

# Jenkins Family Guidebook

## Resources

Go to <https://www.d11.org/Jenkins>. The “Remote Learning” tab is going to be your best friend for the foreseeable future.

## Must watch videos for students prior to September 21<sup>st</sup>

We will post a series of quick videos by Wednesday, September 16<sup>th</sup> all students are required to watch prior to in-person learning resuming the week of September 21<sup>st</sup>. The videos will be shown during 7<sup>th</sup> period and posted on our website under the Remote Learning tab and Student tab. The videos will discuss the following topics:

- COVID safety protocols in the building
- Mask protocol
- Hand washing
- Bathroom protocol – no more than 2 kids in the bathroom at a time
- Hallway traffic maps for passing periods
- Cafeteria protocols
- Social distancing
- Weekly and daily schedule
- What to bring to school each day?
- Lockers
- Social contracts

## Educational Options

### If you choose to be in-person

- Last names “A – La” will come on Tuesday/Wednesday for in-person and join the class remotely for a live session on Thursday/Friday.
- Last names “Le – Z” will come on Thursday/Friday for in-person and join the class remotely for a live session on Tuesday/Wednesday.

### If you choose to do remote learning full-time

- Students will always connect to our live classroom sessions by following the bell schedule and accessing teacher Schoology pages. This will be a livestream to our classrooms.
- The Inspire Online option means livestreaming to our in-person classrooms. It is not a stand-alone online program. Students will continue with their current classes and teachers.

## September Return to Learn Schedule

Monday, Sept. 21<sup>st</sup>

Normal Monday asynchronous (recorded) lessons for periods 1 – 6. Special populations do not attend in-person.

Tuesday, Sept. 22<sup>nd</sup>

**In-person**

6<sup>th</sup> grade last name “A – La” only students come for in-person if they chose this option.

**Remote**

6<sup>th</sup> grade “Le – Z,” all 7<sup>th</sup> and 8<sup>th</sup> grade students are continuing remote learning using the new, updated bell schedule from home. Lessons for 6<sup>th</sup> grade ONLY will be asynchronous (recorded) on your teacher’s Schoology pages due to in-person welcome back activities. Lessons for 7<sup>th</sup> and 8<sup>th</sup> are LIVE.

Wednesday, Sept. 23<sup>rd</sup>

**In-person**

6<sup>th</sup> grade last name “Le – Z” only students come for in-person if they chose this option.

**Remote**

6<sup>th</sup> grade “A – La,” all 7<sup>th</sup> and 8<sup>th</sup> grade students are continuing remote learning using the new, updated bell schedule from home. Lessons for 6<sup>th</sup> grade ONLY will be asynchronous (recorded) on your teacher’s Schoology pages due to in-person welcome back activities. Lessons for 7<sup>th</sup> and 8<sup>th</sup> are LIVE.

Thursday, Sept. 24<sup>th</sup>

**In-person**

All grades with last names “Le – Z”

**Remote**

All grades with last names “A – La”

Friday, Sept. 25<sup>th</sup>

**In-person**

All grades with last names “A – La”

**Remote**

All grade with last names “Le – Z”

**Starting the week of September 28<sup>th</sup> – OUR NORMAL WEEKLY ROUTINE**

Monday – District PD day. No asynchronous lessons will be posted.

Tuesday/Wednesday

**In-person**

Last names “A – La”

**Remote**

Last names “Le – Z”

Thursday/Friday

**In-person**

Last names “Le – Z”

**Remote**

Last names “A – La”

## Student Schedules

Schedules for students can be found in StudentConnect and ParentConnect.

## Quarterly Odd/Even Schedule

Go to the Student, Parent, or Remote Learning tab on the Jenkins website to see which days are odd and even days.

## Weekly Schedule

Monday: Periods 1 – 6 at your own pace, no Jag Time.

