

# WEST CARROLL SCHOOL DISTRICT #314

## 2020-2021 RETURN-TO-SCHOOL SUPPLEMENTAL INFORMATIONAL PLAN *In Response to COVID-19*

(AUGUST, 2020)



## Background Information

### GROUP A Cohort for Hybrid Instruction :

As approved on July 15, 2020 by the West Carroll Board of Education and the Carroll County Health Department, Group A will meet on Tuesdays and Thursdays for in-person instruction (attends school): The students living in the Village of Thomson and the City of Mt. Carroll will attend school on these days. The other three days will be remote learning for the first month of school. Rural bus students that ride Bus 9 (Kenny), Bus 10 (Aaron), Bus 12 (TBD), Bus 14 (George), Bus 16 (TBD), and Bus 17 (Danny) will attend school on Tuesdays and Thursdays with the Village of Thomson and the City of Mt. Carroll students. Students riding special transportation will receive a phone call from Transportation Director, Bob Nolan, regarding specific bus pick-up times for your child.

### GROUP B Cohort for Hybrid Instruction with Bus Numbers:

As approved on July 15, 2020 by the West Carroll Board of Education and the Carroll County Health Department, Group B will meet on Wednesdays and Fridays for in-person instruction (attends school): The students living in the City of Savanna will attend school on these days. The other three days will be remote learning for the first month of school. Rural bus students that ride Bus 1 (TBD), Bus 2 (Lisa), Bus 4 (Jeff), Bus 6 (Robert), and Bus 15 (Dennis) will attend school on Wednesdays and Fridays with the City of Savanna students. Students riding special transportation will receive a phone call from Transportation Director, Bob Nolan, regarding specific bus pick-up times for your child.

Students attending programs outside of the West Carroll School District (Camelot, CDH, Phoenix, Northwest Academy, and CTE) will follow the schedule of the program they are attending by meeting every school day with in-person instruction. Students attending the Regional Alternative Program in Elizabeth will meet Mondays and Tuesdays in-person and the rest of the week will be remote. All preschool programs (Head Start, Early Step, and West Carroll Preschool) will be running in-person programs every school day as usual.

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## Introduction

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH), Illinois State Board of Education (ISBE), West Carroll PreK-12 Learning Council, and the West Carroll Wellness Committee. Additionally, student, family, and staff feedback has helped design this plan to most effectively and safely serve the West Carroll community. Regular updates will be made to this plan based on information provided by the CDC, IDPH, ISBE, and the Governor of Illinois.

## Guiding Principles

In order to ensure the continued well-being of our employees and students the following guiding principles have been put in place:

1. Student and Staff Safety Measures.
2. Health Guidelines including Social-emotional Health
3. Academic Achievement
4. Support for Families including Community Support and Function of Society

## Section 1: Return-to-School Plan

West Carroll #314 has elected to provide families the following two options, a hybrid option (in-person instruction two days a week and remote learning instruction three days a week) following health safety guidelines and a Full-time Remote Learning Option, to choose from during Phase 4 of the Restore Illinois Plan. If at any point, Illinois downgrades to a lower phase, the plan will change adhering to the limitations set by the State. This would most likely force all staff and students to transition to the Full-time Remote Learning Environment. This environment change could be for groups of students such as classrooms if needed. The advanced notice in these circumstances may be very short. For that, the District apologizes in advance for any inconvenience. We highly recommend that families have a plan ready if all families must go to Full-time Remote Learning during the course of the school year. At any time, the school district may elect to move to Full-time Remote Learning for all students, if any of the following occur:

- Guidance from ISBE, CDC/IDPH, Carroll County Health Department, or the school district indicate in-person instruction is no longer safe;
- High number of students test positive for COVID-19;
- Illinois and/or our region downgrade to phase 3 or lower of the State's reopening plan.

Families will need to make their final decision of opting their student into the hybrid instruction or full-time remote learning instruction to start the year as described below by Wednesday, August 12, 2020 (one week before school starts). The first day of student attendance will be Wednesday, August 19, 2020. By going to the district's homepage of [wc314.org](http://wc314.org) under "General Information" (found on the right hand side column, bottom right) and clicking on Learning Options a google form may be located. Please complete the short form and submit by August 12, 2020. Due to new information regarding

COVID-19 continually being introduced and infection rates varying, parent/guardians may opt into Full-time Remote learning at any time; however, the commitment to remote learning lasts for the remainder of the first quarter (October 16, 2020).

### Hybrid Instruction

For students enrolled in the hybrid instruction (2 days in-person and 3 days remote) component of our learning, the family would be agreeing to allow the student to learn inside the traditional school setting following the guidelines set forth by the school district, which are adopted in collaboration of guidance from the Centers for Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH), Illinois State Board of Education (ISBE), and the West Carroll School District. Additionally, students who are remote learning through platforms such as Google Meets, families must agree to allow their child to participate in such an environment.

