning

On-site learning with remote learning available. Separate remote only class sections available if a significant number of student absences in a grade level.

Technology will be made available as needed.

Hybrid Model w/ Only PS-4th Grade On-Site

5th-12th grade remote learning with elementary on-site in the event of a significant number of cases/absences in a building level

Hybrid Model w/ Rural Off-Site

Remote learning (printed packets) for rural students in the event of significant absence in a rural building

100% Remote Learning

In the event of a district-wide closure as determined by the Governor's Office or Public Health, all students would move to a 100% remote learning environment.

Technology will be made available as needed.

Movement between the above options will depend upon guidance from Buchanan County Public Health based on current cases and student/staff absences. For more detailed information regarding the specific plan, please see the full Return to Learn Plan located on the District website under "Return to Learn Plan". For additional information please contact your child's building principal.

JESUP COMMUNITY SCHOOLS



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Return to Learn Plan of Action

The Jesup Community School District has developed the framework below collaboratively through the work of our school board, administrative team, teacher leaders, department supervisors, area school districts, the Central Rivers Area Education Agency, Buchanan County Public Health, and the Iowa Department of Education. This framework is intended to provide guidance for families, staff members, and students as we return to school this fall. Based on the information we have at this time, it is the intention of our school district to return to on-site learning beginning on August 24th. We understand that individuals have different circumstances that might prevent attendance on-site and it is through this framework that we will be able to provide reassurance to those in attendance of the safety measures put into place as well as allow for remote learning/working options for those who are not able to attend on-site. This framework also allows for the district to pivot quickly in the event of a local or statewide school closure for a short or extended period of time. This framework is not intended to be all inclusive and there needs to be an understanding that decisions will need to be made throughout the school year and plans may change as new information becomes available or circumstances change. The Jesup Community School District is committed to not only the education of our students, but also in doing so by providing the safest environment for students, staff, and our J-Hawk families.

Universal On-site Procedures

Health and Safety

- Students and Staff to Self Check for Symptoms Each Day
 - Students and staff are expected to take temperatures daily before arriving at school/work.
 - Stay home if symptoms such as cough, shortness of breath, fever, headache, sore throat, new loss of taste or smell, muscle pain.
 - If exposed, stay home for 14 days after last known direct exposure to COVID-19.
 - Families should contact the building office if a student is absent due to COVID-19 symptoms or has tested positive for COVID-19.

- We are asking families to have a plan in place in advance in the event of a positive COVID exposure to an individual of their family or in the event that a remote learning scenario is implemented.
- Face masks and/or shields are required for staff unless a special exception would prohibit the use when social distancing is not possible (less than 6 feet apart for 15 minutes or more).
- Face masks or shields are required for middle and high school students, unless a special exception would prohibit the use, when social distancing is not possible (less than 6 feet apart for 15 minutes or more). Face masks are recommended for elementary students who can do so in a safe and sanitary way.
- Regular cleaning procedures will take place daily throughout the school buildings. Additional daily disinfecting will be completed in high traffic areas.
 - Classrooms- Will consult with Public Health on frequency and specific items that need to be cleaned. Hand sanitizer will be provided in each classroom and staff will be encouraged to spray or wipe down high traffic areas throughout the day and in between the use by different individuals.
 - Locker Rooms- Students will not be assigned PE lockers. PE clothes will be kept in the student's main locker and taken home.
 - Vocal/Band Classes- Procedures for these classes will be shared by the teacher for those involved in these specific classes.
- Handwashing and sanitizing will be emphasized throughout the day and between classes. Increase the number of hand sanitizer dispensers throughout the buildings and within the classrooms to improve availability.

Transportation

- Assigned seating on school buses with family members sitting together will be prioritized.
- Face masks or shields are strongly encouraged for bus riders, unless a special exception would prohibit the use.
- School Buses will be sprayed with disinfectant twice daily after each bus route.
- Encourage families, if able, to pick up and drop off their children to and from school to reduce bus riders.
- A shuttle route to the Emerald Acres subdivision will be considered in order to reduce the number of daily riders on our rural bus routes.
- All bus routes will pick up students from St. A's individually prior to arriving at the main campus to eliminate a shuttle route and minimize mixing of students on different routes.

Food Service

- Assigned seating at lunch with identified "pods" of students separated by 6 feet in order to assist in contact tracing in the event of a positive COVID case.
 - Cafeteria tables will be spaced at maximum levels to decrease contact between "pods" of students.
 - In the event that additional spacing is needed, alternative lunch spaces such as classrooms will be utilized.
 - Students in grades 5th-12th will utilize the main cafeteria and students in preschool through 4th grade will utilize the cafeteria in the Early Learning Center.

