

# FALL 2020

## ACADEMIC ROADMAP



**JORDAN PUBLIC SCHOOLS**

JORDAN | MINNESOTA

# TABLE OF CONTENTS

<b>LETTER FROM SUPERINTENDENT</b>	<b>4</b>
<b>FALL 2020 FOCUS</b>	<b>6</b>
<b>STATE REQUIREMENTS FOR OPENING SCHOOLS</b>	<b>7</b>
<b>HOW WILL OUR SCHOOLS REOPEN IN AUGUST?</b>	<b>8</b>
FAMILIES WILL HAVE TWO CHOICES	8
<b><i>CURRENT BASE MODEL: Hybrid Learning</i></b>	<b>9</b>
<b>NEW OPTION! Jordan Virtual Academy</b>	<b>15</b>
FIRST STEPS	15
LEARN MORE ABOUT REGISTRATION	15
<b>EARLY LEARNING SERVICES</b>	<b>17</b>
PRESCHOOL LEARNING FOR FALL 2020	17
EARLY CHILDHOOD FAMILY EDUCATION	18
<b>STAYING HEALTHY AND COVID-19 CASE RESPONSE</b>	<b>19</b>
<b>COVID-19 CASE RESPONSE</b>	<b>20</b>
<b>COMMUNICATION</b>	<b>21</b>
<b>TRANSPORTATION</b>	<b>21</b>
OPT OUT – TRANSPORTATION	21
<b>FREQUENTLY ASKED QUESTIONS</b>	<b>22</b>
<b>COVID-19 RETURN TO SCHOOL TASKFORCE</b>	<b>28</b>
<b>UNDERSTANDING KEY TERMS</b>	<b>29</b>

# LETTER FROM SUPERINTENDENT

Dear Families and Students,

Fall 2020 Back to School is unlike any other in many ways; families and school districts have new and unique challenges and decisions to ensure the best possible options for students.



What has not changed is the careful planning and dedication to quality programming, the health and safety of our students and staff, and our commitment to the values and pride in our school community.

On July 30th, Governor Walz released the state's strategy for reopening schools this fall. The strategy is outlined in Executive Order 20-82 and the *Safe Learning Plan* for 2020-21. The decision-making framework allows for flexibility and local control within a framework based on county level health care data and each district's ability to implement required mitigation best practices. This Executive Order and others previously issued will guide our planning for the 2020-2021 School Year.

We hope that you find this Academic Roadmap to be a helpful resource for your family! In it you will learn that we will be offering families two options for the start of the year; our **Hybrid Base Learning Model** and the **Jordan Virtual Academy**.

Watch for continued communication and view our district website calendar to learn more about our "Return to Learn: Orientation Week." As you can imagine, many of our traditional back to school and first week of school events require adjusting to accommodate for social distancing and health guidance. Despite this, we have some exciting "Return to Learn: Orientation Week" planning in the works for both students and families!

We thank you for your support and partnership in the education of our Jordan students, and we could not be more excited to get Back to School!

Respectfully,

Ranae Case Evenson  
Interim Superintendent of Schools



## OUR MISSION

The mission of the Jordan Public Schools is to Inspire a Caring Community to Ignite Learning, Innovation, and Success for All.

## OUR VISION

The vision of the Jordan Public Schools will:

- Help students attain high academic achievement
- Provide a safe, collaborative and innovative culture and environment in which to learn and work
- Provide opportunities and support to students to maximize potential
- Be fiscally responsible and maintain quality facilities
- Engage with all stakeholders in an intentional and effective manner

## OUR VALUES

The core values of the Jordan Public Schools are:

- **Excellence:** Setting a high bar for learning, behavior, commitment and service
- **Integrity:** Doing the right things at all times with honesty, trust and respect
- **Innovation:** Finding courageous ways to excel through research and action
- **Collaboration:** Working in partnership for shared goals
- **Respect:** Showing pride in who we are and celebrating our differences

# FALL 2020 FOCUS

Jordan Public Schools has worked diligently to gather input and review new state guidance as it pertains to school academics and operations for Fall 2020. We commit to make every effort to provide quality education, promote wellness practices, and implement protocols to provide for the health and safety of all.

The graphic consists of three vertical panels. The first panel is dark red and features an icon of an open book. The second panel is a lighter red and features an icon of a heart held in two hands. The third panel is orange and features an icon of a checklist. Below these panels is the school's name and location.

**ACADEMIC**  
We will provide opportunities and academic support to maximize the potential of all students and find courageous and innovative ways to meet the needs of all learners.

**WELLNESS**  
We will commit to supporting healthy minds through social emotional, mental health, and equity supports for our all within our school community.

**OPERATIONS**  
We will design and implement thoughtful systems and safe operations based on the best knowledge and guidance from local, state, and federal experts.

**JORDAN PUBLIC SCHOOLS**  
JORDAN | MINNESOTA

Perspectives gathered from both family and staff surveys as well as guidance from state and local agencies have informed our planning. The goal has been to create carefully layered, flexible, and developmentally appropriate practices that will ensure the strongest possible plan for our school community.

As we navigate through these ever changing times, we are very appreciative of the patience and support of our students, staff and families.

**Information contained in this document is based upon local, state, and federal health guidance, and is subject to change based on changes in that guidance.** Wherever possible, we have linked resources (Minnesota Department of Education (MDE), Minnesota Department of Health (MDH), the Centers For Disease Control (CDC), etc.). We encourage you to visit those links for the most up-to-date information.

