



2020-21 School Year COVID-19 Return to School Plan & Guidelines

Burris Laboratory School is scheduled to begin the 2020-21 school year on Wednesday, August 5, 2020. Below are requirements for the return of students, faculty and staff beginning on August 1, 2020. These guidelines are heavily modeled from the Indiana's Considerations for Learning and Safe Schools IN-CLASS [COVID-19 Health and Safety Re-entry Guidance](#) provided by the Indiana Department of Education, Indiana State Department of Health and the Indiana Family and Social Services Administration, and Ball State University's [Return to Campus Plan](#). The plan also includes guidelines specific to the Burris program which were reviewed by the 18-member Return to School Committee. Given the fluid situation of COVID-19, these considerations are subject to change.

Academic Calendar:

The Burris academic [calendar](#) for the 2020-21 school year of 180 instructional days has been modified to include more school days in semester 1, moving the first day of school to August 5, eliminating fall break, and adding cleaning days in both semesters.

Academic Teams and Competitions:

Burris participates in several academic and robotic competitions throughout the school year. Each team is encouraged to meet with appropriate physical distancing. Travel to fall and spring competitions within Indiana will be decided on a case-by-case basis, with the potential of asking parents to provide transportation to increase physical distancing.

Academic Day Schedule:

8:00-3:00 p.m. daily for all K-12 students.

Arrival and Departure:

Students who eat breakfast will enter the cafeteria through the side staircase at the dock lot beginning at 7:30 a.m. All other doors will open at 7:45 a.m. All Burris students must leave the building by 3:10 p.m. daily unless participating in a 3:00 p.m. after-school club sponsored by a parent, teacher or other adult volunteer.

Athletics:

The Owl [Return to Athletics](#) plan outlining Burris' return to practice and conditioning was approved and shared with the Burris community. It mirrors the suggested IHSAA recommendations. Parents must be aware of the new IHSAA requirement that any student athlete who participated in sports last year, and does not plan to have a physical this year, must complete the IHSAA 2020 – 2021 [Health History Update Questionnaire and Consent & Release Certificate](#). Please contact our athletic director, Mr. Wlodarek, at cwWlodarkek@bsu.edu with additional questions regarding this new IHSAA requirement.

Breakfast, Lunch and Cafeteria Usage:

Since such a small number of students eat breakfast at school, we will continue to serve breakfast in the cafeteria from 7:30-8:00 a.m. Students who eat breakfast will enter the cafeteria through the side staircase at the dock lot beginning at 7:30 a.m.

During lunch, the cafeteria will be limited to approximately 50% capacity with students physically distanced (3 to 4 per table) when seated. To assist with physical distancing, furniture has been removed and additional signage, floor markings, and sanitation stations will be used.

Kindergarten through 2nd grades will continue to eat in the cafeteria; 3rd through 5th graders will eat in their classrooms; 6th and 7th graders will eat in the cafeteria; 8th graders will eat in room 120. High school students are still permitted to leave the building for lunch, but may have a difficult time finding somewhere to eat due to limited capacities on campus; classrooms will be made available for high school students on a rotating schedule.

Families should purchase Burris Bucks and students will be asked to use their lunch cards; **no cash will be accepted in the Burris Cafeteria; high school students must have money on their lunch cards** (Burris IDs) to purchase food at any Ball State University facility. All lunch purchase options will be packaged to go (i.e. plastic utensils, cartons for food, etc.). Students eating in classrooms will receive their meals through delivery to their classroom or will go to an assigned location to pick up their food and return to the classroom. Students in 3rd, 4th, 5th, and 8th grade (i.e. those students not eating in the cafeteria) may be asked to place lunch orders a week in advance so that proper quantities can be made available at distribution locations outside of the cafeteria.

Masks are not required while eating, however students will be strongly urged to wear masks after eating. Appropriate sanitation methods will be used after eating in classrooms and the cafeteria.

