

# **Seymour**

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## **MIDDLE SCHOOL**

### **School Year 2020-21**

### **Seymour Middle School**

### **Re-Entry Plan**

Seymour Community School Corporation's (SCSC) Re-entry Plan provides considerations, recommendations and best practice to ensure a safe and successful 2020-21 school year. This guidance is not state mandated. Local Districts have the authority and flexibility to meet individual needs and be responsive to our community.

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*Information on this plan available on our district website: [www.scsc.k12.in.us](http://www.scsc.k12.in.us)*

## Building Level Plan Overview

This document is intended to provide guidance at the individual building for 2020-21 Re-entry in the current pandemic environment. The conditions, current medical landscape, and growing body of knowledge surrounding COVID-19 continue to evolve. This reality presents challenges to planning, preparing, and guiding school operations.

**Therefore, expect updates and document revisions.**

Each school , in accordance with district guidelines, has developed specific plans based on their individual school populations, building footprint, and schedules.

For the development of this document, Seymour Schools focused on these factors:

- 1) District Re-entry Plan Parameters
- 2) The school's ability to maintain a safe and healthy school environment, and
- 3) The school's ability to be proactive and equipped to respond to multiple scenarios related to COVID-19.

## Considerations for School Year 2020-21

This is a living document that will be updated as information is provided to our schools. As we learned in the spring of 2020, **guidance for COVID-19 can change rapidly and regularly**. In order to be able to respond to such guidance in a timely way, the document will be posted on our website. There will be a change log record at the end of the document. Anytime something is changed or updated, an entry will be made on this log to indicate the person making the change, the change made and page number.

Document Location: [www.scsc.k12.in.us](http://www.scsc.k12.in.us)

## Seymour School Corporation Learning Models

Traditional	Option: Online/eLearning	Option: Blended
<b>Definition: Students in school buildings for a full day.</b>	Definition: Students online only.	Definition: This is a combination of Traditional and Online services. Students in school buildings and online education.
★ <b>Standard Operation with Preventative Measures</b>	★ Remote Instruction and Learning	★ Combination of Standard Operation and Remote Learning
★ <b>Standard Operation/Full Day</b>	★ Used for School Closures and Specific Student Need	★ Used for Intermittent Closures and Specific Student Need

*\*Blended and Online Learning Models will only be utilized as absolutely necessary.*

Seymour Community School Corporation's Continuous Learning Plan

- ★ Posted on our district website: [www.scsc.k12.in.us](http://www.scsc.k12.in.us)
- ★ Link: <https://tinyurl.com/scscContinuousLearningPlan2020>

Facility Usage:

Community facility usage at SCSC has been suspended until further notice except for usages for medical/health related events, back to school distributions or community-wide Covid-19 testing. Per the CDC, non-school individuals or groups shall not use or their usage shall be very limited, during this time.

July 6-19: Phase 1 of acclimation period SMS ECA teams, clubs, etc.. can utilize facilities

July 20-August 14: Phase 2 of acclimation period SMS ECA teams, clubs, etc... can utilize facilities

August 15-beyond: Phase 3 of acclimation period SMS ECA teams, clubs, etc... can utilize facilities

## Section 1: Health Protocols

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program. Seymour Community School Corporation will be working to both prevent and respond to COVID-19.

The first step is to [recognize and respond to symptoms](#):

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

### Individuals Exhibiting Symptoms: What happens?

Individuals exhibiting symptoms will be excluded from school.

(Students will transition to online learning options until they are cleared to return to school.)

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). As such, Seymour Schools will work closely with the Jackson County Health Department.

### Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the current recommendations of the CDC. Those are:

#### Untested

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

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

- At least 10 calendar days have passed since your symptoms first appeared.
- The state [website](#) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