In-person instruction would include:

- Socially distanced classroom as much as possible. It is noted that in some classrooms, students will have less than six feet between themselves as well as other environments such as the bus or hallways;
- Students will be facing the same direction when sitting in the classroom;
- Prohibit more than 50 individuals from gathering in one space;
- Preventative measures taken to attempt to keep supplies with only one student. If any supplies require sharing, they will be sanitized between uses;
- Face coverings (not face shields) worn correctly at all times when inside unless exception noted by ISBE/IDPH guidance. Students outside and social distanced may take off their face coverings. Students will also take them off for eating and drinking. Students may take them off if required when playing an instrument. Continually refusing to wear a mask correctly will lead to the student being placed in the Remote Learning Program. Students will be provided with one free cloth mask; however, replacements will be available.
- Families to conduct symptom screenings and temperature checks daily to self-certify that students are free of symptoms and a temperature less than 100.4 degrees Fahrenheit/38 degrees Celsius daily before the student leaves the house for school. Temperatures will be taken as students enter the school for a second reading by a temperature kiosk station and/or staff member;
- If a student were to report a symptom or display a fever, the student will be evaluated by nurse and likely will require being picked up immediately from school;
- Instructional practices as close to possible following state guidelines.
- Locker rooms will not be made available during the traditional school day and students will only change their shoes for physical education;
- Signage will be posted throughout the building to remind students of appropriate social distancing and hygienic behavior;
- Students and staff will only use the water bottle filler portion of the water fountains. Drinking directly from the water fountain will be prohibited;
- Students will wash hands before and after recess play. The playground equipment will be closed until further notice. Only equipment and items that can be cleaned after each use will be utilized;

- Guidelines may change at the discretion of the school district due to continuous contact with the Carroll County Health Department, IDPH, and/or ISBE.

### Full-time Remote Learning

For students enrolled in the remote learning component whether it be through hybrid learning or full-time remote learning, the family would be agreeing to allow the student to learn remotely through technology while working through the curriculum at the same pace as peers. It is important that privacy rights be protected for all children. To that end, parents/guardians and children must agree to the following conditions:

- There must be no audio taping or videotaping of the classroom activities or interactions.
- No image may be captured in any form.
- Parents/guardians may not interact in the classroom activities or instruction.

The video shared by the school district is for educational purposes for your child only. This information must not be shared with any other individuals. Only West Carroll staff can share the materials with the intended audience. When opting into remote learning, parents and students are agreeing to the terms listed above.

Remote learning instruction would include:

- Mirror of the curriculum of in-person learning and grading. Students will complete all assignments and be graded the same as those receiving in-person instruction. This curriculum will be as appropriate to the student's grade level and ability level. We intend to move through the curriculum by mastering grade level skills along with skills necessary for each child. This may include reinforcement of skills potentially missed last school year.
- Attendance based on being visually present or completing assignments/assessments.
- The use of Google Meets for synchronous learning with his/her peers, or the teacher recording and sending the student the lesson. Whenever possible, staff will utilize Google Classroom as the learning and communication management platform for students in grades prek-5 and Schoology for students in grades 6-12.
- Attendance will be taken twice per day (once in the a.m. and once in the p.m.) for students in grades prek-5. Attendance will be taken once for each period for students in grades 6-12. This may be through a Question of the Day by the teacher.
- Chromebooks will be provided by the school district for all West Carroll PreK – 12<sup>th</sup> grade students. Students will be able to access the internet in parking lots at each school building if needed during and after school hours.
- Staff members will be available through West Carroll #314 email addresses which is usually the first letter of the teacher's first name followed by the teacher's last name @wc314.org (For example, jkatzenberger@wc314.org).
- Students will be expected to complete assignments and assessments by assigned due dates.
- Grading and feedback will be similar to general school expectations.
- Staff will check email to help with remote learning questions during school hours of non-instructional times. Staff is not required to respond outside of regular school and office hours.
- Student devices will be monitored for safety. This includes but is not limited to GoGuardian, Gaggle, iBoss, etc.

- Students may be asked to complete and log activities in specials as music and physical education as Google Meets may not always be applicable in these settings. These assessments will be graded similarly to in-person instruction.
- Students in remote learning may not have access to the appropriate tools and supplies which may limit their ability to complete the exact same projects as their peers. For example, shop and welding projects, art projects, science experiments, dissections, and other similar projects.

It is important to reiterate that any student opting into full-time remote learning shall remain in full-time remote learning until the conclusion of the first quarter (October 16, 2020). If state guidelines change or school staff recommends a change of placement, a student may be moved to adhere to those guidelines.

### Length of School Day

With the numerous changes to the learning environment, West Carroll School District has found it in the students' and staff members' best interest to modify the length of our school day. In order for staff members to engage students in both learning environments and the necessary sanitation to take place, we have decided to shorten our school day with a 2:00 PM dismissal time daily through the midterm of the first quarter (September 18, 2020). Overall, we are confident in our ability to deliver a quality education while providing a safer learning environment for students and staff members. Meanwhile, this will help all stakeholders as we transition toward a normal school day and limit the time needed to wear a mask on a daily basis.

### Special Education

Special education students may opt-in to either hybrid learning or full-time remote learning instruction. Students who opt into hybrid instruction will follow their schedule and receive special education minutes throughout their assigned days plus Mondays if needed to fulfill the needs of the student. Students who opt-in to full-time remote learning will be able to attend online instruction for their special education minutes and/or services.

### Preschool Education

West Carroll School District houses three preschool programs (Head Start, Early Step Preschool, and West Carroll Preschool). Each program carries its own set of rules and regulations. Some items that we have received regarding guidance for all programs includes the following:

- No sharing of cubby space, even between morning and afternoon students.
- Masks are required as much as they can be. Staff members are to model masks in a positive manner.
- If a child cannot comply with wearing a mask, he/she will be offered to participate in remote learning, which involves activities sent home and frequent communication with the teacher via email and/or phone calls.
- The amount of materials in the classroom will be reduced to allow for more social distancing and make cleaning easier.
- Model social distancing and utilize carpet squares or other visuals for spacing.
- Create and develop scripted story/role play around social distancing as well as handwashing, proper etiquette for sneezes, cough, etc.
- Frequent reminders will be given to students.

