

Dear Friends and Families,

As we learn of how COVID-19 has changed and continues to impact our community, school leaders and I came together to create an action plan should a school closure be necessary.

After conversations with the St. Joseph County Health Department, our School Board members, and district leadership, we have decided to close South Bend Community Schools for the next two weeks starting Tuesday, March 17, 2020.

All schools will remain open this Monday, March 16th so that our students and teachers can prepare to transition to two weeks of eLearning. It is important that we have as little disruption to our students' learning as possible.

We understand that closing our schools and asking our district to practice social distancing and avoidance of crowds is an important part of our obligation to our district and greater community.

We realize the significant impact this decision will have on our entire community. We acknowledge the anxiety this may cause for many of you. This decision brings with it complications for our families; for our parents and caregivers who have to report to work, or for those who need assistance from our programs, these factors were weighed heavily against our decision to close.

We know that our schools are far more than places of learning; our schools are where our children get food, receive healthcare, and access much needed resources from our community partners.

We know that our schools are a place where our most vulnerable students are provided a safe place.

We also recognize the burden this will place on our staff and working families. We are closing because the safety and health of our students is a top priority, and because state and local health leaders have advised us that it is in the best interest of our students, our teachers, and their families.

Please remember that this is an evolving situation. We are committed to sharing information as soon as it becomes available. As the situation evolves, we will remain in regular contact with city, state, and local officials to ensure that we have addressed the needs of our students as best as possible.

The decision to close our schools during this time is the hardest one I've made in my career, and I want to express my gratitude to every one of you who has helped me come to this decision over the past day or so.

I want to thank every single person who has shown such dedication to keeping our students and community healthy and safe during this time. For the care and concern our teachers offer every day, to our building engineers, our nurses, principals, and parents, I thank all of you for coming together during this time to ensure that our community stays healthy.

While I am saddened by this time for our students and teachers being apart, I believe that we will come together from it even stronger than before.

Dr. Todd Cummings, Superintendent

Coronavirus (COVID-19) School Closure Plan

eLearning Information

Device Distribution Plan

- Students grades 3-5 who need a Chromebook will be able to collect one on Monday, March 16, 2020 from their home school during school hours.
- Grade 6-12: Students take home their devices Monday, March 16. Primary instruction is via eLearning.
- Grade 3-5: Chromebooks coming out of the supported lifecycle (see above) are identified in buildings by DIS and building staff for student use at home. Primary instruction is via eLearning, with paper packets provided for those without internet access.
- Grade K-2: Primary instruction is via eLearning, paper packets are provided for those without internet access.

Internet Access Plan

- Students **are not expected** to find internet access in public spaces such as libraries or community centers.
- Internet will be available in some areas with district buses parked throughout the city.
- Student email (Gmail) and video chat (Hangouts Meet) between teachers and students has been opened for all students. If a teacher chooses to utilize Hangouts during eLearning, the schedules for video chats should follow the school's daily bell schedule and be limited to 20 minutes per day/per period. Additional video opportunities may be made available.

Grade (K-2) Student eLearning Guidelines

eLearning will be the primary means of instruction for students who have access to a device and WIFI

- Students without a device and/or WIFI can utilize take-home packets created by the Department of Curriculum and Instruction from adopted materials
- Take-home packet materials are aligned to Indiana Academic Standards
- Take-home packets are supplemental, and should not be used as replacement for eLearning or other core curriculum materials, unless a student lacks the technology requirements for eLearning.
- Support take-home packets with resources and materials from both the Go-Math and MyView workbook that aligns with your current pacing, as well as other materials approved by building principal.
- 20 -30 minute reading logs are a valuable tool to send home with all students, during extended closings.

Grade (3-5) Student eLearning Guidelines

- Students in grades 3-5 will receive a school-owned device to take home with them. These devices will be “checked out” and returned when in-person classes resume.
- eLearning will be the primary means of instruction for students who have access to WIFI
- Print materials will be made available to students who do not have WIFI access
- 20 -30 minute reading logs are a valuable tool to send home with all students, during extended closings.

Grades and Attendance

- Attendance is based upon student completion of a google form or other polling software for every class every day.
- Grades during this time are entered as they would be during an in-person class. Teachers should continue to use the same weight scale on assignments and assessments. Teachers should be flexible with assignment due dates.

FAQs and guidelines about eLearning are available on our website.

<http://sb.school/families/elearning>

Food Services

Students will be able to pick up grab-and-go lunch and dinner meals from 11 a.m.-1 p.m. every day school would have otherwise been in session.

Meal pick up sites:

- Brown Community Learning Center (737 Beale St.,South Bend, IN, 46616)
- Coquillard Elementary (1245 N Sheridan St.,South Bend, IN, 46628)
- Harrison Elementary (3302 W Western Ave., South Bend, IN 46619)
- Muessel Elementary (1021 Blaine Ave, South Bend, IN 46616)
- Monroe Elementary (312 Donmoyer Ave, South Bend, IN 46614)
- Madison Elementary (832 N Lafayette Blvd, South Bend, IN 46601)
- Lincoln Elementary (1425 E Calvert St, South Bend, IN 46613)

Community Resources

District leaders and community partners are working together to develop a list of resources for students and families. Check our website for updates.

Field trips and school events

- All field trips are canceled until further notice
- Any school events such as concerts, plays, and athletics are cancelled until further notice

- Parents/guardians should inform school nurses' offices if students travel to any areas of known risk

Athletics and Extracurricular Activities:

All extracurricular activities and sporting events, and competitions are canceled until further notice.