Tested Positive- Symptomatic

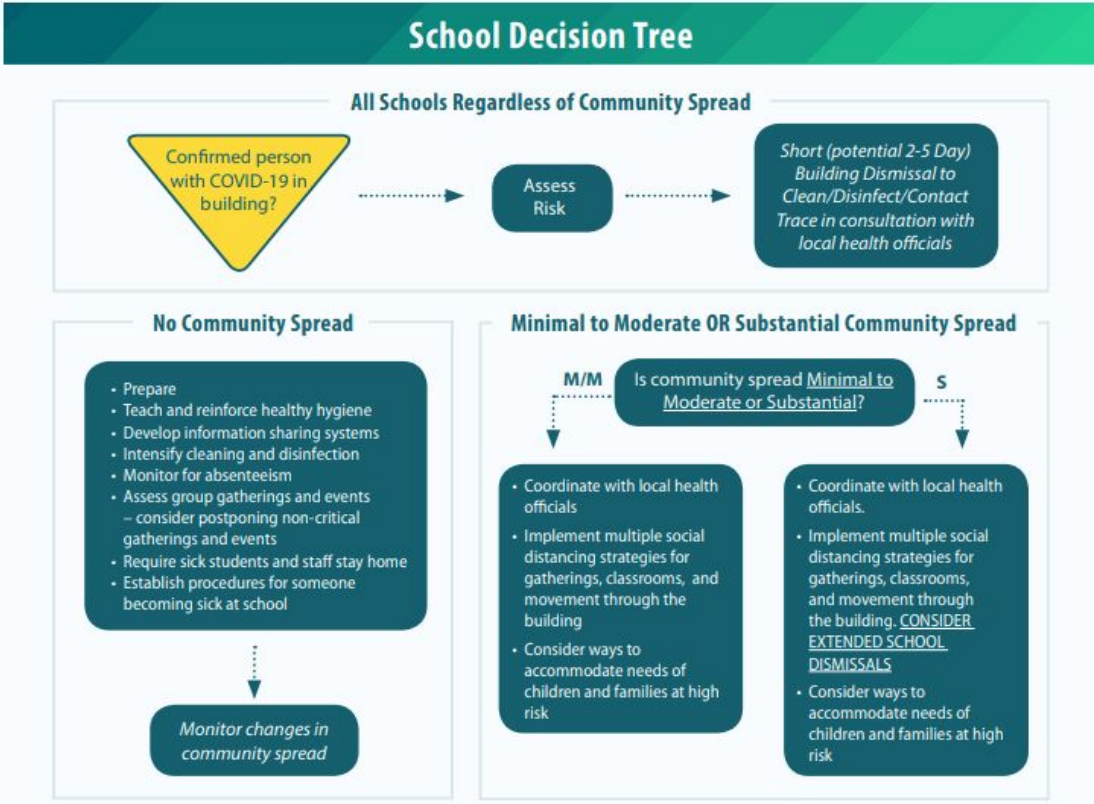
Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (72 hours fever free without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since 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 or 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.

**What happens when there is a confirmed case at Seymour Middle School?**



When there is confirmation that a person infected with COVID-19 was on school property,

the school's nurse will contact the Building Administration, Superintendent's Office, Jackson County Health Department, and Indiana Department of Education immediately.  
(Immediately Defined: 60 minutes or less)

Superintendent Report: 812-522-3340 Report to Receptionist  
IDOE Report Form: <http://form.jotform.com/200633480080950>  
Jackson County Health Department: 812-522-6474 Report to Dr. Bunce

To Assess Risk: The district and school(s) involved will work with the Jackson County Health Department and School Officials to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, extenuating circumstances, and other factors to determine building closure timeframes.

It is the responsibility of the Indiana Department of Health and the Jackson County Health Department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department.

Closure: School Officials will consult with the Jackson County Health Department to determine the schools to be closed and timeframe for closure. Officials will determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

Cleaning/Disinfecting: As soon as the district/school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected following best practice and CDC guidelines.

Exclusion: The school may assign students or employees to an online platform at any time COVID is suspected. (symptomatic or not)

## **Wellness Checks and Screenings**

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure. Seymour Community Schools will conduct wellness screenings in the following ways:

### ★ Self Screening

Information will be communicated to parents and employees about the symptoms of COVID-19. Seymour Schools will require students and staff to self-screen before coming to school or boarding a school bus. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be quarantined to a space separate from the nurse's clinic and then sent home immediately.

### ★ School-based Screening

Temperature Screening will be used by Seymour Schools as appropriate. Using temperature checks for screening purposes can present challenges: staff to screen, shortage of accurate, touch-free thermometers or other equipment. As much as possible, temperatures of students, employees and visitors on school property will be taken on a random basis or situations where there is reason to believe that a person may be ill.

DO wear a fabric mask safely.



## Personal Protective Equipment (PPE) and Masks/Shields

Face Coverings/Gloves/Barriers: Masks, Shields, Sneeze Guards, Acrylic Barriers, Safety Goggles

### Wearing Masks and Other Personal Protective Equipment (PPE) -Staff and Students

Mask-wearing is **strongly recommended** for all employees and students when social distancing measures can not be maintained. Employees/Students will be expected to provide their PPE.

- Some students/employees may be required to wear specific PPE (i.e. health-related, custodial staff, specialized positions, etc.) in specific situations. For employees and students, this direction will come from the employee's/student's direct supervisor.
- If an employee/student does not have a mask, the school will make masks available unless supply chains are broken or delayed due to demand. If a shortage materializes, administration will work with employees to meet their needs and job requirements. Seymour Schools is currently building supply stores of various PPE.



- Additional accommodations may need to be made for staff/students based on their individual health plan.

## **Clinic Space**

Seymour Community School Corporation has a clinic space in each building. Due to expanded requirements related to COVID-19, the following spaces will be established:

### **1. Clinic Space Non-COVID-19 Related**

Students who do not display symptoms of COVID-19 will be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.

A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day.

Location: Clinic in Student services

Procedure: A record will be kept of all persons who entered the room. The room will be disinfected several times throughout the day.

### **2. Clinic Space COVID-19 Symptomatic**

Each school in the district will have a room or space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or wait for pick up. All waiting staff and students will immediately be required to wear a disposable/cloth face covering. Only essential staff assigned to the room may enter.

Strict social distancing is required in this room and staff are immediately required to wear appropriate PPE.

Students who are ill will be walked out of the building and released to designated individuals Parent/Guardian/Approved Individuals on File.

All staff and students with fevers or symptoms associated with COVID-19 will be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return according to Seymour's guidance regarding return after exclusion from school.

A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day.

Location: Front Auxiliary room in main office

Procedure:

- Strict social distancing is required in this room and staff are immediately required to wear appropriate PPE.
- A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day.

