

**Coleman Jr High CEIC Meeting**  
**October 14, 2020**  
**4:30 p.m. - Coleman Library**

Meeting was brought to order at 4:30 p.m. by Mr. Andrews.

- Discuss preparations for all online students returning November 2nd.
  - Purchase PPE as much as possible (Priority for Andrews and Easton).
  - Possibly adding an additional lunch period to allow social distancing.
  - Restructuring the bell schedule to accommodate extra lunch period.
  - Classrooms social distance as much as possible and use table dividers when able.
  - Grades have to be put in and finalized in the skyward portfolio by Oct 30th for kids coming back so schedules can be changed.
- Attendance
  - Covid does not count against attendance.
  - If attendance for a student drops below 90% but is above 75%, the following will be implemented.
    - address through recovery plan for credit and seat time.
    - New Principals plan for attendance issues.
    - Department heads put together, 10 agreeable assignments with different options (packets, projects, tiers, tic-tac toe) all different from regular class assignments.
    - Layer assignments timewise A, B, C as to the time it will take students to complete for seat time credit.
    - Grade assignments for gradebook if it is a makeup assignment, no grade needed for seat time assignments.
    - Students will be notified of need to complete assignment by Maria Gonzalez
- Handling quarantined students.
  - Students have time to make up work.
  - Some will be out 4 days, some may be out 14 days. Each situation will be different
  - Incompletes for reporting period are acceptable.
  - Do not put zeros just put \* for grades
  - Use google classroom to post assignments, you have time to make work compatible for google classroom.

## Concerns from staff at Coleman

- Advisory concerns
  - Do not dismiss or send students to another class without a pass from the receiving teacher.
  - Receiving teacher needs to give out passes for students to come to their class during advisory.
  - Teachers are able to make multiple passes ahead of time with teachers information and pass out to students, students can fill in their own name, time, date and ID number.
- Students with attendance issues
  - Can we allow students to be pulled to another class during advisory to make up seat time? It was discussed that to make up days missed, it should be outside the school day
- Grading Check point
  - Has to be test grade, grading guidelines state major assessment grade. Will discuss in principals meeting tomorrow too
- Door issues
  - Door alarms not sounding
  - B- hall door not closing all the way, FAC staff door not closing all the way and staff door across from nurses office latch gets stuck and won't allow badge access some days. (work orders are in Per Mr. Harrison)
- Bus issues
  - Kids getting off buses without masks.
  - Bus 58 is doing a great job.