- The room may be divided up promoting students to be distanced to different areas opposed to larger gatherings.
- Cleaning of the facility and supplies will happen minimally at the midday break between sections and in the afternoon after the second section.
- Popular items that are put in mouths such as play food will be stored away.
- Food will be individually packaged.

## Music Education

Music classes will be socially distanced whether they are held inside or outside. There will be a focus on music theory and instrumental music. Instruments should not be shared at any time. Sanitize hands after using instruments. It is permissible for band members to remove their masks during the time they are playing, but only if necessary. Long-term rentals are permitted; however, instruments should be properly cleaned and sanitized between rentals. Students should disinfect musical instruments between classes, if possible. Instruments should be cleaned using approved disinfectant and recommended cleaning guidelines.

Conductors should face students from more than 10 feet away from the first row of singers/band members. Where possible, conductors are encouraged to wear glasses/goggles. Teachers may use blended/flipped classrooms, as well as individualized self-management programs, to reduce the risk of exposure and allow for personal choice/director choice with recording or practice performance. The teacher may provide virtual learning opportunities or record class rehearsals and share recordings with students who are unable to attend school in-person.

**Elementary:** Students in person will complete activities adhering to CDC and IDPH guidelines. Instruments used will be sanitized between classes and students may be provided with individual instrument bags to participate in class and remote learning.

**Choir:** Students in choir will be required to wear a mask correctly and/or socially distance at all times while participating in vocal activities. Singers will all need to face the same direction and may participate in solos and other small ensembles.

**Band:** Band will be outdoors whenever possible. Materials like sheet music, music stands, and instruments must NOT be shared. Percussion students must not share mallets without properly disinfecting them-or students can wear gloves. Percussion students may provide their own mallets. For brass and woodwind instruments, spit must not be emptied on the floor without cleaning supplies. Social distancing will also occur, with a minimum of 10 feet distance from the conductor. Students will be required to wear masks at any time they are not playing, this includes long periods of rest or if the conductor is working with a small group. Instrumentalists, when applicable, may have a mask with a small hole to make playing with a mask on possible.

## Library

Library books are not to be shared among students. Library and classroom books may be distributed to individual students. Upon return, West Carroll staff will quarantine books for a period of time ensuring the book does not transmit COVID-19. When library books are handled by West Carroll staff members, staff members will utilize proper PPE including gloves and masks. Handwashing and/or the utilization of hand sanitizer is recommended before the use of books or library materials.



## Driver's Education

West Carroll #314 will follow all Secretary of State and IDPH safety requirements including:

- Allow only (2) students and (1) instructor per vehicle.
- Face coverings must be worn, unless medically contraindicated.
- Prohibit eating and drinking in the vehicle.
- Open the windows whenever possible.
- Do not make any stops during the training that are not applicable to driver's education to reduce the amount of time in the vehicle.
- Complete hand hygiene with soap and water or hand sanitizer, as appropriate, before and after driving and, at the minimum, upon completion. Hand sanitizer should be placed in each vehicle.
- Clean and disinfect the steering wheel, door handles, seatbelt fastener, controls/dials that the driver would come in contact with, keys, etc. in between each behind-the-wheel session.
- Conduct regular routine cleaning and disinfecting of the seats.

## Physical Education

Physical activity can support students' overall health and well-being and help reduce stress and anxiety. Face coverings must be worn inside. No more than 50 individuals may be in one space at any one time during Phase 4. Activities must allow for 6-foot distance between students as much as possible. Games and sport activities that require close guarding and any potential physical contact with another player must be avoided in order to comply with IDPH requirements. Whenever feasible and weather permitting, educators should select outdoor physical education activities that allow natural social distancing.

If physical education must be taught inside, educators may use separate partitions in open spaces and/or utilizing markings on the gymnasium floor/wall/field to maintain distance between participants. Hand shaking, high fives, or other physical contact is prohibited.

Locker rooms will be off limits during the school day and students will participate in activities without changing clothing. Shoe changes can be done in the classroom prior to arrival in PE.

The use of shared equipment will be limited. Any shared equipment must be cleaned between each student use and disinfected at the end of each class. Fitness center equipment, such as treadmills and weights should be cleaned and sanitized between uses.

Students and staff should perform hand hygiene at the start and end of each class period or when hands are visibly dirty. Students should also perform hand hygiene after the use of each piece of equipment.

## Field Trips

Field trips will not be available until state and local health officials have determined that it is safe to resume them. Staff will pursue virtual activities and events in lieu of field trips whenever possible.

## Type I Assessments

We plan to conduct our AIMSweb and NWEA-MAP testing early in the semester upon arriving to school. This data will be used by staff to help identify any gaps to be addressed. Due to the circumstances, we anticipate this data will vary greatly among students. This assessment will be taken by both hybrid and full-time remote learners. This does not generate a grade nor is it displayed on a report card. We need

students to complete these assessments alone unless IEP accommodations require any additional assistance. Please ensure your student completes this alone without the use of any tools such as the internet or calculator. This will help provide teaching staff and families with accurate information to fill any gaps along with pushing them to their next academic levels.