Pick Up Protocol For Students: Parent/Guardian/Approved Individuals on File  
Students who are ill will be walked out of the building and released to designated individuals.

### **Fever Policy-Non Covid Related**

Staff and students can have a fever or display various identified COVID symptoms but be unrelated to Covid-19. If a student or staff member has a fever/symptoms that require action, Seymour Schools will follow handbook guidance. Handbook Language will be updated with the following change: If your child has a temperature of 100 or greater, you will be notified to pick them up at school and keep them home until they are fever free without medication for 72 hours.

### **Immunizations**

Immunization requirements remain and can be found in each school's student handbook. Assistance is available through local health departments and health systems.

### **Preventative Measures**

The best way to prevent the spread of disease in the school setting is to insist that sick employees and students stay home. Additionally, students and employees should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19. Attendance is key to educational success and schools have long had attendance rules and policies. In light of the current pandemic, Seymour School Corporation has modified or suspended policies and programs that may unintentionally encourage employees and students to come to school when sick.

Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. Being aware of this, the four preventative measures Seymour Schools will promote are:

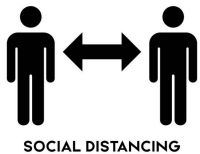
- ★ Social Distancing
- ★ Frequent Handwashing
- ★ Appropriate PPE
- ★ Avoid Touching the T-Zone (Eyes/Nose/Mouth)

**DO wear a fabric mask safely.**



**Don't touch the T-Zone!**

**Never put your fingers in your**



SOCIAL DISTANCING

Social distancing can be accomplished in many different ways. Each of our schools will determine which strategies work best for their school in various areas and for a variety of student activities. Specific guidance on Social Distancing can be found on page 13.



Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. Districts/schools will institute procedures to ensure that employees and students wash their hands often and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol.

Districts/schools identify the following as key handwashing times in a school day:.

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

## Hydration and Water Fountain Use

Water fountains will not be utilized in schools until further notice.

Water will be made available in the following ways:



- ★ Personal Water Bottles from Home (Labeled with Name)
- ★ Water Bottles may be refilled at approved filling stations

- ★ Access to water at lunch (Not to Replace Milk)

## **Guidance on the Exchange of Resources To and From School**

Every effort should be made to reduce the amount of materials, supplies, and personal belongings going to and from school. Think in terms of necessities.

Examples: Backpacks, Folders...

To start each year, students bring school supplies to their classrooms. To limit carrying these items back and forth and to be ready for any type of school closure, it is recommended that students be prepared for both home and school work settings by having access to materials associated with learning at home. Examples: paper, pencils, crayons.

Seymour Schools will reduce student exposure to high-touch, shared resources at school.

Examples: Shared toys, Shared school supplies, Shared technology

### **School Supplies**

Closures related to the COVID Pandemic left many parents or guardians without employment, or without a regular paycheck. Seymour Schools will be mindful of this fact in the development of school supply lists.

Supply lists will focus on essential items such as pencils, crayons, folders, notebooks, and backpacks. Always mindful to minimize the expense to our families, SCSC has removed items from lists such as hand sanitizer and Clorox wipes, ziplocs, paper plates, etc. that are not essential to classroom instruction, costly and hard to find. The district will provide cleaning supplies for classrooms. When hand washing is not an option, hand sanitizer will be available. Even when purchasing hand sanitizer for your home, be sure to read the labels because many available products do not meet the effectiveness requirements of the CDC.

[SMS Supply List](#)

### **Treats and Celebrations**

Seymour Schools will follow student handbook guidance for treats and celebrations. This includes making arrangements prior to sending any treats to school. Treats will be pre-packaged and sealed as purchased from the store.

## Section 2: Educational Platforms and Instruction

Seymour Community School Corporation will be prepared to provide quality instruction at all grade levels and in all three of the following educational models:

### Seymour School Corporation Learning Models

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*\*Blended and Online Learning Models will only be utilized as absolutely necessary.*

We believe that the most effective instruction for your child happens in a classroom with our highly qualified teachers therefore SCSC will assume your student(s) will be returning as normal unless you complete the formal request for the Online Learning option by July 10, 2020 or withdraw from SCSC.

For Students and Staff: Online/ Remote learning looks identical to a traditional model of classroom instruction in every way except for physically being present in the room.

Expectations for Teachers: (Lesson Planning, Time on Task, Lesson Structure, Contact with Students, for eLearning/Inclement weather: time lessons posted/due dates....) Expectations for teachers regarding lesson plans, instruction, etc.. will remain the same whether it is traditional or online/remote classrooms.

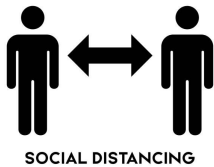
Note: This may look slightly different for inclement weather E:Learning days.

Accountability: Students in an online/remote classroom will be expected to be online, present and participating during their scheduled times for each class. Assignments should be turned in during the same window of time as a traditional classroom.

Attendance: Absences and tardies will be documented in every class for both traditional and online/remote learning. It is our expectation that parents communicate with the school if a student is absent whether in a traditional or online/remote setting.