Classroom Safety Practices:

- All Burris students and personnel should wash their hands with soap and water for at least 20 seconds upon arrival to school. Additionally, hands should be washed especially after being in a public place, or after coughing, sneezing, blowing their nose, or touching their face. If soap and water are not readily available, students and teachers should use a hand sanitizer that contains at least 60% alcohol. Hand sanitizer will be available in each classroom and the library.
- All non-school owned furniture will be placed in storage, either at school or home, to create more physical distancing.
- Teachers and students should minimize or avoid sharing personal items and work supplies with others.
- All student desks should face forward whenever possible and teachers will rearrange desks to increase space between students. For contact tracing, seating charts will be used in all K-12 classes.
- Teachers will conduct class outside whenever practicable.
- Classroom parties are discouraged. Any food items brought into the classroom must be commercially prepared and individually prepackaged. Teachers are encouraged to seek ways to recognize students' birthdays and special occasions without food, keeping instructional time in mind.
- Students will be sent to the Health Clinic for medical issues such as fever, headache, sore throat, etc. Ice packs will be made available in a small freezer located in the gym for minor bumps and bruises. Basic first aid materials, such as bandages and antibiotic cream will be made available to teachers to reduce Health Clinic visits.

Cleaning and Disinfecting Protocols:

While the University has implemented significant cleaning and disinfecting measures, employees will also be expected to assist with cleaning their workspaces and other high-touch surface areas in their physical work environments. Cleaner and disinfectant will be provided in high traffic areas, as needed.

As it relates to cleaning and disinfecting the campus, the University has implemented the following protocols.

- Deep cleaning occurred in all academic buildings as well as other facilities around campus. It will also occur at regular intervals once areas open based on occupancy and use.
- Open buildings are cleaned and disinfected on a daily basis at regular intervals, and as necessary, based on occupancy and use.
- Cleaning and disinfecting of high-touch surface areas (such as controls, door handles, elevator panels, railings, copy machines, student lockers, etc.) occurs on a regular basis.
- Individual offices are/will be sanitized prior to an employee reoccupying the space, with a sign noting that this has occurred. After returning to campus, assistance with cleaning of personal workspaces then becomes the responsibility of the occupants, though routine cleaning by the University will occur as before.
- Portable ultraviolet lights are used in spaces considered higher risk areas.
- An electrostatic disinfecting sprayer is utilized where appropriate, such as locker rooms, shower areas, shuttle buses, etc.
- Additional cleaning measures will be taken if the University is notified that an individual is/was on campus with a positive diagnosis of COVID-19.
- Additional measures may be implemented by the supervisor of an assigned work area.

Community Service:

All community service opportunities and travel will be scheduled for spring semester on a case-by-case basis. Clubs and organizations are encouraged to brainstorm ways to help our local community this fall with projects completed at home or at school with appropriate physical distancing.

Convocations and Large Group Meetings:

School convocations and large group meetings will be avoided. Mandatory school student trainings, such as sexual abuse awareness, will still take place with as much physical distancing as possible between students during the programming. Large group meetings should be held virtually whenever possible.

Daily Health Report:

Each day school is in session, the Health Clinic nurse and Attendance Secretary will collaborate to create a daily health report to be sent to the superintendent and principal. The report will contain the number of absences by grade level and overall daily absence percentage along with reasons cited by parents for the absence. This report will be used to target additional cleaning and sanitation efforts based on grades most affected and will guide the principal and superintendent in making decisions based on current data.

Face Masks - Non-students:

All faculty and staff must wear a face covering at all times when in the presence of others and physical distancing is not practicable. Non-students under rigorous activity, or when wearing a mask poses a health risk documented by a physician, will not wear a mask. Some non-students may be required to wear additional personal protective equipment (PPE) when directed to do so by school protocol or the employee's supervisor (i.e. health-related, custodial staff, specialized positions, etc.). Faculty members will have the option to provide their own face mask, wear a Ball State University face mask, or wear a [Humanity Shield](#) provided by the school. Faculty can use their discretion on face coverings during their preparation time and lunch provided they are physically distanced from others. Additional accommodations may need to be made for non-students based on their individual health plan.