### Extracurricular Activities

West Carroll #314 plans to follow the guidance of IDPH for all school setting activities. The District will also follow IHSA/ILMEA guidance regarding IHSA/ILMEA extracurricular activities. The District will utilize guidance from health departments and ISBE in addition to local data when making decisions on extracurricular events not sponsored by IHSA. At any point, if the District does not feel IHSA's guidance provides a safe environment for our students and community, the District may cancel or modify the activity. All students will be allowed to participate in extracurricular activities as long as they are present each attendance day following the guidelines of either type of learning. Students will be required to complete self-certification before attending school for extracurricular events.

### School Calendar

West Carroll #314 may use up to (5) Remote Learning Planning Days throughout the 2020-2021 school year. Students will not be in the building on these days as staff will be working to become more efficient and effective through Remote and Blended Learning.

## Alignment to Priorities

Priorities	How they are addressed / considered
Student & Staff Safety	We follow IDPH guidelines with the exception of strict social distancing for in-person instruction and more importantly allow for parent/student choice.
Social-Emotional Health of Students & Staff	This provides students and staff with the greatest potential for social-emotional connection and health. Though it is noted that there may be an increase in anxiety due to potential exposure, this is mitigated by providing the option to OPT IN with Hybrid Instruction.
Academic Achievement	The curriculum will be able to be covered in full and there will be full alignment between Hybrid and Remote Learning expectations.
Community Support/ Function of Society	This diminishes the load on parents the most. Students would have the option to be at school as close to the normal schedule.
Ability to be agile	In this modality, we can easily flip to Remote Learning if necessary and to in-person if we move into Phase 5. This also allows students who are quarantined by ISBE/IDPH to easily transition into Remote Learning.

## Teacher Evaluations

West Carroll School District will comply with any waivers set by ISBE regarding teacher evaluations, regarding both Professional Practice and Student Growth, during the 2020-2021 school year.

## Section 2: Safety of Students, Staff, and Visitors

Throughout this pandemic, the safety of our students, staff, and visitors remains our priority. While we are all eager to return to school as we were typically accustomed prior to COVID-19, we understand we must keep all stakeholders safe. By remaining safe and healthy, we will be able to allow families choice in their educational method. Additionally, remaining healthy will help the school district return to learning through methods prior to the pandemic.

### Employee and Student Safety

#### Visitor Restrictions

- West Carroll School District will not allow normal visitation to our campus until a later date. Only West Carroll staff are allowed on campus during preparation for re-opening of schools.
- Once open, visitors will need to complete a self-screening or go through a self-screening before entering the building.
- Classroom volunteers (reading, parties, etc.) will not be allowed until further notice.
- Classroom guest speakers will not be allowed until further notice.
- Back-to-School / Meet-the-Teacher Nights will be hosted in groups less than 50 per room and/or virtually with individual meetings with teachers. A schedule will be released at a later date.

#### Travel Restrictions

West Carroll will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the office of the Superintendent.

### Employee and Student Screening and Protocols

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees and students to complete a self-screening before coming to school or getting on the bus each day, which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential. Self-check logs will be maintained by employees and parents. West Carroll will provide temperature kiosk stations to check temperatures of all people entering the buildings. The data will not be stored by the kiosk station.

### Health Protocol for Employees and Students

If an employee or student becomes ill at school or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center. Employees and students returning to school from an approved medical leave should contact the building administrator. You will be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID-19, you may return to school when all criteria are met:

1. Quarantine for 14 days
2. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications for 72 hours); and
3. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
4. At least 10 days have passed since symptoms first occurred

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to work until the criteria listed above have been met.

### Guidance if an Employee is exposed to COVID-19

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you have been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home.
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
  - a. Your healthcare provider
  - b. District Office
  - c. Your building Principal
3. Your Principal will work with the Nurse and Health Dept. to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID-19, then follow their instructions.

Your building administrator will inform you with the latest information and guidelines regarding the use of which type of days would be used during any absence from COVID-19 along with how your class' instruction would continue during this timeframe.

### Guidance if a Student is exposed to COVID-19

Individual students who show symptoms will be immediately separated from the rest of the school population. Quarantine area will be set up by the Nurse's office. Individuals will then be sent home. If emergency services are necessary, the school will call 911. When interacting with students that are sick, nurses and personnel will follow CDC guidance on standard and transmission based precautions including proper usage of Personal Protective Equipment (PPE): <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

If the student tests positive, the school district will follow the guidance of the local health department for the next steps. Parents of students that were also affected will be contacted by the school district after direction from the Health Department. The school nurse and Health Department will work collaboratively to handle the contact tracing and other follow-ups.

The school will then provide cleaning for the areas that possibly were affected by students.

- Close off areas
- Open windows where applicable
- Wait 24 hours to clean according to CDC; if not possible wait as long as possible
- Clean other areas possibly affected by students
- Areas can reopen once cleaned

Families should keep in mind that it is possible that their student may have to move to remote learning for a period of time if individuals in certain areas test positive. As a school district, we will aim to provide as much time as possible to help with this planning and be as flexible with families as we can be. Guidance remains fluid regarding proper protocol in reaction to such incidents. To be prepared, students will travel to and from school each day with their school issued Chromebook in case of a sudden change in planning.