SCSC Formal Request for Online Learning Form: <https://forms.gle/zrrpu5K7Rvru3gCX6>

### Section 3: Social Distancing



This section explains measures our district and schools are taking to create social distancing while still maintaining levels of face-to-face instruction.

These practices and protocols will evolve as they are implemented, and more information is obtained about COVID-19.

Seymour Community Schools will make every effort to provide a traditional educational program. If this is not possible, the district/schools will offer alternative program models based on administrative and parent input.

Such alternatives: Traditional, Online/Remote Learning

#### Classroom Structure:

- Minimize/reduce staff/student moving as much as possible.
- Reorganize assemblies, field trips, registrations, orientations, round-ups, and other large gatherings to allow for social distancing.
- Increase space between students during in-person instruction.
- Rearrange desks to increase space between students.
- Face desks in the same direction when possible
- Limit group areas in the classroom to the extent feasible and assign seats.
- Minimize activities that combine classes or grade levels.
- Eliminate non-school personnel classroom visitors.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- Avoid or minimize the sharing of electronic devices, toys, books, art supplies, and other games or learning aids when possible.

**Decreasing student congregation:**

- In locations where students line up, staff will monitor and encourage appropriate social distancing. (Cafeteria, bus dismissal, bathroom breaks)
  - AM Arrival
    - Utilize Entrance 1 and 16 before 8:00 am (Door 1 for students eating breakfast and door 16 for students not eating breakfast.)
    - 8:00-8:20 am Utilize Entrance 1 and 16 before 8:00 am (Door 1 for students eating breakfast and door 16 for students not eating breakfast.) Car riders, walkers and bikers who do not eat breakfast at school will utilize doors 14 for 8th grade and door 15 for 7th grade. If eating breakfast these students will walk around to door 1.
    - 8:00-8:20 am Bus riders will enter door 16 if not eating breakfast
    - 8:00-8:20 am Bus riders will enter door 1 if eating breakfast
    - After 8:20 am all students will need to enter door 1.
  - PM Dismissal
    - Students who are bus riders will exit out of the nearest building exit where buses are located (Doors 1, 2, 3, 16)
  - Bus Hub Special Directions
    - Utilize a multi-line system for students waiting for the bus. 3 feet social distancing in all directions.
    - Late bus students who wait in the cafeteria will be spaced as available.
- Staff members will monitor halls to ensure students aren't congregating.

**Decreasing staff congregation:**

- Our professional development meetings are done in smaller staff groups.
- If the need is there for a full staff meeting, we will observe appropriate social distancing.
- Staff will maintain social distance standards when using copy rooms/staff lounges.

**Contact Tracing is the responsibility of The Indiana Department of Health and The Jackson County Health Department. Ways SCSC can help are:**

- Mandatory seating charts will be utilized in classrooms and designated student areas.
- Records will be kept for all outside persons entering the building, reason for entering and where they went.
- Records will be kept of those in attendance in all meetings.

### **Non School Personnel in Schools:**

- ★ Restrict vendor access to the school to times when students are not present when possible.
- ★ Limit visitors and grant access to designated areas only.
- ★ During normal school hours, all non school personnel entering the building will be required to wear a mask. A mask will be provided if the patron does not have one.
- ★ All non school personnel visitors will be required to schedule an appointment with the proper school personnel prior to being allowed inside the building.

### **Special Events procedures:**

- All non school visitors will be required to schedule an appointment with the proper school personnel prior to being allowed inside the building.

### **School Technology:**

- Alternative plans to provide students with access to electronic activities will be pursued to provide equal opportunity for all students.
- Plans will be made to make devices available to take home to all students when necessary.

Visuals will be used to cue staff and students to maintain social distancing.

- We will place these visual cues in high traffic areas such as hallways, cafeteria, etc...

## **Section 4: Safety**

### **School Safety Plans:**

- In the event of an emergency or emergency practice we will execute our emergency preparedness plans as written.

## **Section 5: Special Education**

**From SCSC Mission: We collaborate to build relationships with all stakeholders, in order to create a remarkable learning environment.**

At all times, SCSC will have strong parent communication methods in place to discuss individual student needs and make appropriate plans for students with disabilities.

***We will listen to our parents and work together to develop the best and safest plan for each student.***



### **Case Conferences**

- All Case Conferences will be held via Google Meet, phone call, or in person as allowed.
- Conferences will be held in compliance with Annual and Evaluation timeline requirements, including any revision needs.

### **Special Education Services/IEP Revisions**

- Special Education Staff will be holding Conferences with parents to discuss any need to revise IEPs.
- Conferences will consider services, placement, accommodations, and student progress.
- Services will be defined to reflect the delivery method of instruction (in person, Virtual, or Hybrid) for individual student needs. All options can be included as the COVID-19 Pandemic is a fluid situation.
- If parents indicate their choice to stay home for online learning, the IEP will be updated to reflect Online Learning provisions. Least Restrictive Environment considerations will also be discussed at the conference.

### **Compensatory Services**

- Discussions of Compensatory Services will take place at case conferences.
- Based on individual student needs, the CC may consider collecting data for an agreed-upon time following the student's return to school and subsequently reconvening to discuss the need for future services at that time.
- Documentation and data will be kept to track individual student progress.