# STATE REQUIREMENTS FOR OPENING SCHOOLS

## School district must:

- Build three scenarios for the 2020-21 school year
- Create a plan for developing and seeking feedback.
- Communicate district learning plan for the 2020-21 school year to families two weeks prior to the start of the academic school year.
- Districts will operate in a learning model that is responsive to the prevalence of COVID-19 cases in their community.
- Address equity in all components of the plan.
- Assess all students to identify and address gaps in learning.
- Follow MDE standards and provide instruction across all key content areas.
- Follow IDEA, 504 and ADA plus all other special education protocols and laws.
- Follow MDE/MDH, state and federal health guidelines and procedures for individuals who test positive for COVID-19.
- Follow MDE, state and federal health safety protocols around food service, daily cleanings and other school operations.
- Follow protocols for the safe transportation of students to and from schools.

## Resources:

- [Executive Order 20-82 "Safe Learning Plan"](#) (July 30, 2020) (PDF)
- [State "Safe Learning Plan" Guidance from State](#) (July 30, 2020) (PDF)
- [MDE Guidance for Minnesota Public Schools: 2020-21 Planning Guidance for Minnesota Public Schools](#) (July 30, 2020)(PDF)
- [MDH 2020-2021 Planning Guide for Schools: Health Considerations \(July 30, 2020\)](#)(PDF)
- [MDH COVID-19 Sports Guidance for Youth and Adults](#) (July 22, 2020)(PDF)

# HOW WILL OUR SCHOOLS REOPEN IN AUGUST?

## FAMILIES WILL HAVE TWO CHOICES

1

or

2

### CURRENT BASE MODEL K-12 Hybrid Learning

**Grades K-6** will be on-site in their buildings 5 days a week (learning environments at 50% building capacity per fire marshal guidelines, following strict social distance recommendations, and other health requirements).

**Grades 7-12** will follow an ABABC model.

- *Group A* will attend on Mon and Wed (distance learning when not on-site)
- *Group B* will attend on Tue and Thur (distance learning when not on-site)
- *C Friday* = All students flex learning (may include potential on-site interventions, assessments, labs, large group music as needed).

**Preschool** programming will run at their regular schedule.

### ALTERNATE CHOICE Jordan Virtual Academy

**Jordan Virtual Academy** is a fully online enrollment option for K-12 families. Students attend school online each day and work with teachers to complete learning activities, both teacher guided and independently, that mirrors the same standards, concepts and graduation requirements as in-school counterparts; however, the delivery is adapted to help students succeed in an online environment.

**Registration is required.** See page 13.

**Deadline to register:**  
Wednesday, August 19



**LEARN MORE**



# THE LEARNING ENVIRONMENT...

## CURRENT BASE MODEL:

### *Hybrid Learning*



**Hybrid learning with strict social distancing and capacity limits.** Schools must limit the overall number of people in the school facilities and on transportation vehicles to 50% maximum occupancy. Social distance of at least six feet between individuals must occur at all times.

### BENEFITS OF HYBRID INSTRUCTION

- Schedules are consistent for students, families and staff
- Students have regular in-person contact with teachers and classmates
- Flexibility of assigned Fridays based on student need (may include potential on-site interventions, assessments, labs, large group music as needed)

### HOW DOES THE HYBRID PLAN WORK?

- Some grade levels on-site every day and other grade levels in a rotation model

### TEACHING AND LEARNING; STUDENT SUPPORT

- Teachers provide instruction
- Full course load five days per week, in-person and distance depending on the grade level.
- Instruction in core subjects and electives
- Seating arranged according to state guidelines
- Cohort grouping -- playground together, limited intermixing of classes, etc.
- Outdoor classes when possible
- Accommodations and support services provided
- Emotional and social support provided
- Eligible to participate in Jordan athletics/activities
- Transportation provided for eligible students
- District laptop provided





# HOW DOES HYBRID LEARNING LOOK IN EACH BUILDING?

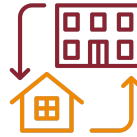
ICON KEY:



**SCHOOL**



**HOME**



**FLEX DAY** (for students if needed)

## ELEMENTARY SCHOOL – HYBRID LEARNING PLAN

*K–4 On-site 5 Days Per Week Daily*

**Grades**

**K–4** (all students)

**MONDAY**



**TUESDAY**



**WEDNESDAY**



**THURSDAY**



**FRIDAY**



- The learning environments are at 50% building capacity, following social distance recommendations, and COVID health requirements.
- Teachers will use short-distance video conferencing across two rooms (where applicable) and circulate among their students with paraprofessional support as needed.
- Morning and/or afternoon meetings occur each day to honor social-emotional needs, with mental health staff pushing in the class to offer group support or pulling out individual students to mental health rooms.
- Special education and intervention staff will incorporate a push-in classroom model to support academics; however, in an on-site model, support staff may be able to pull out students in larger learning spaces from multiple classrooms for interventions while maintaining health guidelines.
- Art will meet virtually, with Phy. Ed. being taught outdoors (weather permitting) and Music and Media/Tech being push-in classroom models.
















**MORE DETAILS ABOUT ELEMENTARY DAILY OPERATIONS AND HEALTH AND SAFETY FOUND ON *PAGE 12***

**FREQUENTLY ASKED QUESTIONS FOUND ON *PAGE 21***



# MIDDLE SCHOOL – HYBRID LEARNING PLAN

5-6 On-site Daily; Grades 7-8 ABAB/C Rotation

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Grades 5-6</b> (all students)					
<b>Grades 7-8 GROUP A</b>					
<b>Grades 7-8 GROUP B</b>					

**Locations to be used when on-site**

- Grade 5 will be located in Grade 5/6 Pod.
- Grade 6 will be located in the Grade 7/8 Pod.
- Grade 7 and 8 learning will take place in the JMS Commons, classroom areas near commons, and breakout rooms surrounding the commons.