Face Masks – Students:

All students must wear a face mask when in the presence of others and physical distancing is not practicable. Masks are not required when not practicable (i.e. during lunch, under rigorous activity, or when wearing a mask poses a health risk documented by a physician). Students will be provided face masks from the school or can provide their own appropriate masks (masks cannot create a disruption to the learning environment). We have purchased breakaway lanyards to help our youngest students manage their masks; however, recognizing the developmental and maturity level of young learners, it may not be possible to wear a mask consistently. To that end, physical distancing will be encouraged and additional cleaning protocols will be used throughout the day. Additional accommodations may need to be made for students based on their individual health plan.

Faculty In-Service Days:

Burriss teachers have two contracted days, on August 3rd and 4th, that have traditionally been in-school professional development. This year, these days will be used to conduct online professional development required by the Indiana Department of Education and important Ball State University training sessions. Teachers will also have time to work in their classrooms to prepare for the start of school on August 5th, to meet the required and suggested physical distancing requirements along with Burriss guidelines for return.

Fall Break:

The Burriss 2020-21 academic calendar has been amended to not include fall break. The spring calendar will be amended to adjust the academic year sessions to 180 days.

Field Trips:

To align with Ball State University's [Return to Campus plan](#) on pp. 8-9, all fall field trips will be canceled. Spring field trip guidelines will be addressed at a later date. If Ball State University transportation is used, the vehicles will be sanitized by the Ball State University's Transportation Department according to established protocols. Burriss employees and students will wear masks while being transported and eating is prohibited unless medically necessary.

Financial Transactions:

Burriss will limit cash transactions and personal contact by creating eMarket accounts for parents to use to pay for athletics, field trips (when applicable), and other fees whenever possible. Student lunch money should be placed in the provided Burriss Bucks envelope and sealed prior to submitting the payment. Cash transactions will be avoided.

Physical Education & Fine Arts Classes:

To decrease student traffic in the building, physical education and elementary art, music, band, and orchestra classes will be held outdoors (whenever feasible), in students' classrooms, or in the classroom assigned for the content.

- **Physical Education** – Classes will be held outdoors, whenever feasible, or in Ball Gym or the Burriss gym. Emphasis will be on individual skill development and limiting group or team games. Students will use hand sanitizer as they leave the class. No masks will be required when students are engaged in vigorous activity. The PE instructors will sanitize all used equipment with the approved spray provided to them.
 - Locker rooms – If locker rooms are used, 50% capacity is recommended. *If the restriction to 50 percent capacity creates a hardship and impacts the hygiene or safety of students, a 50% or greater capacity is allowed.
 - Ball Pool – There are no plans to use Ball Pool, this fall, for physical education instruction. Use of the pool for spring semester will be considered based on current conditions and University guidelines.
 - A small upright freezer and a small first-aid kit will be installed in the gym storage area by the ice machine for teachers to treat small bumps and bruises and provide basic first aid in an effort to reduce Health Clinic visits.
- **Art** – Depending upon activities and curricular objectives, classes will be held in the students' classroom, in the art classroom, or outside. Students will supply their own art supplies to avoid shared materials. The art tables and stools will be cleaned between classes.

- **Music Classes** – Elementary music classes and general music will be held outside or in the auditorium or in the assigned classroom with all students facing forward and appropriate physical distancing. Students will be exposed to a variety of musical forms and instruments. However, vocal singing will not occur. Shared instruments will be cleaned between classes.
- **Choir** – Classes for secondary students enrolled in choir will be held outside or in the auditorium with all students facing forward and appropriate physical distancing. The in-class choir curriculum will incorporate music appreciation of various musical forms and traditions, and introduction to various songs that students will practice and perform. Vocal practice and performance will not occur during the class. Instead, students will practice and perform virtually.
- **Band** – Classes will be held in the auditorium where there is enough space for students to be appropriately physically distanced. All students will face forward and maintain as much physical distance as practicable. Because air flow is produced while playing, the school will provide flexible face shields for flautists and possibly others to wear during rehearsal; these will be labeled with student names and will remain in the band room. Additionally, flautists will be placed in the front row. Other performers will lift or lower masks to play, as needed, but will wear masks when not actively playing. In most cases, students have their own instruments; percussionists will have their own mallet / stick sets. Shared instruments will be cleaned between use.
- **Orchestra** – Classes will be held in the orchestra room or outside. All students will face forward to promote physical distancing. In most cases, students have their own instruments; shared instruments will be cleaned between use.