- Salad bar will no longer be offered but additional items will be provided on the lunch line. Pre-ordered, pre-made items will be offered as well.
- Tables and seating will be cleaned between use.
- Barcode scanning will be utilized to enter student's lunch account information instead of the touchpad system.

Classroom Procedures

- Assigned seating in classrooms with identified "pods" of students separated by 6 feet in order to assist in contact tracing in the event of a positive COVID case.
 - Classroom desks will be spaced at maximum levels to decrease contact between "pods" of students.
- Minimize mixing of student sections in PS-8th grade.
- Buildings will work to stagger passing times in hallways when possible to minimize student interactions.
 - PS-4th grade students should limit hallway passing time to one section at a time when possible.
- When possible and if necessary, teachers will travel between classrooms with students remaining stationary to reduce student movement.
- No large group assemblies where social distancing is not possible.
- Elementary classrooms within each grade will rotate through zones on the playground to eliminate mixing during recess and social time when possible.

Parent Procedures/Illness

- Parent drop-off and pick-up should occur outside of the school building. A staff member will be present outside the elementary entrances to meet parents for drop-off and pick-up.
- Daily student medications should be administered in the building offices.
- The school nurse will provide building secretaries with a checklist of questions to ask students prior to sending to the nurse's office to minimize student traffic for matters that can be addressed in the building offices.
- Students identified with symptoms during the school day will be isolated in the superintendent conference room until parent pick up; building principals will use the conference room or designated area for potential overflow of sick students.

Procedures for Staff and Student Absences Due to COVID

- Staff who are unable to work on-site due to a medically identified reason, but are able to work from home will work with the building principal or supervisor to find ways to work remotely.
 - Teachers- MS/HS connect with classroom via Zoom; Elementary - additional supports may be needed within the class (via para or sub) as teacher provides Zoom instruction. Any variances in the work schedule will be pre-approved by the employee's supervisor.
 - Para-educators- 1:1 para - duties may be exchanged with another para to provide on-site support. Any variances in the work schedule will be pre-approved by the employee's supervisor.

- Secretaries- Perform duties as able; on-site receptionist duties supplemented with sub. Any variances in the work schedule will be pre-approved by the employee's supervisor.
- Custodians- Remote work will not be available to custodians based upon the requirements of the position.
- Bus Drivers- Remote work will not be available to bus drivers based upon the requirements of the position.
- Food Service- Remote work will not be available to food service based upon the requirements of the position.
- Central Office Staff- Remote working will be available to central office staff (business office, technology director, superintendent's office). Staff will be expected to keep regular work schedules while working remotely. Any variances in the work schedule will be pre-approved by the employee's supervisor.
- Administrators- Remote working will be available to administrators. Staff will be expected to keep regular work schedules while working remotely. Any variances in the work schedule will be pre-approved by the employee's supervisor.
- Other Staff (Counselors, At Risk, Connectors, Nurse) - Remote working will be available to other staff. Staff will be expected to keep regular work schedules while working remotely. Any variances in the work schedule will be pre-approved by the employee's supervisor.
- Students who are unable to attend on-site due to concerns with potential COVID exposure will need to contact the building principal to discuss arrangements for remote learning.

When a Child Needs to Learn Remotely...

In the event of a school-wide closure, students in PS-12th grade will be provided with required remote learning for the extent of the school closure.

These guidelines will also be followed for those students who elect to be 100% online while school learning is being held in person in the building.

- **District-wide**
 - Attendance- Students will be expected to attend classes remotely as scheduled by their teacher. Attendance will be taken daily and expectations will be set by each building level. Truancy protocol will be followed.
 - Grading- Work completed during the period of remote learning will be assessed and applied to the student's grade for the course/subject matter.
 - Food Service- The district will activate its summer meal plan in the event of a school closure. Details on sign-up and delivery will be sent to all families.
 - IEP/504/ELL Supports- Students will be provided the supports outlined in their individual or district-wide plan. Small group zoom meetings will be conducted in consultation with special education teachers and paraeducators.
 - IEP teams will be meeting to review and/or modify individualized learning plans to support the students in both virtual and hybrid learning settings.