**How will the learning day look?**

- Each day will begin with Advisory at 8:00 am; the focus of this time is community building and supporting the academic and social-emotional needs of students.
- Classrooms will be considered flexible learning spaces meaning a teacher will not be in every space all the time.
- Special education and intervention incorporate a push-in model to support academics; however, in an on-site model, support staff may be able to pull out students in larger learning spaces from multiple classrooms for interventions while maintaining health guidelines.
- Students will have Phy. Ed. every other day while engaging in elective and exploratory classes centered around student passion projects.

**Grades 5-6: On-site Schooling 5-Days Per Week**











- 5-6 students on-site hybrid model will be in person 5 days per week. The classrooms are at 50% capacity, following social distance recommendations and requirements.
- Teachers will use short-distance video conferencing across multiple rooms (where applicable) and circulate among their students.

**Grades 7-8: Each Class / Grades are divided in half: GROUP A and GROUP B**

- A Group** attend on Monday and Wednesday (distance learning when not on-site)
- B Group** attend on Tuesday and Thursday (distance learning when not on-site)
- C Friday** = All students flex learning (may include potential interventions, assessments, labs, large group music as needed)
  - JMS Friday flex learning ends at 3:00 pm (bussing is available morning/afternoon).
- Groups will be divided by alpha last name. Households with more than one last name will follow the schedule of the oldest child's last name.
  - Group A = Alpha A-K
  - Group B = Alpha L-Z

# HIGH SCHOOL – HYBRID LEARNING PLAN

Grades 9-12 ABAB/C Rotation; Each Grade Divided: Group A/Group B

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Grades 9-12 <b>GROUP A</b>					
Grades 9-12 <b>GROUP B</b>					

## Locations to be used when on-site

- The classrooms are at 50% capacity, following social distance recommendations and requirements.

## How will the learning day look?

- 8:30am start time due to staggered bussing and distance learning office hours.
- Special education and intervention incorporate a push-in model to support academics; however, in an on-site model, support staff may be able to pull out students in larger learning spaces from multiple classrooms for interventions while maintaining health guidelines.
- Students will have their normal elective options offered and signed up for through the registration process.

## Grades 9-12: Each Class / Grades are divided in half: GROUP A and GROUP B

- **A Group** attend on Monday and Wednesday (distance learning when not on-site)
- **B Group** attend on Tuesday and Thursday (distance learning when not on-site)
- **C Friday** = All students flex learning (may include potential interventions, assessments, labs, large group music as needed)
  - JHS Friday flex learning ends by 12:30pm (bussing is available morning/afternoon)
- Groups will be divided by alpha last name. Households with more than one last name will follow the schedule of the oldest child's last name.
  - Group A = Alpha A-K
  - Group B = Alpha L-Z

# HYBRID LEARNING DETAILS continued

## PREVENTATIVE HEALTH/SAFETY MEASURES FOR ALL BUILDINGS



### Personal Protective Equipment and Hygiene

- ✓ Non-exempt students and staff will be required to wear **face coverings/shields**.
- ✓ Students are expected to **wash hands** and use hand sanitizers throughout the day.
- ✓ Students will have their **own instructional materials** to minimize sharing as much as possible.



### Spacing and Movement

- ✓ **Visitors** will be limited at school campuses.
- ✓ **Class size** may fluctuate depending on enrollment and social distancing.
- ✓ **Social distancing** protocols in the classroom and common areas when feasible.
- ✓ Stagger **passing time** for middle and high school with one way direction in hallways.



### Food Service

- ✓ **When students are on-site**, lunch will be delivered and eaten in advisory/homeroom classrooms OR accessible to students in the cafeteria and eaten in homerooms.
- ✓ Offsite students will order and receive their "next day meal(s)" during previous on-site day.



### Busing and Student Transportation

- ✓ **Masks** for students and drivers and a **reduction in capacity** to allow for social distancing.
- ✓ Keep families in the same seat if possible.



### Screening and Positive Cases

- ✓ **Self-screening** should be conducted each day by students, parents, and staff members before entering any district facility.
- ✓ Temperatures checks for students **exhibiting symptoms** will be performed.
- ✓ Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom (names will be confidential).



### Cleaning and Facilities

- ✓ Increase **disinfecting and cleaning** for school and district buildings.
- ✓ **Ventilation systems** will be run 24/7. Dampers are fully opened for outdoor air.
- ✓ **Drinking fountains** will be turned off at this time. **Bottle fillers** will remain in use.



### Gathering and Extracurricular Activities

- ✓ School events will be evaluated regularly to determine feasibility and may be canceled at any time for the health and well-being of our students, staff, and community members.

# HYBRID LEARNING DETAILS continued

## STUDENT SUPPLY LIST FOR ALL BUILDINGS

Student [supply lists](#) can be found on the district website.

Additionally students are asked to bring:



**Personal water bottle  
with full name  
printed on bottle**



**Face covering/shield (district will  
provided one face covering  
to all students)**



**Full name clearly marked  
on all school supplies**

# NEW! RETURN TO LEARN ORIENTATION WEEK AT JORDAN SCHOOLS

Watch for continued communication and view our district website calendar to learn more about our **“Return to Learn: Orientation Week!”**

As you can imagine, many of our traditional back to school and first week of school events require adjusting to accommodate for social distancing and health guidance.

Despite this, we have some exciting “Return to Learn: Orientation Week” planning in the works for both students and families!

