

Pearl City Community School District
200

RETURN-TO-SCHOOL
PLAN

IN RESPONSE TO COVID-19



Introduction
Guiding Principles

SECTION ONE: DISTRICT SOLUTIONS

Solution A
Solution B

SECTION TWO: SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

TRAVEL RESTRICTIONS

EMPLOYEE AND STUDENT SCREENING AND PROTOCOLS

HEALTH PROTOCOLS EMPLOYEE AND STUDENTS

NURSE (NON COVID SITUATIONS)

GUIDANCE IF EXPOSED- EMPLOYEE AND STUDENT

SOCIAL DISTANCING

STUDENT ARRIVAL AND DISMISSAL TO HELP WITH SOCIAL DIST.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PERSONAL WORKSPACE/CLASSROOM

SHARED WORKSPACE

FACILITIES CLEANING

GENERAL DISINFECTION MEASURES PROTOCOL

DEEP CLEANING AND DISINFECTION PROTOCOL

SIGNAGE

FOOD DELIVERY/CAFETERIA USAGE

PREVENTIVE MATERIAL INVENTORY

BUS DRIVERS/BUS PROTOCOLS/TRANSPORTATION

RESTROOM USAGE DURING THE WORK DAY

LOCKER ROOMS

RECESS

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

STAFF TRAINING

II ACADEMICS AND HOME-BASED LEARNING

GRADING POLICY

GRADING AND ATTENDANCE

COMPLETION PROTOCOLS

RETURNING AND RECEIVING STUDENT WORK IF DIST. CLOSES

ONLINE INSTRUCTION

REMOTE LEARNING PLAN

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), Illinois Governor, Pearl City reentry Planning Committee.

Regular updates have the potential of being made to this plan based on information provided by the CDC, IDPH, ISBE, and Governor.

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. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

SECTION ONE: DISTRICT WIDE SOLUTIONS FOR RE-ENTRY

Solution A:

K-12- in person instruction Monday - Thursday (Remote Learning on Friday)

Opt in remote learning with firm commitment by student by July 31st (commitment for quarter)

In solution A a parent has two options for their child to receive instruction in the Fall. A parent may choose to have their child receive in-person instruction Monday-Thursday with Remote Learning on Friday; Or a parent may also decide to opt for their individual child to receive his/her instruction through remote learning Monday-Friday. Parents will need to decide which option by July 31st. Below are the descriptions and the expectations for both options.

Within this solution In-Person instruction would look like:

- Socially distanced classrooms, as possible
- Preventative measures taken to attempt to keep supplies with only one student
- All students **MUST** wear masks for in-person schooling except for instances where:
 - Students are outside and can social distance
 - Students are eating or drinking and are social distanced
- Typical instructional practices to take place
- Social distancing, as possible, will be adhered to in all classrooms. It is to be noted that in some classrooms students will have less than six feet between themselves. Also, social distancing will not be able to be accomplished on a school bus.

- Parents will be self-certifying their child(s) health before getting on the bus or coming to school
- 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.
- Live streaming will be available for students that are learning remotely
- The recorded lessons should not be shared nor should the live streams be recorded without the permission of the teacher or school district
- Students will not share supplies, as possible.
- Locker Rooms may not be available for students during the traditional school day
- Signage will be posted throughout all buildings to help remind students of appropriate social distancing and hygienic behavior.
- The district will be in continuous contact with the Stephenson County Health Department for guidance and reporting purposes.

Within this solution Opt-In Remote Learning instruction would look like:

Learning/Communication Platforms

- In an effort to provide consistency and clarity, Google Classroom will be used as the learning and communication management platform for all students K-12.
- Faculty and staff will also be available through their Pearl City email address.

Delivery of Content

- Students will be provided with structured schedules
- Structured and scheduled engagement in academics
- Scheduled Google Meets and Zoom/web conferencing with classes with firm expectations
- Live streaming will be available for students that are learning remotely
- New curriculum will continue to be covered
- Streamed or recorded lessons from teachers to facilitate new learning
- Attendance based on being visually present or completing assignments/assessments

Grading/Academic Expectations:

- Students will be required to be present and attendance will be recorded through Google classroom
- Students will be expected to complete assignments and assessments by assigned due dates
- Grading and feedback on assignments and assessments will be the same/similar to general school expectations

Student Supports:

- General "office hours" of availability for faculty and staff
- Social-emotional supports from school counselors, social workers, staff members, and administrators will be available to support students

Student Device and Access

- All students who are in Remote Learning will be required to utilize district provided devices.
- Students will be monitored for safety

It is important to reiterate that any student opting for Remote Learning SHALL remain in Remote Learning until the conclusion of the first quarter. A student's progress will be evaluated at mid-term to see if a change may be recommended by the school district. A deadline for notification to move from Remote to In-Person at the conclusion of the first quarter will be announced at a later date.