### **Transition IEPs**

- Transition IEP assessments will continue to be provided annually - either online or in person.
- Transition Services will continue to be provided online or in person.
- Individual plans will be discussed by the case conference committee.

### **EdPlan Connect**

- SCSC will implement EdPlan Connect - a service through the IEP system that will help connect parents to special education online documents.
- Parents/Guardians will be able to access student records in their native language, sign documents electronically, view historical documents in the student's record, and stay up to date with progress reports.

### **Evaluations**

- SCSC will follow evaluation guidance and timelines.
- Individual student testing plans will be determined in communication with parents to ensure staff and student safety.

### **Medically Fragile Students**

- SCSC will consider the needs of students who are at high-risk or medically fragile.
- Services will be developed at the case conference to meet individual needs.
- Online instruction formats will be developed at the conference if deemed necessary.
- The CCC will convene at least every 60 instructional days to review the IEP of students unable to attend school in person.

### **Services/Homebound Services**

- SCSC will provide special education and related services to students receiving homebound services per their IEPs.
- Individual student plans will be discussed with parents at the Conference.
- Service Considerations will include online, instructional telephone calls, and other curriculum-based instructional activities, to the extent possible.
- SCSC will consider a statement from a student's physician when available.

### **Use of Homebound due to infection in Student's Family:**

- SCSC recognizes a student with a disability may be quarantined at home for an extended period of time due to a family member's infection.
- SCSC will follow Homebound Protocol to ensure the provision of FAPE.

### **Use of Homebound Not Related to COVID-19:**

- Students receiving Homebound Instruction due to their IEP Plan will continue to receive homebound services until the CCC determines a different placement is appropriate.

### **Homebound Timelines**

- The CCC will convene at least every 60 instructional days to review the IEP of students unable to attend school in person.

### **Special Transportation**

- SCSC will continue to provide Special Transportation services as reflected in the IEP for in person instruction.
- SCSC will follow social distancing, seating charts, and cleaning protocols.
- Individual student plans will be made in communication with parents for specific needs.

### **Therapy**

- SCSC will continue to provide therapy services as outlined in IEPs.
- Therapists will consider the cleaning of equipment needs.
- Remote therapy services/needs including assistive technology will be developed and discussed at the individual case conference.
- Therapists will consider the needs of medically fragile students in communication with parents and defined in the IEP.

### **Non-Public Students**

- SCSC will continue to provide equitable services to parentally-placed students with disabilities attending reopened non-public school buildings.
- SCSC Special Education staff will work with non-public school staff and parents to provide services as outlined in individual IEPs.
- IEPs will be revised as needed to develop services and goals for all methods of instruction: Traditional, Online/eLearning, and Blended.

### **Special Education Service Delivery Model/Staff Expectations**

- Special Education Staff will provide an Online Learning Platform - options can include Google Classroom, Google Meet, Dojo, Boom Cards and other virtual options.
- Special Education staff will provide support, consultation, accommodations, and other services as outlined in students' IEPs.
- Training/Guidance will be provided for instructional assistants by the supervising Teacher of Record.
- Parents will be informed on how to access online instruction and services.

### **PPE for Special Programs**

SCSC will consider the safety needs of staff and students working in self-contained and specialized programs during in-person instruction to include:

- Masks with see-through windows
- Face Shields/Goggles
- Cleaning Supplies
- Gloves

### **504 Plan Considerations**

- 504 Plan Meetings will be held annually via Google Meet, phone call, or in person as allowed.
- 504 Plan Accommodations will be provided in all learning formats including in person, Online/eLearning, or Blended instruction delivery models.
- 504 Plans will be reviewed on an individual basis should a parent choose Online Learning for their child.

### **References:**

[IN-Class Appendix D: Special Education Overview](#)

[Transition eLearning IEP Guidance Doc](#)

[Remote IEP Conference Meetings Guidance Doc](#)

[Office of Special Ed Evaluation Timeline Memo](#)

[CDC Community-Level Guidance for Schools](#)

[IDOE COVID-19 Resources for Indiana Schools](#)

[EdPlan Connect](#) Parent Access Information

[Continuous Learning and Accommodations](#)

[OSE COVID-19 FAQ](#)

[OSE COVID-19 Timelines and Conferences](#) Guidance Doc

[IDOE COVID-19 FAQ](#)

[Altered Face Mask Guidance Doc](#)

SCSC Staff Survey Feedback

SCSC Parent Survey Feedback

## **Section 6: English Learners**

English learners will receive equitable access to instruction, whether in a traditional classroom setting, or through eLearning. Regardless of how instruction is delivered, SCSC will ensure LAU services are provided, and general classroom instruction is accessible for English learners. Individualized Learning Plans (ILPs) can be accessed by every teacher through ELlevation Education.

[ellevation.me](http://ellevation.me)

Should SCSC deliver instruction in a Traditional, Online/eLearning, or Blended learning model, EL staff must collaborate with certified classroom teachers to ensure that the e-learning content and delivery are accessible for ELs at their current level of English proficiency. This must align with accommodations and modifications indicated in the student's Individual Learning Plan (ILP). It must encompass the delivery of content and assessments, appropriate scaffolds and supports, and equitable grading practices.

EL teachers will continue to identify students as potential ELs and provide services as outlined in the [IDOE English Learner Guidebook](#)

If SCSC would close and implement an Online/eLearning only option, newly enrolled EL students will be provided a temporary ILP based on the information we have on language.