### Social Distancing

Social distancing is an effective way to prevent potential infection. West Carroll employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others. Social distancing will be practiced to every extent possible. Below are some of the measures taken to promote social distancing:

- Traffic Flow: Taped lines on the floor will mark the walking direction throughout the buildings in order to maintain the social distancing requirement of 6 feet. The school district will also limit the amount of individuals in the hallway through staggered times as much as possible.
- Ad-hoc Interactions/Gatherings: Non-essential/informal meetups and visiting should be avoided
- Teachers' lounge should not be used for eating lunch
- Cafeteria and other areas will have no more than 50 individuals in it and will be separated to every extent possible
- Hallway use will be limited to every extent possible by having controlled dismissals
- Restrooms will have a limited capacity (2 or 3 at a time)

### Student Arrival and Dismissal to Help with Social Distancing

- If possible, please send student to school as close to the start of school day (7:45) as possible.
- Doors will not open prior to 7:30 AM.
- Students will enter the building through one door in order to have their temperatures measured on the temperature kiosk station. After entering, students may choose to pick-up breakfast in the cafeteria. At the elementary level, students will report directly to their assigned classrooms.
- Students must wear masks/face coverings.
- Breakfast students will be allowed in cafeteria but must social distance and maintain 50 student limit. Breakfasts will be designed "to-go," if needed allowing students to go their designated area.
- All students will go directly to homeroom or first hour class without going to lockers.
- Students will not be using lockers.
- Students will be permitted to keep materials in their book bag or classroom.
- Students will need to take their backpacks with them throughout the day.
- Students at the end of each period and at the end of the day will be dismissed in a controlled manner.

## Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Face Coverings:** Face coverings are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

- Face coverings must be worn correctly at all times.
- Face Shields may only be used for medical conditions or specific instructional lessons (Speech, ELL, etc.)
- Face coverings will be handled like dress code.
- Face coverings will be provided by students and staff. Extras will be provided in the office and on buses. Extras may be limited in supply.
- If a student or family continually refuses to wear a face covering without any medical condition, the student will opt into full-time remote learning.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

- Not required but will be used by custodial staff when cleaning

***Please note that social distancing should still be practiced even with the use of gloves and masks.***

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## Personal Workspace / Classroom

West Carroll staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, student desk between periods, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

- Teachers and students will be asked to help clean student desks in between periods with controlled dismissals.
- Teachers and students will be asked to clean manipulatives or find a method to have individual bins for students.
- Classrooms will be cleaned during the day and evening with disinfectant cleaners.
- Teacher lounge should not be a gathering space to eat lunch unless you are social distancing and clean your area when done eating.

Classrooms will need to be modified by teachers to allow for spacing. Flexible seating will need to be modified by teachers.

- Recommended students face one direction.
- Recommended to not have students in groups on carpet areas.
- Try to keep kids in their space as much as possible.
- Specials may need to go to the students' homeroom classes so students do not move as much.
- Assign textbooks and materials to individuals.

### Shared Workspaces

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. West Carroll has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The West Carroll Custodial Team will clean all workspaces at their designated cleaning time.

***Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.***

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee and student safety. Workspace usage is as follows:

**Capacity:** West Carroll will be monitoring the number of employees and students in the offices while the risk of infection exists and begins to diminish. As a general rule of thumb, no more than three people plus the office staff should be in an office at any one time.

**Conference Room:** Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. Meetings are encouraged to use Google Meets as a virtual option even for employees in the office or school.

**Teachers' Lounge:** Shared appliances such as coffee machines, refrigerators, and microwaves must be cleaned after each use. Hands should be cleaned prior to using each appliance.

### Facilities Cleaning

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.



## GENERAL DISINFECTION MEASURES

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 3 times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work. We will continue to use CDC and IDPH guidelines for cleaning. Restrooms will be cleaned throughout the day and may be closed for scheduled cleanings. Students will work from their Chromebooks and computer labs will be closed until further notice.

### Deep Cleaning and Disinfection Protocol

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. Deep cleaning will also be done every evening. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID-19 Wellness Team. Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, in lieu of performing deep cleaning, sites may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

### Signage

Signage recommended by CDC, ISBE, and IDPH will be provided when school begins:

- This restroom is regularly disinfected
- Maximum Capacity
- Visitors Temporarily not Allowed
- Please Practice Social Distancing
- Floor Signs
- Wash your Hands

### Food Delivery / Cafeteria Use

School breakfast will be served in the cafeteria with social distancing while waiting in the food line. Students at WCPS will receive breakfast in the classroom. Students at WCMS and WCHS may socially

distance from one another in the food service line and while eating in the cafeteria. If the opportunity presents itself, a student may take his/her meal in a “to-go” manner. The individual will then take his/her meal to a space available for social distancing to consume the meal. Masks will be allowed to be taken off during consumption. Lunch at all buildings will be eaten in the cafeteria, reserved gym space if needed, empty classrooms, and outside spaces weather permitting.

If a staff member is required to open a package, this will be done with proper PPE including a mask and gloves. Birthday treats are prohibited at this time until further notice. Milk will be served by school staff, students will not distribute milk to classmates.

### Preventative Material Inventory

- School district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
- School district has a supply of gloves and other protective gear
- Touchless thermometers on-site for employee and student screening

### Bus Driver/Bus Protocols/Transportation

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

- All students must wear masks on the route. Students who try to enter the bus without a mask will be given a mask to wear the remainder of the school day.
- Drivers must wear masks on the route.
- Families and/or home groups will sit in one seat to best extent possible.
- Spread out students to every extent possible.
- Parents will perform and log a self-check of each student at home on a daily basis.
- Seating charts are required. We will make our best effort to have students loading the bus first to fill from the back and unload from the front to limit the amount of traffic between students.
- Buses will have a limited capacity of 50 individuals including any school personnel on the bus during Phase 4.
- Students and staff must scan their Zonar multi-purpose card when boarding the bus daily.