Fine Arts Performances:

To promote physical distancing, these performances will be limited to immediate family members (parent/step-parents, siblings under 18 years of age) who will be required to wear masks while in attendance. Live streaming of all concerts will be free of charge and available to all who would like to attend virtually. There will be no combined performances (i.e. orchestra and choir, band and orchestra, etc.).

General Safety Practices:

- Frequent hand washing is the first line of defense against the spread of COVID-19. All Burris students and personnel should wash their hands often with soap and water for at least 20 seconds, especially after being in public places, or after coughing, sneezing, blowing their nose, or touching their face. If soap and water are not readily available, employees and students should use a hand sanitizer that contains at least 60% alcohol.
- Employees should minimize or avoid sharing personal items and work supplies with others.
- Hand sanitizer is available in various locations around the school building and in every classroom.
- Gloves will be made available to employees.
- Covering coughs and sneezes with a tissue, then throwing the tissue in the trash, is preferred; if a tissue is unavailable, the cough or sneeze should be covered with the inside of an elbow, not the hands;
- Avoid touching eyes, nose, or mouth;
- Cleaning frequently touched surfaces often;
- Keeping tissues and hand sanitizers easily accessible.
- Additional measures may be implemented by the supervisor of an assigned work area.

Hallway Interaction:

All faculty assigned to monitor passing periods will encourage students to quickly move to their next class. It is impossible to limit personal interactions in the hallway; however, use of masks will be required and physical distancing encouraged as much as possible.

Health Clinic: COVID-19 Symptomatic

- The school has a designated space, separate from the Health Clinic, where students or employees who are feeling ill are evaluated or waiting for pick up.
- All waiting staff and students should wear a cloth face covering.
- Only essential staff assigned to the room may enter.
- A record will be kept of all persons who entered the room and the room will be disinfected throughout the day.
- Strict physical distancing is required and health clinic staff must wear appropriate PPE.
- Students who are ill will be walked out of the building to their parents. If a student or staff member has a fever, for any reason, they must be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 should be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72-hour window has elapsed if they are approved to do so in writing by their healthcare provider.

Health Clinic: Non-Covid-19 Related:

- Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.
- The Health Clinic will only be accessible by entering through the clinic's hallway door; visitors to the clinic may not access from the front office.

Health Screening Process Considerations - Students:

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

State statute gives public school districts the authority to exclude students who have a contagious disease, such as COVID-19, or those liable to transmit such diseases after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). Burriss will work closely with their local health department and the Ball State University Public Health Specialist to respond to these situations.

Symptoms Impacting Consideration for Exclusion from School

Parents and students should be familiar with and recognize [COVID-19-related symptoms](#). The current [CDC guidelines](#) recommend screening all students for COVID-19 symptoms and history of exposure. Screening can consist of self-screening, school-based screening, and/or medical inquiries.

- **Self-Screening:** The school will communicate [information to parents about the symptoms of COVID-19](#). Students must be screened by a parent daily before coming to school. Students exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.
- **School Screening:** The school may take the temperature of students, employees, and visitors on school property on a random basis or in situations where there is reason to believe that the person may be ill. Touch-free thermometers will be used.
- **Medical Inquiries:** Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic, more leeway has been given to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the school that a student is ill, the school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the school may make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

Health Screening Process Considerations - Faculty:

- All faculty and staff will be [given access to identify common symptoms of COVID-19](#) and be asked to self-screen for signs/symptoms of COVID-19 before coming to school. Any person with COVID-19-related symptoms should not attend school and should contact his or her primary care provider or other appropriate healthcare professionals.
- Similarly, if an employee has been notified of exposure to someone who has been diagnosed with COVID-19 within the last 14 days, that employee must stay home. In addition, if an employee develops symptoms while at school, the employee should separate from others and leave campus in a manner that reduces any contact with others. It is imperative for employees to communicate with their supervisors in situations like these.
- Employees working on campus must monitor symptoms every day before reporting to work. If a employee experiences symptoms of COVID-19 (without a separate known cause, e.g., asthma, allergies, etc.), the employee should not come to campus. The employee must stay home and contact their supervisor.