### **Enrollment and Screening Requirements During Closures and eLearning:**

- The school should make every effort to gather pertinent language information on the students during the time the school is meeting virtually.
- Until the student can be formally screened and identified the school should provide EL services and support comparable to those of other identified English learners based on grade and level.
- A draft ILP with all language information and accommodations should be provided.
- When on-site instruction has resumed, a formal WIDA Screener and updated ILP should be completed immediately.

EL Instructional Assistants will operate under the direction of the building principal and EL teacher to support instruction and deliver LAU services.

Apart from instructional requirements, effective communication with parents in a language and method they understand and can access is a priority for SCSC. Bilingual staff will help communicate SCSC plans, lessons, and essential information to parents. When meetings are necessary Google meet or phone calls will be utilized to the fullest extent possible.

## **Section 7: Counseling**

### **Social Emotional Learning and Support**

Students in our schools have access to a group of highly trained, professional counselors and social workers throughout our school district. This team of professionals developed plans and resources to support students as we not only return to school in the Fall 2020 but process events from the Spring and Summer of 2020.

### **Straight Talk about the Pandemic and Covid-19**

When you are interacting with your children about Covid-19, The National Association of School Psychologists recommendations:

1. **Be a role model.** Children will react to and follow your reactions. They learn from your example.
2. **Be aware of how you talk about COVID-19.** Your discussion about COVID-19 can increase or decrease your child's fear. If true, remind your child that your family is healthy, and you are going to do everything within your power to keep loved ones safe and well. Carefully listen or have them draw or write out their thoughts and feelings and respond with truth and reassurance.
3. **Explain social distancing.** Children probably don't fully understand why parents/guardians aren't allowing them to be with friends. Tell your child that your family is following the guidelines of the Centers for Disease Control and Prevention (CDC), which include social distancing. Social distancing means staying away from others until the risk of contracting COVID-19 is under control. Showing older children the "flatten the curve" charts will help them grasp the significance of social distancing. Explain that while we don't know how long it will take to "flatten the curve" to reduce the number of those infected, we do know that this is a critical time—we must follow the guidelines of health experts to do our part.
4. **Demonstrate deep breathing.** Deep breathing is a valuable tool for calming the nervous system. Do breathing exercises with your children.
5. **Establish and maintain a daily routine.** Keeping a regular schedule provides a sense of control, predictability, calm, and well-being. It also helps children and other family members respect others' need for quiet or uninterrupted time and when they can connect with friends virtually.
6. **Offer lots of love and affection.**

As you communicate, keep in mind the age of the child:

1. **Upper elementary and early middle school children.** This age group often is more vocal in asking questions about whether they indeed are safe and what will happen if COVID-19 spreads in their area. They may need assistance separating reality from rumor and fantasy. Discuss the efforts national, state, and community leaders are doing to prevent germs from spreading.
2. **Upper middle and high school students.** Issues can be discussed in more depth. Refer them to appropriate sources of COVID-19 facts. Provide honest, accurate, and factual information about the current status of COVID-19. Engage them in decision-making about family plans, scheduling, and helping with chores at home.

### **During a Pandemic: Anxiety**

Typical childhood and teenager anxiety and stress are magnified during a pandemic.

In general, anxiety and social/emotional needs are raised during adolescence and may be more acute.

Counselors and Social Workers are trained to be aware of the signs of increased anxiety but many teachers and parents are not.

#### Symptoms:

- Younger students may appear 'clingly' and not want to leave caregivers' side, requiring constant contact.
- Older students may withdraw away from family members, social groups, and activities.
- Crying or overly emotional.
- Students may feel easily overwhelmed, strongly emotional, reacting with anger or silence.

The National Association of School Psychologist list these specific examples of actions and behaviors:

**Preschoolers**—thumb sucking, bedwetting, clinging to parents, sleep disturbances, loss of appetite, fear of the dark, regression in behavior, and withdrawal.

**Elementary school children**—irritability, aggressiveness, clinginess, nightmares, school avoidance, poor concentration, and withdrawal from activities and friends.

**Adolescents**—sleeping and eating disturbances, agitation, increase in conflicts, physical complaints, delinquent behavior, and poor concentration.

## **Teachers, Counselors, and Social Workers**

### Teachers

- Classroom teachers quickly recognize when a student is struggling and they are often the first to recognize anxiety or depression in a student.

- PD and resources can be shared with teachers and staff to help them recognize signs of anxiety and depression.
- Counselors will have a list of resources available to share with teachers when needed.
- Teachers are role models. Students react to and follow teacher reactions. Teachers will model a safe and calm demeanor as we re-open school.
- Teachers will be briefed on how to talk about COVID-19 with their students including the concepts of social distancing and mitigation.
- Teachers will help students establish and maintain daily routines as well as offering emotional support for their students.
- Above all, teachers will help reassure students that they are safe at school.

### Counselors/Social Workers

Middle School and High School - Counselors will work closely with teachers to identify students who are struggling as we return to school. In addition, counselors will proactively seek out those students who may need additional support. Students may be asked to take part in small groups for discussing the following topics:

- Processing spring 2020 shutdown and e-learning.
- Reopening school and transitioning back to school for fall 2020.
- Building resilience in youth.