### Restroom Usage during the Workday

Each bathroom will have a maximum capacity posted for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

### Locker Rooms

While in locker rooms, students are socially distance themselves. All individuals shall eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

- Locker rooms will not be used at the beginning of the school year.

- If lockers are used they will need to be individually assigned by spacing out students in each class.
- Students will be required to have on masks at all times.
- Recommend Physical Education is more individual fitness based rather than team-based.
- Beginning of year discuss more health topics and individual casual activities rather than having physical fitness.

### Recess

Equipment used must be cleaned between each use. Students will participate in small groups. Hands must be washed/sanitized before and after recess.

### Social-emotional Well-being of Students and Staff

The school counselor and social worker will provide resources for parents and teachers to access. The counselor and social worker will work with students individually or in small groups to address any well-being needs. The counselor and social worker will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs. West Carroll Schools will focus on enriching the full student physically, mentally, and social-emotionally.

### Staff Training

First Day Training/Orientation: During the opening Teacher Institute Days, staff will become familiar with the local protocols and procedures within this manual.

Cleaning Protocols: Staff members will be trained regarding disinfection methods and comprehensive cleaning pertaining to their duties.

It is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all teams and audiences.

### Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On-site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

### Other Training / Professional Development

The district will utilize Remote Learning Planning Days and also School Improvement Days to work on training staff of technology, Google Meets, Google Classroom, Schoology and other software platforms. We will also utilize other teachers to share ideas.

The beginning of the school year will be the teachers developing relationships with students and also working with the students on how to navigate the computer to assist the learning of the remote learners as well as prepare other students if all students must return to full-time remote learning during any part of the school year.

## Section Three: Academics and Remote Learning

### Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments and follow remote learning protocols. There will not be any social promotion. Remote learning will consist of accountability and fidelity measures to ensure validity.

### Completion Protocols

Students not making progress, not completing academic packets, or opting not to participate, may be retained if the educational team deems it necessary to do so. For promotion to the next grade level or passing of the course, students will need to have completed the requirements outlined in the teacher's syllabus.

### Receiving and Returning Student Work during Remote Learning

In the event that the school has to move to remote learning for all students in 2020-2021, we will follow the guidelines below for receiving and returning student work.

When possible, the district will utilize Google Classroom, Schoology, and/or school email to electronically interact with students/families including the submission of assignments. Some assignments will require a mixture of technology and physical paperwork packets, in these cases the distribution and collection of these items will follow safety guidelines. This will likely require the items to be quarantined for periods of time. Therefore, assessment feedback may take longer for staff to provide to keep everyone safe.

There should be no digital divide during remote learning. If a family does not have internet, please contact your building principal for assistance. The district will also be offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

### Online Instruction

Google Meets will be our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will either create pre-recorded lessons or teach live through Google Meets through synchronous learning with the goal of 2.5 hours per day.

### Remote Learning for All Plan

If at any point, the school district must return to full-time remote learning for all, the process will be communicated to all stakeholders.

All students (PreK-12) will have a Chromebook and access to the internet on school grounds. If paper copies are needed, we will work with the families to support this style if necessary.

Attendance will be required twice per day for students enrolled at WCPS (once in the a.m. and once in the p.m.). Attendance will be required for each period at WCMS and WCHS. This will be collected with physical presence in the Google Meets or completion of work on time.

If restrictions still allow a small population of students to attend, the District will provide special education minutes and services to special education students.

### Pandemic and Other Health Emergencies

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning or Hybrid learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. As a practice during the period of blended remote learning, whole group classroom instruction will be recorded by teachers and made available for students utilizing remote learning.

12. Live streaming will be available for students that are learning remotely.
13. The recorded lessons should not be shared nor should the live streams be recorded without the permission of the teacher or school district.
14. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
15. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health, or safety.

**WCPS**  
**Remote Learning Plan**  
**2020-2021**

**Attendance Procedures:** For grades PreK-5th, attendance will be taken daily (once in the a.m. and once in the p.m.) via Google classroom and/or completing assignments.

**Asynchronous Learning:** Students will be able to access videos and recordings of lessons to help with their assignments. Staff members will be available through West Carroll CUSD 314 email addresses. Staff will check email to help with remote learning questions during school hours of non-instructional times (before 8 a.m. and after 2 p.m. Tuesday- Friday) All day on Monday.

**Synchronous Learning:** The Illinois State Board of Education is recommending 2.5 hours per day of synchronous learning.

**Summative/Formative Assessments:** Assessments will take place during in-person instructional days. Assessments for fully-remote students can be taken at school on Mondays by appointment (when there aren't any other students in the building.)

**Grading:** Grading and feedback will be similar to general school expectations according to the student handbook. Grades will not be Pass/Fail.

**Parent Communication:** Whenever possible, staff will utilize Google Classroom and/or Skyward or email for communication. The West Carroll Primary School Facebook page will also be updated frequently.

**Scheduling:** Doors will open at 7:30a.m. Breakfast will be served from 7:30-8:10a.m. Class starts at 8:00a.m. until 2:00p.m.

**Lunch:** Students will eat in the cafeteria (6 ft apart) while the building is in hybrid instruction (50% of students in attendance).