Daily Symptom Self-Check

Employees working on campus must monitor symptoms every day before reporting to work. If a employee experiences symptoms of COVID-19 (without a separate known cause, e.g., asthma, allergies, etc.), the employee should not come to campus. The employee must stay home and contact their primary evaluator or supervisor.

Return to Work:

If a faculty or staff member is excluded from the school environment, they may return if they satisfy the recommendations of the [CDC](#).

Tested Positive- Impact on School Operations

Burriss will follow the [Indiana State Department of Health](#) recommendations beginning on page 3, “When a confirmed case has entered a school, regardless of community transmission” and Ball State University recommendations.

- Ball State University’s Public Health Specialist will be immediately notified.
- The Delaware County Health Department will be contacted. It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions.
- The Indiana Department of Education will be notified.
- The University Schools superintendent and other Ball State University officials will be notified.

Unless extenuating circumstances exist, the school will work with the Ball State University’s Public Health Specialist and the local health department to assess factors such as the likelihood

of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.

The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department.

If a closure is determined necessary, Burris will consult with Ball State University's Public Health Specialist and the local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as the school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the Superintendent of Building Services at Ball State University will be informed so that impacted building areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait at least 24 hours prior to disinfecting, however, if that is not possible or if school is in session, the cleaning will occur immediately.

Self-Certification Form Required to Return to On-Site Work

An employee who has been authorized to return to work on campus will be required to complete a [self-certification form](#) prior to returning. Essential employees who have continued working on campus will also be required to promptly complete the form. This form asks certain screening questions about the employee's health, including, among other items, whether the employee has had a recent fever or other COVID-19 symptoms or has been notified of exposure to COVID-19 within the last 14 days. All employees will commit on this form to performing daily symptom self-checks and to reporting any changes in the information provided. This form is stored separately from an employee's regular personnel file in order to limit access to this confidential information.

An employee will again be required to complete the form prior to returning to campus if there is a change in circumstance, such as:

1. Testing positive for COVID-19.
2. Having been advised by a health care provider or government official to stay home and self-quarantine.
3. Having close contact in the last 14 days with an individual who has tested positive for COVID-19 or who showed symptoms of COVID-19.

Immunizations:

Indiana's immunization **requirement** is still in effect. Indiana Code [IC 20-34-4-5](#) states a child is not permitted to attend school beyond the first day without furnishing a written record of immunizations. Burris extends a 20-calendar day waiver for completion of immunizations per the student handbook. If the local health department or a physician determines that the child's immunizations have been delayed due to extreme circumstances and that the required immunizations will not be completed by the first day of school, the parent must furnish a written statement and a time schedule approved by a physician or health department or have a medical or religious exemption is on file.

Labor Day:

Burris does not plan to be in session on Labor Day.

Lockers:

Middle and high school students will use their lockers to store their materials. Students are encouraged to quickly retrieve or return their materials and go to their next class. The locker banks, doors, and combination locks will be sanitized every evening.

Parent/Teacher Conferences:

Burriss will hold all K-12 parent/teacher conferences on October 15th remotely using Zoom, WebEx or telephone contact. More information about how to sign up will be sent to parents in late September.

Personal Vacations – Faculty/Staff:

Burriss employees and families must abide by CDC travel recommendations for personal international travel, including staying at home and monitoring their health for 14 days after returning to the United States. Consistent with the self-certification process, every employee must monitor for symptoms related to COVID-19 before coming to work and this must be done on a daily basis; this is particularly important after traveling.