# THE LEARNING ENVIRONMENT...

## NEW OPTION!

### Jordan Virtual Academy



**Jordan Virtual Academy is a fully online enrollment option for K-12 families.** Students attend school online each day and work with teachers to complete learning activities, both teacher guided and independently, that mirrors the same concepts and curriculum as in-school counterparts; however, the delivery is adapted to help students succeed in an online environment.

## FIRST STEPS

- A student must be currently enrolled as a student in Jordan Public Schools, please [formally enroll](#) before completing the separate JVA registration.
- Register your student(s) for Jordan Virtual Academy by **Wednesday, August 19.**
  - Enrollment in the Jordan Virtual Academy is a minimum one semester commitment.



## LEARN MORE AND REGISTRATION

### HIGHLIGHTS OF JVA

- Taught by Jordan teachers.
- Aligned with JPS curriculum and Minnesota state standards.
- Learning models including synchronous whole group and small group collaborative learning coinciding with individual instruction will be combined with Independent asynchronous teacher supported learning.
- Designed to meet the same high level academic rigor present in traditional school.
- Students eligible to participate in Jordan athletics/activities.
- Where the district may shift models during the school year depending on COVID activity, the *Jordan Virtual Academy* model will remain constant.



### LEARNING SUPPORTS

#### Student Devices

- ✓ 1:1 Devices with Supporting Platforms for all K-12 students.

#### Feedback

- ✓ Lessons and assignments designed to give students smaller, more regular targeted feedback.

#### Daily Office Hours

- ✓ Available with teachers and Student Help Hotline.

#### Student-to-Student Virtual Interaction

- ✓ Daily interaction between peers and instructors. For example, morning meetings at the elementary school.

# SUCCEEDING IN THE JORDAN VIRTUAL ACADEMY

## STUDENT SKILLS

- Capable of submitting assignments and completing course requirements without reminders.
- Able to overcome obstacles and are willing to seek assistance when needed.
- Have verbal or written communication skills that allow them to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.

## STUDENT EXPECTATIONS

- Students will be expected to engage daily in virtual courses in real-time and participate in class discussions and regular communication with the teacher(s).
- Students will be required to submit all work based on timelines outlined by the teacher(s) via email and/or the online learning platform used by the district.

## PARENT EXPECTATIONS

- Ensure their student(s) has the necessary equipment and internet access to participate.
- Ensure their student(s) follows their assigned schedule each day.
- Encourage their student(s) to seek help when stuck or frustrated.
- Communicate academic concerns with instructors as needed.
- Ensure all tests and work intended to be completed independently is completed by their student.
- Stay informed of all course requirements and deadlines.

## AT-HOME AND TECHNOLOGY

- Students will use a device and other necessary learning materials provided by the district.
- The district will provide technical support via phone or email to students and families as needed.
- Families without internet access can request a Wi-Fi hotspot to use for online learning.
- The district WILL NOT provide home printers, ink, etc. for students who choose to participate in virtual instruction.

## ATTENDANCE & COURSE COMPLETION

- Students are expected to engage daily and teachers will be recording daily attendance.
- Students must actively participate in their virtual courses with the goal of completing the courses .
- Virtual students are expected to complete all course requirements in the time allotted for the course.
- Synchronous instruction requirements and scheduled times to meet with instructors.
- Teachers provide high quality direct instruction to guide learning and keep students on task, along with fostering time away from the screen for students to practice, create, read, and explore.
- Some courses may be suspended for this year due to the number of virtual academy registrants and staffing.

# EARLY LEARNING SERVICES

## PRESCHOOL LEARNING FOR FALL 2020

Preschool is a fee based program with plans contingent upon current enrollment status.

### HYBRID LEARNING

**Classes will run as scheduled** based on social distancing and fire marshall guidelines. There will be some changes with classroom assignments to accommodate numbers (not all classrooms are the same size in the ELS wing) for COVID hybrid guidelines; larger classes will move to a bigger classroom. Additional information will be communicated to families prior to the start of programming with specific details about their child's class.

The district may shift learning models during the school year depending on COVID activity. We will communicate all adjustments and changes to families.

### DAILY ROUTINE AND HEALTH AND SAFETY PROTOCOLS



#### Arrival and Dismissal

- ✓ The arrival and dismissal process will be communicated with families prior to the start of programming. It will be contingent upon JES arrival/dismissal.



#### Personal Protective Equipment and Hygiene

- ✓ Children 5 years of age and under **are not required** to wear a face covering/shield
- ✓ Non-exempt staff will be required to wear **face coverings/shields**.
- ✓ Students are expected to **wash hands** and use hand sanitizers throughout the day.
- ✓ We will minimize the sharing of classroom supplies and items.



#### Food Service

- ✓ Lunch will be delivered and eaten in classrooms



#### Playground

- ✓ ELS will promote outdoor learning opportunities when possible. Cleaning protocols for playground equipment will be in place following COVID Health and Safety protocols.



#### Spacing and Movement

- ✓ **Visitors** will be limited at school campuses.
- ✓ **Class size** may fluctuate depending on enrollment and social distancing.
- ✓ **Social distancing** protocols in the classroom and common areas when feasible.
- ✓ Stagger **passing time** for middle and high school with one way direction in hallways.





### Screening and Positive Cases

- ✓ **Self-screening** should be conducted each day by students, parents, and staff members before entering any district facility.
- ✓ Temperatures checks for students **exhibiting symptoms** will be performed.
- ✓ Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom (names will be confidential).



