



John Glenn High School

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Dear Students and Parents/Guardians,

I hope this letter finds you safe and healthy. Below is a list of the modifications our school has made to keep students safe and continue the educational process expected at John Glenn High School. Please read through each section to answer frequently asked questions and bring additional questions to our Administrative Staff by email or phone.

We strive to provide multiple options that will accommodate each student and their family's needs and work to build our school back stronger than ever. Thank you for your patience and flexibility with our staff during this difficult time. Please also note that our plans are very fluid.

This letter will provide multiple sets of information for everyone regarding the different levels of the return to school plan. Mr. Winchell has outlined our back to school plan with red, yellow, and green levels. Students and parents must be aware of the different schedules in each phase. To reiterate, Mr. Winchell has announced that we will start our school year in the red phase. The majority of the items in this communication will revolve around the return to school options in the Red and Yellow phase, which is outlined by Mr. Winchell.

Schedule

We are transitioning to a four period-a-day block schedule. In the Green phase, Periods 1-4 will meet on 'Black/Red/White' day, Periods 5-8 will meet on 'Falcon' Day, and the 8th period will serve as a homeroom/civics hour.

While JGSC is starting at level **RED**, the expectation is that students will log on via Google Meets with their class that is in session. Instructions will be available in Canvas for the students to log on to Google Meets.

Here is the schedule for the class periods:

BLACK/RED/WHITE DAY**FALCON DAY**

CLASS PERIOD	TIME	CLASS PERIOD	TIME
Period 1	8:15-9:15 AM	Period 5	8:15-9:15 AM
Period 2	9:45-10:45 AM	Period 6	9:45-10:45 AM
Period 3	12:00-1:00 PM	Period 7	12:00-1:00 PM
Period 4	1:30-2:30 PM	Period 8 (HR)	1:30-2:30 PM

Since we are beginning the year at a Red Level, we will be entirely online with live instruction four days of the week with the 5th day used for review and preview of topics from your student's classes. All classes will be 60 minutes long. Students must log-in to the class for their attendance each day. **Attendance will be taken at the start of each period. Students are expected to be in attendance each period. Students will be marked absent if not meeting virtually with their class. If your child is ill, has an appointment, or is not present, please notify the attendance office by 10:00 AM. An automated phone call will go out for any student not in attendance without a parent notification each day.**

After the first week of school, a calendar will be created for everyone. In general here is the schedule starting the week of 8/17:

- Monday and Thursday: Black, Red and White Day (Periods 1-4)
- Tuesday and Friday: Falcon Day (Periods 5-8)
- Wednesday: E-Learning for Preview/Review Day (Periods 1-7) Assignments will be posted in Canvas

During the week of 8/3, we will put out a schedule for open house/material pick up and the schedule for the first days of school.

When JGSC transitions to **YELLOW**, classes will be 80 minutes in duration and meet every other day. The building will be at 50% capacity in the Yellow stage. This schedule allows us to limit the amount of passing periods each day. The start times will be very similar to the Red Phase Schedule which has been provided in the earlier section of this document. Passing periods will be 10 minutes in length. We will conduct a staggered release from classes to have less traffic in the hallways. The Freshman and Juniors will be released from their classes and have 5 minutes to get to their next hour, and then the Sophomores and Seniors will be dismissed to their following classes with 5 minutes to get to their next hour. This strategy will allow for half of the school to be in the hallway at a designated time. When we move to the yellow phases, our classes will be 80 minutes long. We will release detailed daily schedules at a later date to allow for a clearer understanding of what your student's day looks like as they navigate the start of the school day, moving from class to class, lunch, and release at the end of the day. The groups will

be determined at a later date and John Glenn School Corporation will attempt to coordinate to be similar at each building.

We hope that students will be able to virtually ease into the year and have more time to complete assignments on-time with the built-in breaks, lunches, and preview/review day. It is our goal to help students gain an exceptional understanding of subject matter from the start, no matter the circumstance.

Counselors

At this time, our counselors are working diligently to resolve scheduling conflicts, schedule new enrollees, and work with families that have chosen the option of the John Glenn Online Academy. Please know that schedule changes will be addressed as soon as possible. Thank you for understanding the amount of time and care our counselors take with every student that they serve.

Open House

All schools will be offering an open house for students to the school and get materials for the school year. We will be conducting the open house the week of August 10th. We will have staggered arrival times for everyone to get materials to everyone. We will devise a schedule for everyone and distribute it to families next week for the open house. Social distancing will be required, and masks or face shields will need to be worn on campus.

Lunch

Initially, since we are beginning our year in the **Red** Phase, the designated lunch periods for students and staff are between **10:45A-12:00P**. We also have built-in short breaks between classes.

When we move into the yellow and green phases, we will have four lunch periods (A-D). Lunch periods will be period three on Black/Red/White Day and period seven on Falcon Day. By having four lunch periods, we will limit the number of students in the cafeteria and promote social distancing. Lunches will be during Periods 3 and 7 on the schedule each day. Students will be allowed to sit in marked areas, and the lunch line will have areas marked for students to be spaced out.

The custodial staff will clean and sanitize the cafeteria between each lunch period.