Tuesday/Thursday: ODD Day – Periods 1, 3, 5, 7 (Jag Time)

Wednesday/Friday: EVEN Day – Periods 2, 4, 6, 7 (Jag Time)

## Daily Bell Schedule

2020 - 2021 Bell Schedule					
Regular - ODD DAY					
Period	6th Grade	Period	7th Grade	Period	8th Grade
1	8:40 - 10:25	1	8:40 - 10:25	1	8:40 - 10:25
3A	10:30 - 11:40	3	10:30 - 12:15	3	10:30 - 12:15
Lunch	11:40 - 12:10	Lunch	12:20 - 12:50	5A	12:20 - 1:00
3B	12:15 - 12:50	5	12:55 - 2:40	Lunch	1:00 - 1:30
5	12:55 - 2:40	JT	2:45 - 3:40	5B	1:35 - 2:40
JT	2:45 - 3:40			JT	2:45 - 3:40

  

Regular - EVEN DAY					
Period	6th Grade	Period	7th Grade	Period	8th Grade
2	8:40 - 10:25	2	8:40 - 10:25	2	8:40 - 10:25
4A	10:30 - 11:40	4	10:30 - 12:15	4	10:30 - 12:15
Lunch	11:40 - 12:10	Lunch	12:20 - 12:50	6A	12:20 - 1:00
4B	12:15 - 12:50	6	12:55 - 2:40	Lunch	1:00 - 1:30
6	12:55 - 2:40	JT	2:45 - 3:40	6B	1:35 - 2:40
JT	2:45 - 3:40			JT	2:45 - 3:40

Red highlighted area = Exploratory class

## Jag Time (7<sup>th</sup> period)

- ✿ Social-emotional lessons and check-ins.
- ✿ Naviance lessons (career counseling mandated by the state)
- ✿ Students can sign up for tutoring with any teacher. The teacher will create a tutoring sign-in form on their Schoology page where students can sign up for extra help during this period.
- ✿ Team-building activities.
- ✿ Independent work time.
- ✿ Students can check grades.
- ✿ Goal setting.

### Asynchronous (recorded lessons) Day – Mondays only

Monday lessons are not live but recorded by the teacher and posted at the top of their Schoology pages. Students should access Periods 1 – 6 Schoology pages at your own pace, watch the lesson, and complete tasks assigned by the teacher.

Teachers take attendance for Mondays by viewing Schoology to see which students watched the recorded lesson. Students have 24 hours to view the lesson. We strongly encourage students to follow the bell schedule to stay on track and not fall behind with live classes the next day.

If Monday is a holiday or district day off, no lessons will be posted on Schoology.

### If a teacher is absent...

There will be times when a teacher has a planned absence. In such a case, an asynchronous lesson will be posted to the class Schoology page. Attendance will be taken by seeing who reviewed the entire lesson.

There could be a time when a teacher has an emergency and does not have time to post a recorded lesson. In such a case, the teacher might post an assignment to complete or ask another teacher to post something for them. If nothing is posted, please know that you will not be held accountable for anything. This will be a rare occurrence but may happen. We want students to know that there is nothing we expect from them in such an instance.

If the student is attending in-person, a substitute teacher will be in the room monitoring.

### Social-Emotional Supports

Our counselors and psychologist are here to support your student and family. Please use the Student Services Schoology pages titled “Student Advisory” and click on the Google Form to sign in for a counselor to reach out to you. It is a very similar process to what we have in the school when students need to see a counselor.

Counseling Link: <https://forms.gle/ywSkHQRqdDUZVYbY6>

### Attendance

Attendance is taken for each class and truancy law will be enforced for students not showing up for class. A student will be counted as present if they view the recorded class session in place of missing the live session. Students are strongly encouraged to attend the live sessions to get the most out of their distance learning experience.

### Safety Protocols

All safety protocols (masks, traffic flow, self-awareness, what to do if you aren't feeling well, social distancing, before/after school procedures can be found under the Student tab and Remote Learning tab on the Jenkins website. There will be a series of short videos explaining our expectations. Videos will be posted by Wednesday, September 16<sup>th</sup>.

Masks – Must be worn at all times in the building except for eating/drinking.

Social distancing – Must be adhered to the greatest extent possible at all times. Outside, students should be the recommended 6-feet apart. In the building, students need to have self-awareness to keep social distancing to the greatest extent possible.

