



## SCM Altered Schedule Guide

---

March 15, 2020

Dear School City of Mishawaka Family,

We are grateful for your support and patience as we navigate through these unprecedented times. Our primary focus is maintaining the health and wellness of our students, families, and staff while allowing for continued learning. After collaborating with the St. Joseph County Health Department and the Indiana Department of Education the decision was made to close School City of Mishawaka schools effective Monday, March 16, 2020. Upon the release of [Governor Holcomb's announcement of procedures for Indiana](#) SCM leadership formulated a plan out of an abundance of precaution.

Our primary goal now is to provide continued learning for our students. Remote Learning will include opportunities for students to engage in lessons aligned with SCM curriculum. We anticipated launching eLearning during the 2020-2021 school year, but the current situation has accelerated the need for implementing an instructional model outside of the traditional brick and mortar setting. We are asking for your understanding and flexibility as we deploy our first Remote Learning procedures.

The intent of this communication is to provide information to families that is available at this time. We will be providing additional information as it becomes available.

Thank you,

*Wayne Barker*  
Superintendent of Schools  
School City of Mishawaka



## *Altered Student Schedule* Guidance

- **Access to Instruction (*and the Internet*)**
  - All lessons will be accessible on the [mishawakaschools.com](http://mishawakaschools.com) website.
    - Please [click here](#) for a short video tutorial on how to access student materials and daily lessons.
  - We understand that students are not expected to have Wifi access at home, and families may not have access to a device. We will allow additional time and opportunity to complete assignments upon returning to school.
    - For families without Internet access, Comcast has announced 2 months of **FREE** access in response to emergency measures related to the Coronavirus. For more details on this offer, please [click here](#).
    - Here are two maps of locations that offer free Wifi within the community:
      - [South Bend - Free Community Wifi Access Map](#)
      - [Mishawaka - Free Community Wifi Access Map](#)
- **Afterschool Programming/Clubs & Athletics**
  - All extra and co-curricular activities are temporarily suspended until further notice. We will keep families updated on future scheduled activities.
- **Building Access**
  - Employees are working in the buildings on Monday, March 16, 2020 and Tuesday, March 17, 2020. If your student needs personal items, devices, band instruments, etc. from school, you may call the school office to make arrangements for pick up. As a safety precaution, staff will bring items outside for pickup.
  - Use of SCM buildings is suspended for all outside agencies until further notice.
  - ***If you have a fever or you have been in contact with any persons with a confirmed case of COVID-19, do not come to the school; please make other arrangements to send another adult.***
- **Compass Club and Boys & Girls Club**
  - Compass Club and Boys & Girl Club are closed until SCM school buildings reopen.
- **Communication**
  - This is a developing situation, and we will provide regular updates regarding any changes to the altered student schedule. We are carefully monitoring the situation and will continue to communicate through School Messenger as this situation unfolds and all information about COVID-19 will continue to be posted on the SCM website.
    - If you are not receiving School Messenger messages, please [click here](#) for directions on how to sign-up or update your information.



## SCM Altered Schedule Guide

---

- Social media is not always the best or most effective means of one-on-one communication during a constantly evolving situation.
  - We will only use the district Facebook and Twitter platforms to post important details that have first been sent via School Messenger.
  - We do not have the means to answer or respond to individual questions on social media; please contact staff directly.
- If you have an immediate question or concern, please contact your school office or principal as they are able to address school and student-specific questions.

- **Contact Information**

**Battell Elementary School**  
715 E. Broadway – 254-3900  
Matthew Wood, Principal  
Paige Fish, Secretary

**Beiger Elementary School**  
1600 East Third Street – 254-4700  
Courtney Koszyk, Principal  
Judy Harper, Secretary

**Emmons Elementary School**  
1306 South Main Street – 254-4600  
Brad Addison, Principal  
Amy Mazurek, Secretary

**Hums Elementary School**  
3208 Harrison Road – 254-3800  
Jeffrey Yohe, Principal  
Cathy Greetis, Secretary

**LaSalle Elementary School**  
1511 Milburn Blvd. – 254-4800  
Ben Domonkos, Principal  
Judy Melville, Secretary

**Liberty Elementary School**  
600 E. Pregel Drive – 254-3700  
Rebecca Cummings, Principal  
Janie Emmons, Secretary

**Twin Branch Elementary School**  
3810 Lincoln Way East – 254-3500  
Shelley Brandenburg, Principal  
Bev Anglin, Secretary

**John Young Middle School**  
1801 North Main Street – 254-3600  
C. Mike Fisher, Principal  
Ashley Litwin, Assistant Principal  
Brandon Trtan, Assistant Principal  
Kelly Kincses, Secretary

**Mishawaka High School**  
1202 Lincoln Way East – 254-7300  
John Ross, Principal  
Chad Brugh, Associate Principal  
Dave Troyer, Assistant Principal  
April Hathaway, Secretary

- **Exceptional Learners & English Language Learners**

- Adhering to IDOE guidelines and timelines, case conferences and annual case reviews may be held. There will be options to participate via phone, in person, or teleconference. If your student has a required case conference during the closure, the teacher of record will contact you to schedule a conference.
- Parents/guardians of students who are in the process of being evaluated may be contacted by the school psychologist to make arrangements to complete the evaluation according to IDOE guidelines and timelines.
- Special education services and accommodations will be provided through Remote Learning.