### Cleaning and Facilities

- ✓ Increase **disinfecting and cleaning** for school and district buildings.
- ✓ **Ventilation systems** will be run 24/7. Dampers are fully opened for outdoor air.
- ✓ **Drinking fountains** will be turned off at this time. **Bottle fillers** will remain in use.

## EARLY CHILDHOOD FAMILY EDUCATION PROGRAMMING

Due to preschool social distance needs, ECFE classes will be held at the Jordan Community Education and Recreation (CERC).

# STAYING HEALTHY AND COVID-19 CASE RESPONSE

Sending a student to school who has exhibited COVID-19 symptoms in the last 24 hours places other students and staff members at risk of becoming ill. It also increases the likelihood that schools will have to temporarily close a classroom, wing, or building.

## SELF SCREENING PROCESS

**Please screen your student at home before the school day** by checking their temperature and determining if any of the following new or worsening signs or symptoms of COVID-19 are present.

Students with the following symptoms should not come to school:

- Fever (at least 100.4°F)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



Students who have had known close contact with a person who is lab-confirmed to have COVID-19 or who have been advised by a state or local health department to quarantine should not come to school.

If your student displays any of the above **symptoms during the school day** they will be moved to a health isolation room and parent/guardian will be contacted to pick them up. Please ensure your contact information and your emergency contact designee information is current in our Infinite Campus system.

# COVID-19 CASE RESPONSE

We are aware that families may hear of positive COVID-19 cases within our community. If or when these cases may involve a staff member or district vendor, we employ a strict process per the Minnesota Department of Health (MDH) and our district nursing staff to assess the risk exposure to our students and/or staff. As a district, we take health and safety very seriously.

**If exposure is found, individuals or families will receive a notification from our district nursing staff.**

**We want to assure you that we are in frequent contact with the Minnesota Department of Health and Scott County Public Health regarding exposure guidelines, cleaning guidelines and response measures relating to any positive case.**

If no exposure is found, but parent/guardian concerns remain, we will respect their need to make decisions that are best for their child and family.

A reminder that due to privacy and HIPPA health data privacy policies, we are prohibited from sharing the name or any other identifying information about a COVID-19 positive student, staff member, or individual.

## HAVE YOU RECEIVED A POSITIVE TEST?

For those who receive a positive COVID-19 test, we ask any individual or student that has visited the CERC or participated in district programming during the period they may have been contagious, to please contact our District nurses at [jordannurse@isd717.org](mailto:jordannurse@isd717.org)

To ensure you have the most up-to-date COVID-19 symptom reporting and testing decision models...

**A VERY CLEAR AND DETAILED COVID-19 REPORTING PROTOCOL WILL BE COMMUNICATED TO FAMILIES AND STAFF PRIOR TO THE START OF SCHOOL.**

# COMMUNICATION

The District will release regular communication updates in one or more of the following ways:

- Email, Text, Voice Messaging
- Website
- Electronic Newsletters
- Social Media (Facebook and Twitter)

Continued updates and archived communications can be found on the district "Fall 2020" webpage > [jordan.k12.mn.us/fall2020](http://jordan.k12.mn.us/fall2020)

Written documentation will be available at the District Office for parents who do not have internet access.

Families should always keep their most current contact information updated in the [Parent Portal on Infinite Campus](#) (our student information system). With questions, please contact the District Office at 952-492-6200.

# TRANSPORTATION

School transportation is available, but due to COVID-19 social distancing guidelines, we are asking that parents who can provide transportation for their student(s) do so as we will need to transport students at a 50% bus capacity. Social distancing guidelines on bussing include: families with multiple students will be asked to sit together, students will be loaded back to front, and under the Executive Order, all nonexempt students are required to wear face coverings while riding on school transportation.

## OPT OUT – TRANSPORTATION:

So we can effectively plan for ridership **we are asking families to fill out this [OPT OUT FORM](#) by Wednesday, August 19**, for the following reasons:

- you are a family that typically uses bus transportation but will be providing your own transportation
- have a student(s) that regularly does not use their assigned bussing (this often happens with high schoolers that walk or can now drive)

**NOTE:** you can opt back into bussing at any time by notifying the bus company at 952-492-2410.

# FREQUENTLY ASKED QUESTIONS

## START OF THE YEAR

### **What will the start of school look like for Jordan Public Schools (JPS)?**

Back to school events and first week protocols will be finalized and communicated to families.

### **Can the starting learning model change throughout the school year?**

A school district or building may shift between models throughout a school year based on COVID data in consultation with MDE and MDH. MDE retains the right to restrict in-person learning models based on increasing viral activity. Local considerations will include how schools ensure social distancing measures, robust health and safety protocols and many other factors to determine how in-person, hybrid, or distance learning models are implemented.

### **What are the options for parents if they do not want their child to return to a building this fall?**

Choose our 100% distance learning option – our *Jordan Virtual Academy* (grades K-12 only) if they prefer the certainty that their child's education in 2020-2021 will not include any in-person/on-campus instruction.

## STAGGERED START TIMES DUE TO BUSSING

### **Will there be staggered start times due to bussing?**

Yes. Due to social distancing guidance on bussing, the district will be staggering start times to accommodate bus routes:

- NEW JES start time: 8:15am
- NEW JMS start time: 8:00am
- NEW JHS start time: 8:30am

## GROUP A / GROUP B HYBRID MODEL SPLIT

### **How will Group A and Group B be divided in the Hybrid learning model for JMS and JHS?**

Groups will be divided by alpha last name. Households with more than one last name will follow the schedule **of the oldest child's** last name.

