



## Career Academy South Bend Reopening Information Fall 2020



To families of our students at Career and Success Academy:

We hope you are enjoying the summer and that you and your family are safe and healthy. You are probably apprehensive and have many questions about your child(ren) returning to school on August 10<sup>th</sup>. We hope this letter answers some of your questions and concerns.

We have studied the Indiana Department of Education and CDC recommendations, consulted with the St. Joseph County Health Department and read many other recommendations by education and safety professionals. As you know, we have also surveyed our families to understand your concerns and views.

Taking into consideration all of this and to best meet your needs, we have decided to offer two options for your child to attend school this August: **In-Person Education Modified for COVID** or **Online Education**. Further details on these options are provided below.

So that we can plan, we are asking you to tell us by July 15<sup>th</sup>, whether you are selecting In-Person Education or Online Education. Decisions will be for the first semester, and unless circumstances change, students will remain in that option. Please use the following link <https://forms.gle/jX71BHR69YXvviy77> to make your selection.

Although we have tried to anticipate every situation, none of us have ever gone through this before. There will be changes in recommendations from the state and local agencies. In addition, we will see policies and processes that we need to change. We ask for your help and support as we work towards some level of normalcy.

Our driving concern is the safety of your child in addition to providing the best educational opportunity we can within the COVID constraints. We will continue to communicate with you as more information becomes available. If you have questions specifically related to enrollment feel free to contact us by phone or email at:

**574-276-9924**   [Enrollment@careeracademysb.com](mailto:Enrollment@careeracademysb.com) or [Enrollment@successacademysb.com](mailto:Enrollment@successacademysb.com)

We look forward to working together to provide your child with a safe and productive learning opportunity.

Best Regards,

Alex Hammel  
Superintendent

**IN-PERSON MODIFIED FOR COVID** – Students will attend school full time in the Career or Success Buildings. However, almost all of our school operations have been modified to meet COVID recommendations.

- **Mask Policy:**  
Career and Success Academies will do our best to create an environment consistent with social distancing guidelines. Masks are not needed when social distancing is available and our teachers will tell the students when masks are not required. However, this is not always possible due to the many student and staff interactions, the movement of the students entering the buildings, movement within the buildings and leaving the buildings. Students must always have their masks with them and masks must be worn when social distancing is not possible.
- **Student Temperature Policy:**  
Students with a temperature of over 100.4 will not be allowed to attend class. Parents are requested to take their child's temperature prior to leaving home. Student's temperatures may be taken upon arrival at school and any student with a temperature of over 100.4 will be placed in a separate area until they can be picked up by a parent or guardian.
- Students and staff will be required to be fever free for 72 hours without use of a fever reducing medication before returning to school
- CASB and SASB will provide all students and employees with two (2) reusable masks or a face shield and instructional staff will also be provided the same equipment.
- Our teachers and all staff will receive instruction on COVID requirements and our new processes before school starts.
- All students will receive instruction on COVID and our new processes when school starts.
- Students and staff will be encouraged to wash hands and sanitize surfaces appropriately throughout the day. Health and safety is everyone's responsibility.
- Visitors and guests will be restricted from the building.
- Professional cleaning staff will clean and sanitize the building in preparation for each school day. Teachers and students will play their part and assist in keeping the building clean throughout the day and sanitizer solution will be available to clean rooms as needed between class periods.
- Water fountains have been modified with water bottle fill stations to fill water bottles. Traditional drinking fountains (bubblers) will not be used.
- Hand sanitizer stations have been installed throughout both buildings.

## ARRIVAL TO THE BUILDING

- Masks must be worn when entering the building.
- School start time will remain the same. Students will practice social distancing and enter the building through multiple doors.
- Students are expected to report directly to their Advisory/Home Room meeting classroom to avoid congregating in hallways. Hallway traffic flow will be strategically designed to avoid congestion.
- **Lockers will not be utilized.** Students will be allowed to carry a backpack with them throughout the day in order to have all necessary supplies.

## SCHOOL BUS TRANSPORTATION

- Masks must be worn on the bus.
- All buses and transportation vehicles will be disinfected before and after each route/use.
- Students are expected to sit in assigned seats and will enter and be seated from back to front to minimize contact with others.
- Food and drink will not be allowed to be consumed on the bus.
- Buses will be ventilated to allow for maximum fresh air (whenever possible & weather permitting).
- Student dismissal by seat from the bus will be staggered to allow for social distancing.

## LEARNING ENVIRONMENT

- Students will be assigned an individual laptop or iPad for use and will be responsible for ensuring its safety.
- Classrooms and common areas will be reorganized to attain social distancing wherever possible.
- Sharing instructional materials will be limited.
- Passing periods will be staggered to limit the number of students in the hallway at one time.
- Students and staff will be required to be fever free for 72 hours without the use of fever reducing medication before returning to school.
- Career and Success Academies will set up a separate clinic area for students showing symptoms or signs of COVID.

## LUNCH

- Students will be directed to wash/sanitize their hands before lunch.
- Lunch will be pre-packaged to minimize student congregation in serving lines.
- Lunch times will be staggered, and available open space will be maximized.
- Lunch areas will be sanitized after each student group.

## **SOCIAL EMOTIONAL LEARNING**

- Career and Success Academies will work through their Advisory Meetings at the start of every day to provide mental health support, crisis management interventions and promote resilience.
- Focused social-emotional lessons will take place during each class period for the first three days to help students acclimatize to the school environment. Traditional social-emotional learning lessons will then continue throughout the year.
- Counselors and/or social workers will be available for students throughout the day.
- Multi-tiered Systems of Support will guide interventions provided for students and staff academically, behaviorally, and social-emotionally.
- Community mental health partnerships will be utilized throughout the year.

## **DISMISSAL**

- Students will practice social distancing and exit the building through multiple doors.
- Masks must be worn during dismissal.
- Car rider/student driver procedures will be altered to encourage social distancing.
- Students must be picked up ON TIME. Students will not be able to wait in the foyer. Students waiting for rides MUST WAIT OUTSIDE. Before and after school care will still be available at Success Academy.

## **EXTRA-CURRICULAR ACTIVITIES**

- All athletic teams in grades 6-12 will follow the specific guidance from the IHSAA regarding safe participation during re-entry phases.
- Participants must furnish their own water bottle each day for use at practice and competition. The use of a water fountain is allowed for bottle or cup refills only.
- Access to handwashing, use of hand sanitizer, and enforcement of proper hygiene practices for self, equipment and uniform will be emphasized.
- Clubs will still be available, but the number of options may be limited.

**ONLINE EDUCATION** - Students will work online at home. This option will require more parental support and will include:

- Online curriculum will be created by experienced teachers bringing together best practices for online learning.
- Curriculum will be personalized for each student to the extent possible and will be rigorous and interactive.
- Curriculum will cover English language arts, math, science, and history with more options for electives like music and art.
- Online learning will be a more comprehensive approach compared to the elearning last year.
- Parents and guardians will need to be available to schedule a block of time daily with their online teacher to support small group interventions and differentiation. Our teachers will have flexible hours dependent upon parent schedules and availability. Parents will work closely with the teacher to help facilitate daily lessons, watch progress, and modify the student's schedule as needed.
- Special education services will be provided as determined by individual case conference committee decisions.
- Teachers will provide individual and small group assistance and tutoring as necessary.