## SCM Altered Schedule Guide

---

- If Remote Learning opportunities are not available for speech and related services, the services will be made up when SCM buildings reopen according to your student's IEP.
- If you have any questions, please email your student's teacher of record or contact the Exceptional Learners Director, Barb Michalos at [michalosb@mishawaka.k12.in.us](mailto:michalosb@mishawaka.k12.in.us) or (574) 254-4530.
- **Young Adult Services**
  - Students will not attend the Young Adult Services at the Battell Center but will follow the SCM schedule for Remote Learning. The YAS teacher will provide individual guidance and learning materials for Remote Learning.
- **Elkhart Area Career Center**
  - Students will *not* attend the Elkhart Area Career Center and will be excused from participation during the SCM altered schedule.
- **Growing Together Preschool**
  - Students attending Growing Together Preschool will not be participating in Remote Learning at this time. Tuition for days missed will be credited towards future tuition payments based on the number of days preschool is closed as outlined [here](#).
  - Preschool students with disabilities will participate in Remote Learning Days; staff will provide learning activities to these families.
- **Health Office/Medication**
  - If medication stored at school is needed during the altered student schedule, please call the school's health office to make arrangements for pick up on Monday, March 16, 2020 or by noon on Tuesday, March 17, 2020 while nurses are in the building.
  - As a safety precaution, staff will bring items outside for pickup and medication must be picked up by an adult unless a permission slip has previously been signed. Any medication left at school will be locked in the health office until the reopening of school.

**Battell (includes Bethel K-Lab)**

School Nurse: Cindy Fumarolo, RN  
Contact: 574-254-3902

**Beiger**

School Nurse: Kathleen Hurston, RN  
Contact: 574-254-4702

**Emmons**

School Nurse: Kelly Schroeder, RN  
Contact: 574-254-4602

**Hums**

School Nurse: Lisa Watkins, RN  
Contact: 574-254-3802

**LaSalle**

School Nurse: Ann Snyder, BSN, RN  
Contact: 574-254-4802

**Liberty**

School Nurse: Kellie DeVlaminck, RN  
Contact: 574-254-3702

**Twin Branch**

School Nurse: Allison Carreon

Contact: 574-254-3502

**John Young Middle School**

School Nurse: Becky Stayton, RN  
Contact: 574-254-3602

**Mishawaka High School**

School Nurse: Lindsay Klemczack, RN  
Contact: 574-254-7302



- **Meal Service**

- Prepared and packaged meals will be provided to SCM students **free of cost** and will be available at the following school sites: Battell, Beiger, Emmons, LaSalle, Liberty, Twin Branch, JYMS, and MHS from 11:00 a.m. - 1:00 p.m. Monday-Friday. Any changes to meal service plans will be shared with SCM families accordingly.
- Students who attend Hums Elementary School or the Bethel Kindergarten Lab can pick up meals at any of the above-mentioned school sites.
- A student ID number is required for meal pick up, which is available in [Family Access in Skyward](#) under student profile, for each student meal.
- Families can drive up to the designated location and meals will be brought out by SCM personnel.
- If an adult is picking up meals without a student present, please come prepared with the student name and ID number. Students may also pick up meals without an adult.
- The meals must be taken and consumed off of school grounds.

- **Elementary Report Cards**

- Term 3 report cards **will not** be mailed home rather posted to Family Access in Skyward between Thursday, March 19 - Friday, March 20, 2020, for all students in grades 2-6.
- Printed copies of student report cards can be requested by contacting your school office (*see 'Contact Information' listed above*).

---

## *Remote Learning* Expectations

- **Expectations for Teachers**

*Teachers will:*

- publicize an email address for contact.
- be available from 9:00 a.m. to 3:00 p.m. on designated Remote Learning Days to answer questions on lessons/instruction from students and families.
- continue timely communication with students/families throughout the duration of the altered schedule to maintain quality customer service.
- communicate any barriers to Internet access with your building principal and relocate to a site with functioning Internet, if necessary.
- produce age-appropriate lessons that align with student workload expectations and time commitment guidance as described below:
  - **Grades K-6:** 20-30 minutes in both reading *and* math for each Remote Learning Day.