Personal Vacations – Families

Students who have traveled internationally will be required to stay at home for 14 days after returning to the United States to align with CDC travel recommendations.

Preventative Measures:

Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. It is also unknown how contagious people are the day or two before they begin to exhibit illness symptoms. Thus, these employees or students may be present at school and showing no signs of illness, but are capable of transmitting the disease to others. In these situations, the three most important mitigation strategies are physical distancing, frequent handwashing, and appropriate PPE.

Physical Distancing:

Efforts will be made by all faculty and students to physically distance from others whenever possible.

- Signage will be placed throughout the school, including on display boards, at time clocks, and in other highly visible locations. This signage includes CDC guidelines and other safe practices.
- Plexiglass barriers are being installed for employee work stations in high density, public areas that involve regular face-to-face contact with others.
- Additional signage will be posted, both interior and some exterior. This includes elevators, restrooms, conference rooms, lounges, and other places that individuals can congregate, as well as entry ways, benches, and other exterior gathering places. Signage will encourage physical distancing and include capacity limitations.
- Additional floor markings will be placed at locations where lines or groups can, or need to, form in order to facilitate physical distancing.
- Additional measures may be implemented by the school as needed.

Frequent Handwashing:

Handwashing and avoiding touching your face, eyes, nose, or mouth are important steps a person can take to avoid becoming sick or spreading germs to others. Burriss employees and students must wash their hands often and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Reinforcing healthy habits regarding handwashing is expected and guidance can be found [here](#).

Required times for handwashing:

Teachers will use a staggered class pattern to maintain physical distancing between students during the following key times:

- Start of the school day
- Before eating

- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

Professional Development:

All fall professional development, including the faculty in-service days prior to the start of the year, will be conducted virtually. Professional Learning Communities (PLCs) are encouraged to continue to meet either in person, using physical distancing, or virtually.

Recess:

Elementary classes will have a scheduled recess time to minimize the number of students on the playground and encourage physical distance. Middle and high school students should not use the play facilities during the school day.

Remote Learning:

The Indiana Department of Education has repeatedly communicated existing Indiana Code and Board of Education Rules regarding instruction seat time remain in effect regardless of the format of schooling (in-person, remote, or hybrid) in the coming academic year. The legal requirements are listed below.

Instructional time is defined by Indiana Code as time during which students are participating in an approved course, a curriculum, or an educationally related activity under the direction of a teacher; and includes a reasonable amount of passing time between classes. Instructional time does not include lunch or recess. All schools must provide at least five (5) hours of instructional time for students in grades one (1) through six (6), and at least six (6) hours of instructional time for students in grades seven (7) through twelve (12) in a day in order to count that as a day of instruction conducted during a school year.

Burris Laboratory School will provide a fully remote option for families to select for the 2020-21 Academic Year. We will use a remote format that is primarily live in nature and keeps all students learning through the same curriculum.

Middle and High School Students (Grades 6-12)

Middle and high school students who have chosen to exercise Burris Laboratory School’s remote option, can expect to use Zoom to connect with their scheduled class each hour. In essence, they will be a student of the class; they will just be participating remotely, rather than in person. As students of the class, remote learners will be held to the same expectations for due dates and attendance as their classmates in the building.

There will be some flexibility and teacher discretion for the live format, based upon the subject area and content of the daily lesson. In some cases, the student may Zoom in for opening instruction or a mini lesson, and then transition to email or chat communication of questions with the teacher privately. In other cases, the student may be an active participant throughout the day’s lesson or activity.

Families need to be aware that the face-to-face experience may not be replicated by some classes or disciplines. For example, live participation in Physical Education, music ensemble courses, or AP lab-based science classes would be difficult and may require a change to the student’s schedule or taking the course through a virtual-learning platform (as available).