Before school – Students will go directly to their grade level zone upon entry to the property.

6<sup>th</sup> grade – grassy area to the left of the main entrance

7<sup>th</sup> grade – front patio area to the right of the main entrance

8<sup>th</sup> grade – west side of the building by the lower 8<sup>th</sup> grade doors (across from the softball field)

### Grading

Grades will be recorded into Q the same as in-person learning. Assignments will be clearly posted with due dates on the teacher's Schoology page. It is the responsibility of the student to keep track of, complete, and turn in assignment by the due date.

**STUDENT TIP 1:** Develop a way of organizing your task to-do list to keep track of what needs to be accomplished.

**STUDENT TIP 2:** Check StudentConnect in Q at least once a week to make sure you are not only staying caught up but turning in quality work to earn the highest grades possible.

### Points of Contact

Please direct questions to the appropriate people. Here are some sample topics you can direct to the different people on staff.

Head Secretary – DII and Jenkins Loop message questions can be directed here.

Mrs. Rauer – [cindy.rauer@d11.org](mailto:cindy.rauer@d11.org)

Office Staff Assistants – Don't know who to ask a question to? ParentConnect access, update Q information, website assistance, etc.

Mrs. Lambott – [patricia.lambott@d11.org](mailto:patricia.lambott@d11.org) Mrs. Matthews – [sherlene.matthews@d11.org](mailto:sherlene.matthews@d11.org)

Teachers – Assignments, Schoology, how to turn in work, feedback about work.  
See “Contact Us” tab on the Jenkins website.

Counselors – Social-emotional supports, help with distance learning, issues with a class, etc.

6<sup>th</sup> grade: Ms. Bloomer (Counselor) – [margaret.bloomer@d11.org](mailto:margaret.bloomer@d11.org)

7<sup>th</sup> grade: Mr. Janas (Counselor) – [william.janas@d11.org](mailto:william.janas@d11.org)

8<sup>th</sup> grade: Ms. Rogers (Counselor) – [rachel.rogers@d11.org](mailto:rachel.rogers@d11.org)

IEP's: Mrs. Magda (Psychologist) – [kathleen.magda@d11.org](mailto:kathleen.magda@d11.org)

Administrators – Anything you need help with after you have used the appropriate points of contact.

6<sup>th</sup> grade / 7<sup>th</sup> grade (A-J): Mr. Copley (A.P.) – [thomas.copley@d11.org](mailto:thomas.copley@d11.org)

8<sup>th</sup> grade / 7<sup>th</sup> grade (K-Z): Mr. Anderson (A.P.) – [michael.anderson2@d11.org](mailto:michael.anderson2@d11.org)

## Breakfast and Lunch

Our cafeteria will be serving breakfast from 8:00am – 8:30am and lunch during their designated time on the bell schedule.

The lunch items for the upcoming month will be posted on the Jenkins website.

Curbside breakfast and lunch pick up is available to all families until funds run out for this program regardless of your FRL status. Curbside pickup is available from 11:20am – 12:10pm daily. Curbside meals will not be posted ahead of time due to this menu being developed daily because of food inventory on hand.

## FAQ's

What if I choose to move from remote to in-person or vice versa?

Please contact your grade level counselor and provide 24-hour notice. This allows the teacher time to prepare for the change.

How do I turn my work in?

Teachers will show you how to share your work in Schoology.

What if I am confused about this whole remote learning thing? I want to do well but don't feel confident I understand what I am supposed to do.

It is okay to have doubts or uncertainty about remote learning. The most important thing to remind yourself is that you are not alone. It is our job, as a staff, to support you and build up your confidence. Please reach out to a teacher you trust or your grade level counselor to get you on the path to success. We are here for YOU!

What if I miss a virtual class?

All lessons will be recorded on each teacher's Schoology page. Please view the lesson and complete assigned work. Email your teacher once you have completed the assignment.

I have a question that isn't listed on here. What do I do?

Please use the "Points of Contact" section above and reach out to the appropriate person.