- Group A = Alpha A–K
- Group B = Alpha L–Z

## HEALTH AND SAFETY

### **What are the health requirements for schools?**

All facilities opening to students and staff are required to have a COVID-19 preparedness plan and assign a building-level COVID-19 program coordinator, with an optional student counterpart. The preparedness plan must have protocols for the following:

- Maintaining social distancing of at least 6 feet between people,
- Meeting face covering requirements,
- Cleaning of high-touch surfaces throughout the day,
- Limiting nonessential visitors, volunteers, or external groups,
- Incorporating hygiene education and routines,
- Discontinuing large gatherings or activities that do not allow for social distancing,
- Monitoring the health of students and staff while following an exclusion policy for those with COVID-19 symptoms, and
- Requiring personal protective equipment (PPE) for staff who provide direct support services.

## ARRIVAL AND DISMISSAL

### Will arrival/dismissal change?

Each site will communicate plans for arrival/dismissal as normal. In an effort to limit the large gathering of students upon arrival and dismissal, multiple locations will be identified by school leadership to allow for social distancing as possible when students arrive and exit at school. In most cases students will report directly to their advisory/homeroom. Students eating breakfast will eat in the designated area.

## VISITORS TO THE BUILDING

### Will visitors be allowed in the buildings?

To comply with current public health orders, Jordan Public Schools will be limiting non-essential building visitors.

- Parents and families will be allowed to drop off items to a designated non-contact table/drop box within the building entrance.
- Student drop-off and pick-up occur outside the building, rather than inside.
- Unannounced vendors will not be allowed in the buildings without prior approval or a scheduled appointment.

## SYMPTOM SCREENING

### Will students and staff receive temperature screenings before entering the building?

No. Self-screening should be conducted each day by students, parents, and staff members before entering any district facility. Learn how to self-screen: [CDC Screening Guidance](#)

## HANDLING SUSPECTED OR CONFIRMED POSITIVE CASES OF COVID-19

### What is going to happen if there is a confirmed case of COVID-19 in my student(s) school?

Schools will receive assistance from the Regional Support Teams that will help them determine appropriate next steps such as how to communicate with their school communities, contact tracing, and notifying close contacts.

### Does a school or classroom have to shut down if a student or staff member has symptoms or tests positive?

The decision to close a classroom or school is made on a case-by-case basis. Schools will work collaboratively with local and state health officials to identify close contacts of a case and evaluate the extent of the exposure to determine if a full classroom or school closure is warranted.

### How will I be informed if a student and staff member tests positive for COVID-19?

When a confirmed case of COVID-19 is identified at a school, MDH or local public health staff members will work with school officials to identify anyone who has had close contact with the confirmed case while they were infectious. All close contacts will be notified.

### Can I be told who had COVID-19 (student or staff)?

Officials will not provide identifying details of the person who was found to be positive for COVID-19. Sharing that kind of identifying information about the positive case violates the Family Education Rights and Privacy Act (FERPA) and may also violate other privacy laws. It is also important to avoid potential discrimination against someone who tests positive.

## NURSE'S ROOM / ISOLATION AREA

### What if my child gets sick during the school day?

Each building will have a designated isolation room should a student or staff member start to experience COVID-19 symptoms. This area will be separate from the nurses room which will continue to be a location for typical ailments/illnesses.

## FACE COVERINGS

### Are face coverings required for the return of school?

Yes. Under the Executive Order, all students, staff, and visitors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.

- **Allowable face coverings include:** Paper or disposable mask, cloth face mask, scarf, bandanna, religious face covering
- Children 5 years of age and under are **not required** to wear a face covering/shield in a child care setting. All others are required unless exempt.
- **Regarding 5 year olds attending Kindergarten:** Under the Executive Order, face coverings are generally required for all students, staff, and other people present in any **kindergarten through grade 12** school buildings, district offices, or riding on school transportation vehicles. To provide a consistent, safe environment for students and staff, this requirement applies equally to kindergarteners, even those aged 5 or under.

### Can students wear face shields?

A face shield (a clear plastic barrier that covers the face) allows visibility of facial expressions and lip movements for speech perception and may be used as an alternative to a face covering in the following situations:

- Among students in Kindergarten through grade 8, when wearing a face covering is problematic.

### Is there a time when student face coverings can be removed?

Face coverings may be temporarily removed:

- To eat or drink (maintain as much space as possible between people, recognizing it is not always feasible to maintain 6 feet of distance from others).
- When engaging in indoor physical activity (e.g., during recess, after school sports, or when exercising in a gym) where the level of exertion makes wearing a face covering difficult, and during classes or activities held outdoors. People participating in these activities should maintain 6 feet of distance while doing so to the extent feasible.
- During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument. Performers should maintain 6 feet or greater of physical distance from others while participating in the activity to the extent possible, and should replace their face covering as soon as the activity is completed.
- Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office.

### Will face masks be provided for students?

One cloth mask will be provided for each student. Students may prefer to provide their own. Additional disposable masks (child sized and adult sized) will be available as needed.

[CDC face covering resource](#)

## MENTAL HEALTH & WELLNESS

**This has been a difficult time for my student... are there mental health and wellness supports I can access?**

Jordan Public Schools has mental health professionals available in each building. Their contact information can be found on our [Family Supports website \(www.jordan.k12.mn.us/familysupports\)](http://www.jordan.k12.mn.us/familysupports)

## MEALS

**Will students receive meals during all of the learning scenarios?**

Yes, although it may look different between the three learning scenarios.