Within this solution Friday Remote Learning would look like:

- Teacher available 8:30-1:30
- No new learning- Review, ask questions, preview
- Students will be required to log in and log out at specific times to record attendance
- Teacher time on Friday to create lessons for next week
- Monitoring of student work for those that are absent due to illness
- Limited access to the building will be allowed on Friday Cleaning Days

Other Logistics to be mindful of:

- With limited student capacity, some remote learning students participation, busing would be possible with current route situations and adjusting some routes
- Adhering to 50 persons in one space at a given time will provide some lunch complications.
- Creating quarantine areas near the nurse's office
- Teachers would need time to do remote learning and in-person learning
- Remote Learning would be either recorded or live for 7-12
- Possibly look at an in-person and remote learning teacher per grade level K-6
- Students opting in to remote learning because of resistance or fear not medical condition

Major barriers for us to continue to consider:

- If students with IEPs choose to OPT IN, preliminary guidance has been to reconvene an IEP meeting and rewrite the IEP to align with the current instructional practices, minutes, and services.
 - Current guidance for related services continues to encourage "telehealth" for both students in the traditional setting and Remote.
- Cost of video equipment
- Ensuring all students have appropriate support and all adults are able to create appropriate barriers
- Equity concerns

Other things to consider

- If a student opts in - would they be able to participate in extracurricular activities, including athletics

- Once a student OPTS into Remote Learning, they cannot come back to in-person until the end of 1st quarter (unless through a parent/teacher review due to lack of progress)
- A student can OPT into Remote Learning through a parent/teacher review or through a physician's note
- If the demand for Remote Learning intensifies, but is not state-mandated, this plan allows for us to easily meet the growing demand via staff flexibility

Next steps and timelines:

- July 15th- share with board
- July 16th - Share with parents/community
- July 31st- Parents need to let us know if they will do in-person or remote
- Committee will begin to prepare as though this is the option, but mindful it could potentially change if the sample size does not indicate it is feasible for us OR guidance from ISBE, IDPH, OCDPH changes and/or we move back to Phase 3 in Illinois and/or our region
 - This includes determining who would be in-person / Remote instructors if needed
 - Re-writing / constructing schedules
- Begin process to purchase streaming materials immediately
- Begin process to purchase additional materials necessary to have individual supplies, as appropriate

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. |
| Academic Achievement | The curriculum will be able to be covered in full and there would be full alignment between in-person and Remote Learning expectations. |
| Community Support/ Function of Society | This diminishes the load on parents the most, as students would 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 |

Solution B:

Remote Learning- Live and/or recorded for daily schedule for all students

Reasons we would need to move to Remote Learning:

- Guidance from ISBE, IDPH, SCPH indicates that in person instruction is no longer safe
- High number of students test positive for COVID
- Illinois and/or our region move back to Phase 3 of Re-Opening

SECTION TWO: SAFETY OF STUDENTS, STAFF, AND VISITORS

STAGES AND TIMELINES

Information and direction about the phases and timelines will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

| Stages | Timing | Items |
|---------------|---------------|---|
| Planning | May | <ul style="list-style-type: none">• Supplies, equipment• Prepare detailed work schedule for phases• Prepare building and transportation for reopen with thorough cleaning |
| Stage 1 | June | <ul style="list-style-type: none">• Implement social distancing protocol and open facilities with limited access/use• Ordering disinfectant products• Ordered technology (Chromebooks)• Opened Daycare under guidance of IDPH |
| Stage 2 | July | <ul style="list-style-type: none">• Expand use of school based on recommendations and data from CDC, IDPH, IL Governor, ISBE and applicable state and local agencies• Continue planning for re-opening• Preparing for Summer School using ISBE, IDPH guidance• Communicate to parents and community plan for 2020-2021 |
| Stage 3 | August | <ul style="list-style-type: none">• Open school• Expand full operation based on recommendations and data from CDC, IDPH, IL Governor, ISBE and applicable local and state agencies• Determine what restrictions/guidelines stay in place |

EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

- Pearl City will not allow normal visitation to our campus until reopen date. Only Pearl City staff are allowed on campus during preparation for re-open.
- 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

TRAVEL RESTRICTIONS

- Pearl City 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. School will look into an electronic method to keep track of data

HEALTH PROTOCOL EMPLOYEE AND STUDENT

- 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 may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID19, 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); 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 COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

GUIDANCE IF EMPLOYEE EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've 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 COVID19, 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 COVID19, then follow their instructions.