Elementary Students (Grades K-5)

Elementary classes will use a combination of live instruction where students will be required to engage with the class in real time and other forms of remote learning (such as recordings, independently completed assignments, etc.). In recognition of the difficulty of keeping our 5 and 6 year-old students engaged through video conferencing, the amount of time dedicated to each mode of learning will vary by grade level with upper elementary classrooms functioning much like the secondary classes where students will spend a majority of the school day connected through Canvas, Zoom, etc. Younger students will be more likely to have pre-recorded videos and other learning activities through a majority of their instructional day with only specific times each day (such as reading and math lessons) where there would be a live attendance expectation.

Families need to be aware that the face-to-face experience may not be replicated by some classes or disciplines. For example, some Project Lead the Way (PLTW) projects and activities will not be possible to participate in remotely. Related arts classes will vary in format as well. PE will not be completed in a live format, but rather the students will have activities posted and expectations for the amount of time they are active each day. Art and Music classes will be recorded and posted for students to participate in asynchronously. Instrumental music (Strings and Band) will not be available for students who elect virtual instruction.

Special Education:

Whether it is in-person or virtual learning, the Special Education Department will support the needs of students while following physical distancing guidelines, recommendations from the CDC and IDOE as well as all Burris policies and procedures to ensure the safety of students and the learning environment. Small group and one-to-one supports through the resource room will be provided while following all approved safety measures. The Special Education team will collaborate with classroom teachers to support social/emotional and academic needs as they arise and will continue to follow all current IEP's. As changes are needed, annual case reviews, and new evaluations completed, virtual case conferences/meetings will be offered as a preference, however, accommodations can be made for in-person meetings as needed.

Theater Productions:

Two productions will be offered during the 2020-21 academic year. Ball State University's Theater Education department's faculty, undergraduate, and graduate students will hold auditions for Burris/Indiana Academy students tentatively set for Aug. 31-Sept. 2 for *Jungal Book* (a more contemporary version of Disney's *Jungle Book*) with performances tentatively scheduled for Nov. 6-8. Dr. Troy Dobosiewicz has shared the one-hour performance will focus more on theatricality than staging, so less rehearsal time will be needed. Students will be responsible to create and clean their own costuming and the set will be built with very basic supplies, such as boxes, to have less contact with the actors. The spring musical will be held at a time to be determined. Live streaming of the performance will be available and a fourth Sunday evening show will be added to promote physical space when viewing the play.

Visitors:

Until further notice, we will not be allowing visitors in the building.

Water Fountains:

Drinking fountains will not be used at Burris; locks will be placed over the spouts. Faculty and students are encouraged to bring their own reusable water bottle and use the contactless bottle filling stations available on all floors.

Well-being and Support:

The transition back to school will pose many challenges to students, teachers, and staff. Burris counselors have been proactively working on strategies to help students, teachers, and staff overcome and work through some of the trauma and disruptions that have happened over the last few months with the understanding that social/emotional needs must be met before we expect students to perform academically. Burris is a part of the Delaware County Counselors Coalition and have teamed up to create a "Transition Guide" for students, teachers, staff, and potentially parents. This guide is full of resources, tips, and strategies to better the relationship with students, staff, and teachers to ease coming back to school. The transition guide will be published and distributed before the beginning of the school year.

To best serve the students at Burris, the Counseling Center understands that there will be many social and emotional needs that must be met. The counselors and teachers at Burris will be trained on how to meet these needs in the classroom, identify potential warning signs, and be knowledgeable on how to provide/refer to extra supports. The Burris counselors will be visiting classrooms to teach lessons surrounding social/emotional learning to provide strategies to students on coping with change and the world we are living in. Counselors will also be available for group and individual counseling. Teachers and parents can refer students for individual counseling by reaching out to the Counseling Center. Students are also able to advocate for themselves and seek support from the Counseling Center. Burris counselors can also provide families with outside local mental health and counseling resources.

This pandemic can be stressful both personally and in the workplace. Employees and families should be mindful of their well-being and take steps to cope with this situation in a positive way (e.g., eat healthy, exercise, get sleep, talk with a trusted acquaintance, take breaks from the news and social media, etc.). The CDC has published information about [Coping with Stress](#) during this time. In addition, employees are encouraged to visit the [BSU Working Well website](#) for more information about resources available through the University.