Parents/Caregivers and Students are encouraged to contact school staff to assist.

Cortland	812-522-7483	Contact: Wendy Nicholson
Brown	812-522-5539	Contact: Karen Munson
Emerson	812-522-2596	Contact: Wendy Nicholson
Jackson	812-522-5709	Contact: Cassie Fox
Redding	812-522-5621	Contact: Meredith Henry
6GC	812-523-4637	Contact: Samantha Browning
SMS	812-522-5453	Contact: Troy Hubbard
SHS	812-522-4384	Contact: Randy Fife

These same numbers may be used to contact your child's teacher.

## **COUNSELING RESOURCES**

### Community and General Resources

(List of local resources, Christopher and Associates, etc.)

[Anxiety Disorders](#)

[Indiana University Emotional Wellness and Covid-19](#)

[Counseling During Covid-19 and Online Resources](#)

CDC: [Handwashing and Hand Sanitizer Use](#)

CDC: [Keeping Children Safe During Covid-19](#)

## [Coping with Stress](#)

NASP Covid [Resource Page](#)

Be Well Indiana

[https://bewellindiana.com/?utm\\_source=BeWellIndianaOrg&utm\\_medium=vanity&utm\\_campaign=awareness](https://bewellindiana.com/?utm_source=BeWellIndianaOrg&utm_medium=vanity&utm_campaign=awareness)

Healthy Hoosier Challenge

[https://www.doe.in.gov/grants/healthy-hoosier-challenge?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://www.doe.in.gov/grants/healthy-hoosier-challenge?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)

Project Aware IN <https://www.projectawarein.org/resources/>

## Videos about Young Students:

Childhood Anxiety (2 minutes)

<https://www.youtube.com/watch?v=fYdTQ9OkNVI>

## Videos about Teenagers:

How to Recognize Anxiety in Teenagers (7 minutes)

<https://www.youtube.com/watch?v=d2OheGCGfeo>

Recognizing Depression and Anxiety in Teens (3 minutes)

<https://www.youtube.com/watch?v=P86JFsjv1cE>

## Documents:

Helping Children Cope With Changes Resulting From COVID-19

[https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/NASP\\_NASN\\_COVID-19\\_parent\\_handout3.25.20.pdf](https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/NASP_NASN_COVID-19_parent_handout3.25.20.pdf)

Helping Kids and Parents Cope Amidst COVID-19

[https://www.aacap.org/AACAP/Families\\_and\\_Youth/Resource\\_Libraries/covid-19/resources\\_helping\\_kids\\_parents\\_cope.aspx](https://www.aacap.org/AACAP/Families_and_Youth/Resource_Libraries/covid-19/resources_helping_kids_parents_cope.aspx)

Talking With Children about Coronavirus Disease 2019

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>

## **Grief and Loss**

While it is not limited to a pandemic, there is an increased concern for students and staff that may experience the loss of family members and/or others close in their social circle. Seymour Community School Corporation is prepared to provide information and services of support through our counseling programs at each school.

## Resources:

[Tips for Talking to Your Child](#)

[National Alliance for Grieving Children](#)

[5 Myths about Children and Teens Grief](#)

[Talking to Children about Death](#)



## Section 8: Operations



### Food Service

#### Cafeteria Protocols:

- Schools will continue to utilize the cafeteria food lines to serve food in the cafeteria utilizing the proper social distancing guidelines.
- All food items will either be served by cafeteria staff who are trained to follow food safety guidelines or will be individually wrapped or pre-packaged for students to select for grab and go service.
- Plastic-wrapped, disposable cutlery kits (silverware, napkin, and straw) will be made available in all buildings.
- Sneeze guards will be utilized over server areas and by the cashier.
- Meal pick-up or classroom delivery will be made for medically fragile students .
- Place tape marks on the floor to promote social distancing while waiting in line.
- Food-sharing is prohibited.
- Classroom party items should be commercially prepared and prepackaged.
- Implement a policy prohibiting eating on the bus unless medically necessary.
- Provide hand sanitizer during vending machine use and clean vending machines regularly.
- PPE will be provided to all food service staff, including students preparing and serving food.
- Work with local health department officials to comply with all requirements.
- Touchless point of sale options will be used in buildings where students are entering their data.
- Conduct cleaning of cafeterias and high-touch surfaces throughout the day.
- Provide access to hand sanitizer for students and staff.

#### Transportation

- Elementary
  - Social Distancing will be promoted to the extent possible on the bus and in pick up/drop off areas.
- SMS
  - Social Distancing will be promoted to the extent possible on the bus and in pick up/drop off areas.

#### Arrival/Dismissal

- AM Arrival
  - Utilize Entrance 1 and 16 before 8:00 am (Door 1 for students eating breakfast and door 16 for students not eating breakfast.)
  - 8:00-8:20 am Utilize Entrance 1 and 16 before 8:00 am (Door 1 for students eating breakfast and door 16 for students not eating breakfast.) Car riders, walkers and bikers who do not eat breakfast at school will utilize doors 14 for 8th grade and door 15 for 7th grade. If eating breakfast these students will walk around to door 1.
  - 8:00-8:20 am Bus riders will enter door 16 if not eating breakfast
  - 8:00-8:20 am Bus riders will enter door 1 if eating breakfast
  - After 8:20 am all students will need to enter door 1.
- PM Dismissal
  - Students who are bus riders will exit out of the nearest building exit where buses are located (Doors 1, 2, 3, 16)
- Bus Hub Special Directions
  - Utilize a multi-line system for students waiting for the bus. 3 feet social distancing in all directions.
  - Late bus students who wait in the cafeteria will be spaced as available.