- **K-6 Specials** will provide lessons with *optional* resources, engaging activities and ways for students to stay active, creative and inquisitive. **Please make sure to indicate clearly that all of these lessons are valuable activities, but optional.**
- **Grades 7-8:** 20-30 minutes in both English Language Arts *and* mathematics; 15-20 minutes for all other courses
- **Grades 9-12:** 45 minutes in all courses regularly scheduled on that day.
  - Wednesday, 3/18 and Thursday, 3/26 are White Days.
  - Thursday, 3/19 and Wednesday, 3/25 are Maroon Days.
- Daily lessons should be considerate of family and student time. The intention of remote learning is not to replicate a typical school day.
- The essential elements of all daily lessons will include instruction, practice, reflection, and extended learning opportunities.
- If any instruction or practice is reliant on the Internet or having access to a device, this should be clearly noted in the student directions as well as a statement that allows students additional time to access the content or an alternative option if Internet access is not available in the student's home.
- understand that student work will only be submitted upon return to school. This work should be used to guide instructional and remediation decisions and future planning, not to evaluate mastery of content and generation of a grade.
- understand all assigned work should be formative and focused on providing quality feedback to support students' growth and development. Assigned work should not include quizzes, tests, or other forms of summative assessments.
- **Expectations for Student Attendance & Participation**

*Students or Parents/Guardians will:*

  - take home materials as directed on March 13, 2020.
    - If absent on Friday, March 13, 2020, please contact your school office to make arrangements for material pick up on Tuesday, 3/16 or Wednesday, 3/17, 2020.
  - treat all materials and Chromebooks with care.
  - record student participation/attendance via the [SCM Remote Learning Attendance Log](#).
    - Please [click here](#) for a short tutorial video on how to record student participation and attendance.
    - Students will be marked absent unexcused if the above mentioned log is not completed or the school is not presented with a reason that aligns with current school policy on excused absences.
    - A paper log will be available upon request and can be completed upon return to school.
  - engage with assignments/coursework to the best of their ability.



- High school students will only be asked to complete lessons for the typical schedule of courses they would have on that attendance day (White or Maroon).
  - Wednesday, 3/18 and Thursday, 3/26 are White Days.
  - Thursday, 3/19 and Wednesday, 3/25 are Maroon Days.

## Remote Learning Frequently Asked Questions

### 1. What is *Remote Learning*?

Remote Learning allows students access to instructional resources and curricula outside of the traditional classroom setting. A Remote Learning Day is considered a contracted work day for teachers and student attendance will be recorded accordingly; it is not a recess day. Teachers/certified staff are expected to be available to students and parents/guardians during the hours of a normal school day.

### 2. When will SCM be implementing *Remote Learning Days*?

## ALTERED STUDENT SCHEDULE

March 16 - 27, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<b>MARCH 16</b> Recess Day	<b>MARCH 17</b> Recess Day	<b>MARCH 18</b> Remote Learning Day	<b>MARCH 19</b> Remote Learning Day	<b>MARCH 20</b> Recess Day
<b>MARCH 23</b> Recess Day	<b>MARCH 24</b> Recess Day	<b>MARCH 25</b> Remote Learning Day	<b>MARCH 26</b> Remote Learning Day	<b>MARCH 27</b> Recess Day

Recess Day = No school for students

*Remote Learning Day* = Students do not report to school; lessons will be made available via [mishawakaschools.com](http://mishawakaschools.com) by 9:00 a.m. on each specific remote learning day

### 3. Are there due dates for work on *Remote Learning Days*?

All Remote Learning work will be collected upon return to school; however, students will be given additional time to receive support upon return to school.

### 4. How will elementary students do their work with no device?

While instructions and daily lessons will be delivered digitally, elementary students will complete all work using paper/pencil and with the materials sent home on Friday, March 13.

### 5. Will homebound instruction continue for students?



Homebound instruction can continue pending parental/guardian and homebound teacher agreement. Parents/Guardians and homebound teachers must agree on an alternate public location if the instruction previously took place on school grounds. Students receiving homebound instruction due to medical conditions will not participate in sessions during this period of school closure. Missed sessions will be made up at a mutually agreed-upon time when circumstances allow.

**6. Will grades be given for remote instruction?**

The focus during Remote Learning Days is not on assessing for mastery rather providing quality feedback to support student growth and development. Teachers may give completion grades for work submitted. Upon return to a typical school schedule, the focus for any assessment should be only for diagnostic purposes to determine the need for additional instruction and remediation through the remainder of the 2019-2020 academic school year.

**7. I have a MHS Student, why can't I see their lessons on the Mishawaka School website?**

Each Remote Learning Day, MHS teachers will send daily lessons through a Canvas announcement that should go directly to the student's email. Students can access the daily lessons through email or Canvas.

To go back to the SCM Remote Learning Day Guide: Click [HERE](#).