- **On-site (in-person) learning:** When students are on-site, lunch will be delivered and eaten in advisory/homeroom classrooms OR accessible to students in the cafeteria and eaten in homerooms.
- **Hybrid learning:** Off-site students will order and receive their "next day meal(s)" during the previous on-site day.
- **Distance learning:** If our model were to shift to distance learning, meals will be available, by registration, to meal delivery sites in the community – similar to the spring of 2020.
- **Jordan Virtual Academy:** Meals will be available, by registration, to be picked up at building sites. If the district is in a distance learning model, area pick up sites may be utilized.

**Will meals be free for ALL students like in the spring?**

Not all meals served to students can be served free of charge as was offered in spring 2020. Currently the USDA has all school district Nutrition Services programs follow the National School Lunch Program and the National School Breakfast Program. JPS will need to follow the current school board approved meal charge policy for charging individual students for meals according to their category of meal eligibility.

- The *Application for Educational Benefits* form was delivered by mail to all families in late July. We encourage all families to apply. To learn more visit our [Free and Reduced meals webpage](#).

**Extra help?** If you need further assistance with your food needs [visit this local resource](#).

## DRINKING FOUNTAINS

**Why do students need a water bottle? Are drinking fountains still available?**

All students should bring a water bottle, with their name clearly marked, to school each day.

- **Per guidance, drinking fountains will be turned off at this time. Bottle fillers will remain in use** and cleaned regularly. Students are encouraged to bring water from home.

## LOCKERS / BACKPACKS

**Will students be able to utilize lockers?**

- **JES:** Students will have periodic access to lockers/cubbies. Teachers will determine how students will access lockers to adhere to social distancing guidelines.
- **JMS:** In the hybrid model, lockers will not be used. All students will be allowed to carry backpacks. This is being done to create more space in each POD for students.
- **JHS:** Hallway lockers will NOT be assigned. Students will carry backpacks.



## PHY ED / LOCKER ROOMS

### Will there still be Phy. Ed. class?

Yes. Classes will be held outdoors whenever feasible.

### Will students have access to locker rooms? Will students still change for Phy. Ed. class?

- **JES:** Students do not change clothing for Phy. Ed.
- **JMS:** Locker rooms will be locked and off limits during the school day. There will be no changing clothes for Phy. Ed.
- **JHS:** Locker rooms will be locked and off limits during the school day. Protocol for Phy. Ed. clothing be communicated in the future. Locker rooms are only open after school and students will be assigned a locker through the athletic department.

## RECESS

### Will students get recess?

Playgrounds will remain open and will be cleaned daily, per CDC guidelines. Students will have recess as a homeroom cohort while practicing social distancing guidelines.

## FIELD TRIPS

### Will students still have field trips?

At this time we do not anticipate the approval of off campus field trips.

## BEFORE AND AFTER SCHOOL CARE (KIDS' COMPANY AND EARLY ED-VENTURES)

### Will there be before and after school care?

Yes. Care will be available in all learning models. Please see the next question regarding "Essential Workers School-Age Care" Tier 1 eligibility.

## ESSENTIAL WORKERS SCHOOL-AGE CARE

### Will there be childcare for essential workers like there was in spring 2020?

[Executive Order 20-82](#) indicates that a school district or charter school that **operates a hybrid or distance learning model** "must provide school-aged care for Eligible Children at no cost during the time those children are not receiving instruction in the school building during regular school hours."

This school-age care must be provided for district or school-enrolled school-age children age 12 and under who are children of critical workers in Tier I of the state critical worker list. Children of Tier I workers only will be cared for at no cost during the typical school hours. The **Tier I list of eligible children is below:**

- Healthcare and public health
- Law enforcement, public safety and first responders
- Food and agriculture
- Judicial Branch (essential services)
- National Guard (activated under a Governor Executive Order)
- Educators and school staff providing in-person instruction or caring for children of critical workers
- Child care and school-age care providers

If space and staff are available, fees can be charged for care for children beyond Tier I workers or for any care provided beyond the typical school hours.

## IEP/504 MEETINGS

### How will IEP/504 meetings happen this fall?

IEP Meetings will follow the guidance and procedures from MDE and MDH. The district will accommodate parents/guardians based on their need of having their student's IEP meeting whether it needs to be virtually, over the phone, or in person.

## SPORTS AND EXTRACURRICULAR ACTIVITIES

### What about sports and other extracurricular activities?

The Minnesota State High School League (MSHSL) announced soccer, cross country, girls tennis and girls swimming will begin August 17, as scheduled. Football and volleyball will move to a "fourth season" in spring. For recent updates regarding the athletics and activities, please visit > [jordanactivities.org](http://jordanactivities.org)

## TECHNOLOGY

### Will all students have access to technology?

1:1 Devices with Supporting Platforms for all K-12 students.

### When will students receive their Chromebook device?

Watch for communication regarding device handout coming very soon!

### Can the district supply my family with free internet service?

We have a limited number of free district T-Mobile hotspots for families who need internet access for their student(s) at their home. If you are in need, please call our help line (952-492-4500). These hotspots ONLY work with district assigned devices.

## TRANSPORTATION

### Will bussing be available to students?

Yes. School transportation is available, but due to COVID-19 social distancing guidelines, we are asking that parents who can provide transportation for their student(s) do so as we will need to transport students at a 50% bus capacity. Social distancing guidelines on bussing include: families with multiple students will be asked to sit together, students will be loaded back to front, and under the Executive Order, all nonexempt students are required to wear face coverings while riding on school transportation.

### My student has assigned bussing but they won't be using it, should I contact the bus company?

Yes, we'd appreciate that. **OPT OUT – TRANSPORTATION:** So we can effectively plan for ridership we are asking families to fill out this [OPT OUT FORM](#) by **Wednesday, August 19**, for the following reasons:

- you are a family that typically uses bus transportation but will be providing your own transportation
- have a student(s) that regularly does not use their assigned bussing (this often happens with high schoolers that walk or can now drive)

NOTE: you can opt back into bussing at any time by notifying the bus company at 952-492-2410.