Safety precautions will be at the forefront of all decisions, schedule changes, or new procedures. Seymour Schools will be encouraging parents to drop off and pick up their students to limit bus capacity. Therefore, Arrival/Dismissal will require patience for possible congestion due to more car traffic.

- ★ Drivers will be required to wear masks when social distancing can not be maintained.
- ★ Seats will be assigned on each bus.
- ★ Household/Family Members may sit in the same seat.
- ★ Training on all safety measures will be provided to drivers.
- ★ Route changes will not be instantaneous. It will take time.

Bus Cleaning: Drivers will clean common spaces between routes and disinfect daily. Once per month each bus will get a thorough cleaning.



## Cleaning Guidelines

- ★ Cleaning documentation will be kept in all buildings and areas. The form used to document will state the date, time, area cleaned, product and dilution rate used and list the custodian cleaning that area.
- ★ Training for each product is provided to cleaning staff before use.
- ★ Students are prohibited from using professional cleaning solutions.
- ★ Literature is sent out for the employee to read and review and the head custodian will have an instructional meeting with all staff to assure compliance of PPE, product dilution rate, required kill time and final wipe/cleaning of the surface.

## **Section 9: Band, Choir, Clubs and ExtraCurricular Activities**

- **Students and staff are strongly encouraged** to wear face coverings.
- Essential participants only
- Excuse vulnerable individuals.
- Encourage hand washing/Provide sanitizer.
- Utilize all space to limit capacity in band room, choir room, FFA, etc to maintain social distancing to the extent possible.
- Clean common areas thoroughly and between sessions.
- No shared equipment
- Shower at home.
- Students and families do laundry for choir or band at home.
- Assigned seating as appropriate
- Pool: Open

## **Section 10: Athletics**

Seymour Athletic Department will reopen athletic facilities based on recommendations from the CDC, Department of Education, Jackson County Health Department, Schneck Medical Center, and the IHSAA. Safety of your student athlete is our primary concern.

All direct inquiries can be emailed to [mannsk@scsc.k12.in.us](mailto:mannsk@scsc.k12.in.us) or [durbanski@scsc.k12.in.us](mailto:durbanski@scsc.k12.in.us)

- Locker rooms will not be utilized.
- Restrooms will be designated.
- Athletes are to bring their own labeled Water Bottle & Towel.
- Athletes will launder all workout clothes after each session.

Student Athletes will be directed to arrive 15-20 minutes prior to any designated workout time or event to complete the pre-screening process.

Social Distancing will be promoted to the extent possible.

## **Section 11: Communication**

Seymour Community Schools will use a variety of communication methods and media to include but not limited to:

- Staff Phone Tree
- Media (Radio 92.7, 96.3, 1390 AM) (Newspaper- The Tribune) (TV- WISH 8)
- District Twitter, School Twitter
- District Facebook (English/Spanish)
- District Instagram, School Instagram
- Email
- Website [www.scsc.k12.in.us](http://www.scsc.k12.in.us)
- Youtube Videos, Screencasts
- Owl 360 Podcast [bit.ly/owl360podcast](http://bit.ly/owl360podcast)
- Mailings
- Automated Phone Calls
- Dynacal, School Messenger, Harmony Student Information System
- Newsletters, Flyers, signage and letters home
- School sign, yard signs and video boards
- Google Classroom, Google Meet and Communication Apps (Class Dojo, Remind, GroupMe, Go Guardian)

At all times, SCSC will have strong parent communication methods in place to discuss individual student needs. Staff will work with parents to make the best and safest plan for each student through our three learning platforms: Traditional, Online/eLearning, or Blended.

Rolling Closures: In the event a case is reported or a spike in reported cases occurs in our community, Seymour Schools may, without notice, be closed for a period of time. (Up to 14 days) If this happens, students and staff will immediately transition to online learning.

Notifications: Notification will be posted using the aforementioned methods.

## **Section 12: Programs**

There is not additional guidance for this coming school year as it pertains to the dyslexia legislation. There are no exemptions or additional guidance from the Governor's office concerning statewide testing or screening. Seymour Schools will operate under "business as usual" for screening.

Due to Spring Closures, Cohort 2032 needs to be screened or reviewed at the start of the year per [Dyslexia Guidance documents](#).

## TRAINING CALENDAR

Frequency	Topic	Audience	Person In Charge

## GENERAL RESOURCES

- [Signs and Symptoms of COVID-19](#)
- [Social Distancing](#)
- [Handwashing](#)
- [How COVID-19 Spreads](#)
- [Cleaning Procedures and Considerations](#)
- [Proper Use of Cloth Face Coverings](#)
- [Parent Checklist](#)
- [Symptoms of COVID-19](#)

## CHANGE LOG

Date	Personnel	Change	Page