GUIDANCE IF STUDENT EXPOSED

Individual students who show symptoms should be immediately separated from the rest of the school population. Quarantine area will be set-up by the Nurse's office. Individuals should then be sent home. If emergency services are necessary, call 911. When interacting with students that are sick, nurses and personnel should follow CDC guidance on standard and transmission based precautions. <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 Dept. Health Dept. will 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
- 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

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. PC 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

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the office, classrooms and hallway in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided
- Teacher Lounge should not be used for eating lunch
- Cafeteria 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 modified schedule, controlled dismissals and limited hallway locker use
- Restrooms will have a limited capacity (2 or 3 at a time)

STUDENT ARRIVAL AND DISMISSAL TO HELP WITH SOCIAL DISTANCING

- Students will enter right at 7:45am
- Students at school before 7:45am must wear mask while waiting outside
- Breakfast students will be allowed in but maintain 50 student limit
- All students will go directly to homeroom or first hour class without going to lockers
- Students will be dismissed to go to lockers at 8:00am through a controlled method
- Students will only go to lockers at beginning of day, to get lunch, and end of day
- Students will need to take backpack with them through the day
- Students 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:

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 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 busses

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

PC 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 will be asked to help clean student desks in between periods with controlled dismissals
- Teachers 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 spray
- 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 and keep in the classroom

SHARED WORKSPACES

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. PC 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 PC 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– PC will be monitoring the number of employees and students in the offices while the risk of infection exists and begins to diminish.

Conference Rooms– 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 Zoom as a virtual option even for employees in the office or school.

Breakrooms or Teacher Lounge/Multipurpose Room–These spaces could be closed for use until at different times of the year. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves. While open please clean after each use.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

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 |
|---------------------------------|---|--|
| Workspaces | Classrooms, Offices | At the end of each use/day |
| Appliances | Refrigerators, Microwaves, Coffee Machines | Daily |
| Electronic Equipment | Copier machines, Shared computer monitors, TV's, Telephones, keyboards | At the end of each use/day and/or between use |
| General Used Objects | Handles, light switches, sinks, restrooms | At least 4 times a day |

| | | |
|---------------------|--|--|
| Buses | Bus seats, handles/railing, belts, window controls | At the end of each use/day |
| Common Areas | 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 several times throughout the day and may be closed for scheduled cleanings.

The Elementary Computer Lab will be closed until further notice. Mr. Zink's computers will be cleaned after each use. IMC computers will not be used.

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 Friday. We will look for staff that would like to gain hours to work with custodians on Friday. 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 COVID19 Crisis Team. Notwithstanding the above, if an active employee is confirmed to have a COVID19 positive test, in lieu of performing deep clearing, 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

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to PCSD.

Breakfast and lunch delivery will be worked out by building principals, teachers and Food Director.

- Students will not be able to hand pick their items. Staff will hand them items (milk, dessert, etc.)
- Students can go through line with social distancing
- Disposable utensils and trays may be used throughout the year
- Pre Packed lunches will be used mostly through the year
- Students may be asked to eat in different locations

PREVENTIVE MATERIAL INVENTORY

- Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
- Confirm 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
- Drivers must wear masks on the route
- Families will sit in one seat
- Spread out students to every extent possible. Try one per seat
- Parents will do a self-check of student at home
- Seating charts are required

RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity 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 to stay 3 to 6 feet from others as a normal practice. 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 PE is more individual fitness based rather than team based.
- Beginning of year discuss more health topics rather than having physical fitness

RECESS

Recess will be allowed without the use of the playground equipment. When equipment is used it must be cleaned between each use. More guidance will be given closer to the school year.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The district/campus counselors will develop videos and resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. The counselors 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. Will look to develop character development lessons for classrooms or for PE times

STAFF TRAINING

1. First Day Training/Orientation

Align local protocols and procedures with this manual;

2. Cleaning Crew Protocols

Disinfection methods, comprehensive cleaning training

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

The district will utilize Remote Learning Planning Days and also School Improvement Days to work on training staff of technology, ZOOM, Google Meets 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 in case we need to go to 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 this school year. 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 during this closure, will be eligible for summer school or virtual summer school. For promotion to the next grade level or passing of the course, students will need to have completed the requirements outlined in this grading policy.

Receiving and returning student work if district closes

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the district is developing the use of Google Classroom for grades 2-12. PK-1 will use a mixture of technology and physical paperwork packets. Google Classroom and SeeSaw will be another communication method for parents to be able to contact the classroom teachers.

In order to support our students instructionally while they are at home, the district is looking to purchase hot spots for families without internet access. 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.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support.

ONLINE INSTRUCTION

Zoom and Google Meets will be our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will pre-record lessons and then follow-up with tutorials in the same week.

REMOTE LEARNING PLAN (Still In Progress)

In the coming weeks we will be working on our Remote Learning Plan. Topics to discuss

- Grading
- Schedules
- Equity

Items already discussed

- Grading will be the same as in-person grading
- Attendance is required during scheduled class times
 - A student will be absent if not on-line during class
 - A student will be absent if work is not completed on time
- There will be no automatic passing or moving on to the next level
- District will be providing chromebooks for 2-12 students. Possible loaners for K-1 students
- District is looking to purchase hotspots for families that may lack service
- Special Ed. and ELL students will be recommended to come to school unless prevented by state restrictions.

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 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 and 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.