- Assessment will need to reflect a style that embraces an environment with limited teacher controls (access to resources, collaboration among peers, etc.).
- **High School**
 - Attendance - Taken daily and required. Classes will be recorded and posted.
 - Online expectations - your camera is on and you are actively engaged; Zoom etiquette for distance learning will be emailed to students and parent(s)/guardian(s).
 - Grading - High School Grading Scale will be utilized.
 - Assessment - Teachers will utilize ways to assess students knowing students will have access to resources that would not be allowed in a typical classroom setting.
 - Schedule - Regular schedule will be followed - an abbreviated schedule will be considered in the case of a school closure.
 - Learning Platform - Zoom, Google Classroom, or Canvas.
- **Middle School**
 - Attendance- Taken daily (exit tickets, responses, etc) and **required**. Classes will be recorded and posted to allow student flexibility. Please remember learning is no longer voluntary but **required**.
 - Online expectations - your camera is on and you are actively engaged; Zoom etiquette for distance learning will be emailed to students and parent(s)/guardian(s).
 - Grading- Middle School Grading Scale will be utilized.
 - Assessment- Teachers will utilize ways to assess students knowing students will have access to resources that would not be allowed in a typical classroom setting.
 - Schedule- Regular schedule will be followed - an abbreviated schedule will be considered depending upon duration of remote learning period.
 - Learning Platform- Zoom, Google Classroom.
 - **Specials** will meet at regular scheduled times. Similar to core classes.
- **Elementary School**
 - Attendance- Will be taken daily (exit tickets, responses, etc) Lessons will be recorded as we are aware our students will likely need parent support to view/participate in lessons. Having set times for instruction may not be appropriate due to parent schedules, etc. Flexibility is the key and expected.
 - Teachers will have set office hours availability outside of the traditional school day hours.
 - Grading- Same expectations as on-site learning.
 - Assessment- Teachers will administer assessments via a format best suited for remote learning.

- Schedule- (flexible schedule available, recorded lessons will be provided for asynchronous learning)
 - Learning Platform-Zoom,Google Classroom, SeeSaw
 - Physical Education-Zoom recorded lessons
 - General Music- Zoom recorded lessons
 - In the event that a percentage of our students are not in physical attendance, it may be appropriate to designate specific teachers to oversee and administer the online learning. Core lessons will be offered either live time or recorded. Students can access the recordings off-site, participate in required work, and submit work as required. Assessment and progress monitoring will be developed and administered online.
- **Rural Schools**
 - Attendance- Documented through return of packets
 - Grading- Same as onsite
 - Assessment- via packets
 - Schedule- Drop-off/Return of packets schedule will be communicated from the teacher.
 - Learning Platform- Printed Packets (Drop-off and return procedures will be communicated.)

Hybrid Model with Minimal Off-site Learning

- In the event that a small percentage of students are not able to attend on-site learning, the school will provide remote access to the instruction through Google Classroom, Zoom, Seesaw, or other methods of video conferencing and remote learning.
- Students in 5th-12th grade will be provided with their own Chromebook device in order to access remote instruction when necessary as well as use during on-site instruction.
- Students in grades PS-4th grade who are unable to attend on-site instruction will work with the elementary principal to ensure access is provided if necessary.
- Rural students who are not able to attend on-site instruction will be provided packet work while absent.
- Remote learning will be provided in a synchronous model (instruction remotely conducted at the same time as on-site instruction). In the event that this is not possible, the student will work with the teacher to provide alternative options. Class assignments may be modified to accommodate remote learning.

Hybrid Model with Significant Off-site Learning

- In the event of a significant number of students requiring off-site learning, the building principal will explore the possibility of providing a full section of remote learners to be taught by a specific instructor. This option will depend on the balance of off-site and on-site learners and available staff.

Hybrid Model with only PS-4th On-Site

- In the event of a significant number of cases within the middle school or high school level, the district may consider providing 100% remote learning to 5th-12th grade students while PS-4th grade students attend on-site. This decision would be made in consultation with the Buchanan County Department of Public Health.
- 5th-12th grade students are all issued a Chromebook device. In the event of limited wi-fi access in the home, the district has a number of mobile hotspots available for families.
- Depending on the circumstances, the district could provide limited on-site access to students for lab-based work that could not be completed remotely.
- Special education students in MS/HS may be allowed the opportunity for on-site access.

Hybrid Model with Rural Off-Site

- In the event of a significant number of cases at one or more of the rural school locations, the district may elect to provide remote learning at only the rural schools. This decision would be made in consultation with the Buchanan County Department of Public Health.
- Teachers will work with families to provide packet learning during this time.