# COVID-19 RETURN TO SCHOOL TASKFORCE

Jordan Public Schools has formed a taskforce to work on the modifications needed for the upcoming school year. The taskforce includes the following people and groups.

## DISTRICT LEVEL LEADERSHIP TEAM MEMBERS

### Ranae Case Evenson

Interim Superintendent of Schools  
revenson@isd717.org

### Tim Bisek

Director of Facilities and Grounds  
tbisek@isd717.org

### Stephen Damlo

Director of Technology  
sdamlo@isd717.org

### Amy Hafemann

Director of Finance  
ahafemann@isd717.org

### Erin Hjelmeland

Director of Teaching and Learning  
ehjelmeland@isd717.org

### Anne Jans

JPS Teacher/Teachers Union President  
ajans@isd717.org

### Steven Jensen

Director of Community Ed and Rec  
sjensen@isd717.org

### Nicole Langheim

District Nurse  
jordannurse@isd717.org

### Laura Menden

District Nurse  
jordannurse@isd717.org

### Kat Pass

Director of Comm/Marketing  
kpass@isd717.org

### Joe Perkl

Director of Athletics and Activities  
jperkl@isd717.org

### Andrea Schaak

Director of Nutritional Services  
aschaak@isd717.org

### Jenna Wendorff

Director of Early Learning Services  
jwendorff@isd717.org

### Chad Williams

Director of Special Services  
cwilliams@isd717.org

## SITE LEVEL LEADERSHIP TEAM MEMBER

### Melissa Barnett

Elementary School Principal  
mbarnett@isd717.org

### Ben Bakeberg

Middle School Principal  
bbakeberg@isd717.org

### Jeff Vizenor

High School Principal  
jvizenor@isd717.org

### Greg Dietel

JES Teacher and Building Representative  
gdietel@isd717.org

### Ansley Peters

JMS Teacher and Building Representative  
apeters@isd717.org

### Kevin Gutzmer

JHS Teacher and Building Representative  
kgutzmer@isd717.org

## EXPANDED FEEDBACK

Jordan Staff  
Jordan Community  
Health & Safety Committee  
Jordan School Board

## HERE TO HELP

**COVID-19 District Coordinator:** Chad Williams, Director of Special Services

**COVID-19 District Health Coordinators:** District nursing personnel – responsible for coordinating with local health authorities regarding positive COVID-19 cases and specific COVID-19 health questions.

**COVID-19 Building Program Coordinators:** The building principals will serve as COVID-19 Building Program Coordinators – will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, students and their families, school and district leadership, and local health officials.

# UNDERSTANDING KEY TERMS

To assess, consider, and understand the pandemic scenarios, establishing a shared vocabulary is critical.

**Asynchronous Learning:** Asynchronous learning is a general term used to describe forms of education, instruction, and learning that do not occur in the same place or at the same time.

**Cohort:** A group of people banded together or treated as a group.

**Contact Tracing:** The process of identifying people who have contracted COVID-19 and the people who may have been exposed to the virus, and working with them to interrupt further disease transmission.

**Coronavirus:** A specific type of virus named for the appearance of crown-like spikes on their surface. There are seven known types of coronaviruses that can infect human beings regularly. A “novel” coronavirus is a new subtype of coronavirus to which human beings have not been previously exposed. As a result, humans are more susceptible to infection. SARS-CoV-2 is a novel coronavirus.

**COVID-19:** Abbreviation of “Coronavirus Disease-2019”. The name for the actual disease state caused by the coronavirus.

**Distance learning:** Distance learning occurs when the learner and instructor, or source of information, are separated by time and distance and therefore cannot meet in a traditional classroom setting. Information is typically transmitted via technology (student learning management database (Google Classroom), email, discussion boards, or video).

**Incubation period:** The duration of time it takes for an infected person to begin to physically manifest symptoms that can be outwardly observed.

**Pandemic:** A specific type of epidemic —the outbreak of widespread disease— that spreads over greater geographic distances and affects an exceptionally high proportion of the population. Pandemics are relatively rare events, and not every epidemic qualifies as a pandemic. The World Health Organization declared the SARS-CoV-2 outbreak as a pandemic in March 2020.

**Push-in models:** This is called inclusive special education. The push-in special education provider brings the instruction and any necessary materials to the student. A reading specialist, for example, may come into the class to work with a student during language arts.

**Social and Emotional Learning:** Social and Emotional Learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

**Staggered schedules:** Certain groups of students attend school during certain days and times, thereby reducing the numbers of students in the school building.

**Synchronous learning:** Synchronous learning refers to a learning event in which a group of students are engaging in learning at the same time. Before learning technology allowed for synchronous learning environments, most online education took place through asynchronous learning methods.

**Trauma-Informed Approach:** A trauma-informed school recognizes that exposure to trauma is widespread and impacts student social, emotional, academic, and physical functioning; and responds by fully integrating and sustaining trauma awareness and knowledge into all school

policies, procedures, practices, and the physical environment in order to create a culture that emphasizes the safety and wellbeing of both staff and students and that creates opportunities for students who are trauma survivors to rebuild a sense of control and empowerment and to thrive academically. For many schools, becoming trauma-informed requires a paradigm shift across all levels to re-focus on understanding what may have happened to a child and what supports will help a child heal, rather than on setting universal expectations or applying punitive discipline to shape student learning and behavior.