**Supplies:** Students will keep all of their own supplies in their own desks/lockers. Chromebooks should go back and forth from school each day. Students will be allowed to bring a clear water bottle. Bottle refilling stations will be available.

**Specials:** Weather permitting, PE class will be held outside. Art and Music teachers will be coming to classrooms to teach.

**Mask Breaks:** Mask breaks will be built into the daily schedule by the classroom teacher.

**WCMS**  
**Remote Learning Plan**  
**2020-2021**

**Remote Learners** defined as students opting for 5 days of at home instruction

**Hybrid Learners** defined as remote learning 3 days a week and 2 days of direct instruction (in person)

**Attendance procedures**

- 6th -8th grade - Log in to 1st-hour class on Schoology by 8:45 a.m. each school morning and again between 1:00 - 2:00 p.m. with last hour class.
- Each teacher will have Google Meets open during school hours for Remote Learners

**Synchronous learning plan**

- Monday - all Remote and Hybrid Learners will be doing the same activities
- Tuesday - Group A instruction; Group B assignment from previous in-class day
- Wednesday - Group B instruction; Group A assignment from previous in-class day
- Thursday - Group A instruction; Group B assignment from previous in-class day
- Friday - Group B instruction; Group A assignment from previous in-class day

**Summative and Formative Assessments including Benchmarking**

- Remote Learners - individual assessments by teachers via video conferencing or on Mondays by appointment
- Hybrid Learners - MAP testing in early September
- All Learners - continual assessments from teachers based on the Illinois Learning Standards

**Grading**

- All Learners will receive letter grades based on the quality and accuracy of their work. Students will have the opportunity to receive feedback and make corrections on assignments to enhance their learning and meet their grade level standards.
- Late work policy - Work turned in by the e date will receive full credit. After 2 weeks past the due date, the student will receive half credit for the assignment.
- Late assignments will only be accepted until 2 weeks before the end of each quarter.

**Parent communication**

- Parents are encouraged to reach out to teachers with questions or concerns regarding academic progress, social-emotional needs, behavior, or any other concerns.
- Available means of communication - email, Skyward Messaging, Schoology, WCMS webpage, individual teacher page on the WCMS webpage, texting via Google Voice (teachers)

**Daily Schedule**

- 8:00 - 2:00 is a school day for in-person Hybrid Learners
- 7:30 - Teachers will be in their classrooms
- 7:30 - 8:00 - Breakfast will be served in the classroom
- Students will go through a check-in at the front door (even after parents self-certify at home). The kiosk will detect a face mask and then take temperature on the wrist. A staff member will monitor this. If a student has a temperature, he/she will be sent to a designated room where a nurse will be located. If a mask is on and the temperature is acceptable, the student will proceed to his/her 1st hour classroom.
- An official Rtl period has been removed from the schedule and class periods will be shortened. The lunch period will remain at 30 minutes.
- Bathroom and mask breaks will be given by the teachers as needed throughout the day.
- 2:00 - 3:00 - Teachers will work with Remote and Hybrid Learners as needed and communicate with parents.



- IEP students may come on Mondays to fulfill their minutes for services/class times.

### **Lunch**

- Depending on the number of students in a lunch period, students may have to eat in an additional classroom or outside.
- This year's cafeteria lunch may be a choice of either a sack lunch or a hot lunch.
- Physical distancing will be applied during the lunch period (30 minutes)
- Students may bring a sack lunch or lunch can be purchased as it has been in the past. Those who qualify for a free or reduced lunch will continue to receive those.

### **Supplies**

- Masks will be required of all present in the school building. **ONE** free mask will be provided by the school as well as a classroom hand sanitizer and disinfectant wipes.
- All Remote and Hybrid Learners will have a school-provided Chromebook, charger, and case which will be required to be with them at school inside of classrooms.
- Hybrid Learners will be allowed to carry their backpacks with them as no lockers will be assigned. Please refer to the supply lists provided on the West Carroll webpage. Teachers may adjust those lists once school begins.
- Drinking fountains will be closed so students will be able to have **clear water bottles** only. Bottle refilling stations will be open. Extra water bottles will be available for emergencies.

August 1, 2020

Dear West Carroll Middle School Families,

First, we would like to welcome our 7th & 8th graders back to West Carroll Middle School and extend a new welcome to our 6th graders moving here from WCPS! We have missed your children and are excited about the new 2020-2021 school year. This school year will look a little different in order to keep everyone safe during the COVID19 pandemic. Please know throughout this planning process the administration, teachers, and staff have only been thinking about the safety and well being of the students in our care and keeping all of us safe as well.

With that said, families will have two options to choose from by **August 12**.

1. **Remote Learners** defined as those opting for 5 days of at home instruction.
2. **Hybrid Learners** defined as remote learning 3 days a week and 2 days of direct instruction (in person).

What will learning look like at WCMS to begin the 2020-2021 school year?

#### **Attendance procedures**

- 6th -8th grade - Log in to 1st-hour class on Schoology by 8:45 a.m. each school morning and again between 1:00 - 2:00 p.m to last hour class.
- Each teacher will have Google Meets open during school hours for all Remote Learners.