Personal Protective Equipment

During the yellow and green return to school plan, students will be required to have a mask or a face shield. Please know that many of our decisions are guided by outside entities such as the St. Joseph Health Department, the Department of Education, and our State and local governments. We are in constant contact with them and continue to make adjustments at the school if their directives change. We hope that these changes allow us to return and stay in school while delivering the high-quality education you are accustomed to at John Glenn School Corporation

and reassure you that we are continuously in contact with our local and regional partners and resources.

JG Online Academy

As you have been made aware through our enrollment process and other communications, there is a virtual option for students this year. The virtual option will not look the same as our eLearning from last school year. Students enrolled in the virtual option will have 4-6 classes, which will be taught in conjunction with a live class at JGHS. Students will be expected to connect via the Google Hangout feature on their Chromebooks and participate each day. Not all of the courses offered in the John Glenn High School Program of Studies will be available. Your counselor and building administrators will work with each of these students and families to develop their daily schedules and transition back to traditional school if needed during the school year.

A letter was sent out by Mr. Brown to all parents via email on Thursday, July 23rd, with many more details. The guidance counselors will contact specific families enrolled in the high school JG Virtual Academy to adjust schedules.

Counselors will be starting the process to schedule students into courses in the JG Virtual Academy during the 8/3. Phone calls will be made to parents to work out the plan for your child.

Lockers

Lockers will be determined once we move to the yellow and green phases of the return to the school plan. We will assign and utilize student lockers throughout our entire school building to promote social distancing. Lockers will not be assigned by grade level this year. This strategy will allow our students to better social distance in the hallway. Instead of an entire grade level of students in one hallway, grade levels will be spread through four hallways with lockers. We understand this may be frustrating, but this is necessary with our return to school and utilizing lockers in the hallway.

School Opening and End of the Day

John Glenn High School strives to maintain our welcoming environment with students as much as possible throughout this challenging time. However, we will need to limit the time students will have access to the school building before and after school. When we progress to yellow and green phases, there will be a staggered entry to the school and a staggered release at the end of the school day. There will be more information to come with times for entry and release.

Parent and Visitor Access

Parents will be encouraged to call in and set up an appointment with a specific staff member if you would like to speak with someone regarding your student. For the school community's safety, if you do not have an appointment, one will need to be scheduled as access to the school

building will be limited to minimize contact. This practice will assist us in contact tracing if a case surfaces.

If you need to drop off a personal item for a student, it will be dropped off in the vestibule, and a staff member will deliver it to your child.

Students needing to leave for appointments during the school day must have their parents or guardians contact the front office before their appointment time to notify our staff. Parents or guardians are to use a sign-out sheet that will be available in the vestibule. School personnel will follow our corporate protocols to ensure the safety of your child and our building's security.

Self-Screening

All students will need to self-screen for symptoms for Covid-19. If you are presenting with symptoms, students are asked not to come to school. We still require parents or guardians to contact the office to make school officials aware of the absence. In the communication from Mr. Winchell, all the symptoms were listed. We will be reinforcing these ideals in all classes.

Extra-Curricular and Co-Curricular Activities

At this time, the athletic season is anticipated to continue. We continue to have workouts, and students/athletes have been in cohorts to limit the spread of potential cases. Other extra-curricular activities are also anticipated to proceed at this time. The Athletic Department can be contacted with any specific questions.

Co-Curricular activities are anticipated to be held as well. Although ISSMA has canceled the competitive marching band, John Glenn High School is still practicing marching band with cohorts and social distancing protocols in place developed by our Music Department and the Director of Activities.

Again, although ISSMA has canceled the competitive marching band, JGHS wants to allow our students to practice and develop competition skills. At this time, only authorized school personnel are to be at practice. This includes students participating and staff members that are coaching and directing the activity only.

Other school clubs and activities will be starting as we get closer to the beginning of the school year.

Please refer to the Back to School document for more information about Extra-Curricular and Co-Curricular Activities.

Water Bottles and Drinking Fountains

Students are encouraged to have a water bottle with them. Drinking fountains will be closed. Bottle filling stations will be available in the building in a limited capacity.

Sanitizing Stations

Hand sanitizer will be available to all students in certain areas of the school. Students are encouraged to wash their hands as often as possible.

Your high school team is working to set up a schedule for the first week of school, August 10th-14th. We will have a date for students to pick up materials, obtain important information for logging on to classes and get all pertinent information for their assigned group and schedules for Falcon and Red/White/Black days. We will send out a separate communication later this week.

As stated earlier, we are in regular contact with our resources and partners to direct and monitor decisions for your students' safety and well-being. We hope that these changes to your child's daily routine will help deliver the education you are accustomed to at John Glenn School Corporation.

Please know that these changes will take a more considerable amount of work from staff, teachers, and administration. Still, in the end, we believe that this extra effort is worth the safety and benefit of your student. There will be more information in the coming days involving the first days of school and open house for material pick up. Thanks for your support and understanding as our team strives to navigate this uncertain period and provide our students with the best educational opportunities.

Stay safe: stay well.

Warmest Regards,

Christopher S. Manering

Ronald Brown, Jr.

Eric Stephens

GO FALCONS!