#### **Synchronous learning plan**

- Monday - all Remote and Hybrid Learners will be doing the same activities
- Tuesday - Group A instruction; Group B assignment from previous in-class day
- Wednesday - Group B instruction; Group A assignment from previous in-class day
- Thursday - Group A instruction; Group B assignment from previous in-class day
- Friday - Group B instruction; Group A assignment from previous in-class day

#### **Summative and Formative Assessments including Benchmarking**

- Remote Learners - individual assessments by teachers via video conferencing or in person assessment on Mondays by appointment
- Hybrid Learners - MAP testing in early September
- All Learners - continual assessments from teachers based on the Illinois Learning Standards

#### **Grading**

- All Learners will receive letter grades based on the quality and accuracy of their work. Students will have the opportunity to receive feedback and make corrections on assignments to enhance their learning and meet their grade level standards.
- Late work policy - Work turned in by the due date will receive full credit. After 2 weeks past the due date, the student will receive half credit for the assignment.
- Late assignments will only be accepted until 2 weeks before the end of each quarter.

#### **Parent communication**

- Parents are encouraged to reach out to teachers with questions or concerns regarding academic progress, social-emotional needs, behavior, or any other concerns. Teachers will also communicate with you on a regular basis regarding your child.
- Available means of communication - email, Skyward Messaging, Schoology, WCMS webpage, individual teacher page on the WCMS webpage, texting via Google Voice (teachers). If your email address or phone number has changed, please update those on Skyward.

## Daily Schedule

- 8:00 - 2:00 is a school day for in-person Hybrid Learners
- 7:30 - Teachers will be in their classrooms
- 7:30 - 8:00 - Breakfast will be served in the cafeteria
- Students will go through a check-in at the front door (even after parents self-certify at home). The kiosk will detect a face mask and then take temperature on the wrist. A staff member will be monitoring this. If a student has a temperature, he/she will be sent to a designated room where the nurse will be located. If a mask is on and the temperature is acceptable, the student will proceed to his/her 1st hour classroom.
- An official Rtl period has been removed from the schedule and class periods will be shortened. The lunch period will remain at 30 minutes.
- Bathroom and mask breaks will be given by the teachers as needed throughout the day.
- 2:00 - 3:00 - Teachers will work with Remote and Hybrid Learners as needed and communicate with parents.
- IEP students may attend school on Mondays to fulfill their minutes for services/class times as written per Individualized Education Plan.

## Lunch

- Depending on the number of students in a lunch period, students may have to eat in an additional classroom or outside.
- This year's cafeteria lunch may be a choice of either a sack lunch or a hot lunch.
- Physical distancing will be applied during the lunch period (30 minutes)
- Students may bring a sack lunch or lunch can be purchased as it has been in the past. Those who qualify for a free or reduced lunch will continue to receive that service.

## Supplies

- Masks are required of all present persons present in the school building. **ONE** free mask will be provided by the school to each student as well as classroom hand sanitizer and disinfectant wipes.
- All Remote and Hybrid Learners will have a school-provided Chromebook, charger, and case which will be required to be with them at all times.
- Hybrid Learners will be allowed to carry their backpacks with them as no lockers will be assigned. Please refer to the supply lists provided on the West Carroll webpage. Teachers may adjust those lists once school begins.
- Drinking fountains will be closed so students will be able to have **clear water bottles** only. Bottle refilling stations will be open. Extra water bottles will be available for emergencies.

**Mask breaks will be provided throughout the students' day as determined by the classroom teacher.** More guidance will be provided by coaches on extracurricular activities. Finally, with all that is happening around us in our world today we all need to work together to keep our children, our future generations safe. With this monumental task comes a great deal of responsibility, flexibility, and understanding. We must think of others and the consequences and repercussions we are faced with if one is diagnosed with the COVID19. If your child is feeling sick, please do not send them to school. If teachers are feeling sick, we will stay home from school as well. We are All in This Together. Let us try to be kind to one another while we navigate these uncharted waters. We also ask that you register your children as soon as possible so the school has concrete student numbers and can plan bussing routes accordingly. Students who are not registered will not receive a chrome book until they become registered students at West Carroll Middle School. We look forward to a safe and happy school opening!

Respectfully,  
The West Carroll Middle School Administration, Faculty, and Staff

**WCHS**  
**Remote Learning Plan**  
**2020-2021**

**Attendance Procedures** - Attendance will be taken on Skyward for the in-person classes each period. Remote students/hybrid students will check in with their classes and answer the “bell ringer” question. This will be the daily attendance and students must have this done for each class daily.

**Synchronous Learning** - Students can come in with a chat session. Teachers will have “office hours” with their prep time and they will also have office hours on Mondays. This is when the teachers can answer questions about any assignment. Teachers will be posting videos and students will have the ability to email the teacher. Teachers will have a running open discussion board on their Schoology classrooms. This will enable students the opportunity to be actively involved in the classroom when remote.

**Formative and Summative Assessments** - we will follow the ISBE Guidelines. Full Remote students will be taking assessments on Mondays.

Grading - Rtl/Study hall will be implemented when a student has an excessive amount of late work.

We will have a standardized/school-wide late work policy that late work will be accepted throughout the quarter except for the last 2 weeks. When an assignment is 2 weeks late the best grade they can receive will be 50%.

Parent Communication - Teachers will be posting grades and assignments to Skyward. Parents are able to email teachers directly through Skyward. Teachers also have their own teacher webpages and Classroom Facebook pages.

Daily schedule will be a 7 period day with 40-minute classes and a 22-minute study hall from 8 to 8:22. We will have 2 30-minute lunch periods with the cafeteria, library and selected classrooms will be used for eating areas.

Supplies - students will have to bring their Chromebook to every class and Departments will have their own supply lists for the students. Supplies will not be provided by the teachers and students cannot share supplies in the classrooms.