

**TAYLORVILLE CUSD#3**  
**TRANSITIONING TO 2020-21 SCHOOL YEAR PLAN**  
*IN RESPONSE TO COVID-19*



*Date Updated: July 24,2020*

*Disclaimer: This plan is subject to change based on state direction.*

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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 Illinois State Board of Education, the Illinois Public Health Department, and the Governor of Illinois. We have worked hard to ensure that our students will receive a quality education that is as close to “normal” as possible while still following health guidelines. While it is highly encouraged and proven that in-person instruction is the most effective, we understand that some families may be reluctant to send their students to school and can choose to register students then contact the respective principal(s) to request remote instruction. For those families, the remote learning option will be offered with the expectation that the student(s) will be actively engaged and demonstrate grade and subject level proficiency. While our teachers will work diligently to provide the necessary curriculum support for our remote learners, it is important to note that it will not be the same as in-person instruction.

Regular updates will be made to this plan based on information provided by the Illinois State Board of Education, Illinois Public Health Department, and applicable federal, state and local agencies.

Online registration is open at the district website (during the month of July). The first week in August students must be registered

## GUIDING PRINCIPLES

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

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

## SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

### PHASES and TIMELINES

Information and direction about the phases and timeline will be made available as soon as practical. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
3	Summer	<ul style="list-style-type: none"> <li>Order Supplies, equipment</li> <li>Prepare detailed work schedule for phases</li> <li>Prepare building and transportation for reopen with thorough cleaning</li> </ul>
4	Summer	<ul style="list-style-type: none"> <li>Implement safety and social distancing protocols to open facilities with limited access/use</li> </ul>
4	Summer	<ul style="list-style-type: none"> <li>Expand use of school based on recommendations and data from IDPH, ISBE, Governor, and applicable state and local agencies</li> </ul>
4	Fall	<ul style="list-style-type: none"> <li>Open schools</li> <li>Expand operations based on recommendations and data from ISBE, IDPH, Illinois Governor, and applicable local and state agencies</li> <li>Determine what restrictions/guidelines stay in place</li> </ul>

## SECTION I: SAFETY OF STUDENTS, STAFF, AND VISITORS

### VISITOR RESTRICTIONS

TCUSD#3 will not allow normal visitation to our campuses during the pandemic. Only TCUSD#3 staff and preapproved individuals are allowed on campus during preparation for reopen, and for the foreseeable future, as determined and scheduled by the principal(s) and/or district administration.

### TRAVEL RESTRICTIONS

TCUSD#3 will suspend staff travel to conferences, workshops and student field trips until further notice unless pre-approved by the office of the Superintendent.

### SCREENING AND PROTOCOLS

1. **Employees:** By reporting to work, staff are certifying that they are healthy and do not exhibit any of the symptoms listed below:

- Temperature (100.4+)
- Cough
- Shortness of breath or difficulty breathing
- Chills / Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- New Loss of taste or smell
- Congestion or runny nose
- Diarrhea/Vomiting
- Nausea
- Known close contact with a person who is lab confirmed to have COVID-19

2. **Students:**

Sending students to school is when parents/guardians self-certify their student is healthy prior to reporting for the school day. Individuals who have a temperature greater than 100.4 degrees Fahrenheit or currently known symptoms of COVID-19 (see bulleted list above) may not enter the building.

Students may be temperature checked upon arrival to the school. Individuals who exhibit COVID-19 symptoms should be referred to a medical provider for evaluation, treatment, and information about when they can return to school. It is going to be extremely important for parents to be very diligent in not sending their student(s) to school if they are not feeling well.

### HEALTH PROTOCOL *(will follow IDPH guidelines which may change)*

- If an employee or student becomes ill at work and is exhibiting symptoms of COVID-19, they may be asked to report to the quarantine room, leave school, or to the nearest health center.
- Employees and students returning to work from an approved medical leave shall present a return to work doctor note to their supervisor. Students returning to school should provide a doctor note to the school nurse.

If you have been diagnosed with COVID-19, you may return to work or school when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
  2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
  3. At least 14 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 or school until the three criteria listed above have been met.

### NURSE (NON COVID SITUATIONS)

Protocols for non-COVID type situations will follow standard health guidelines.

### GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, 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 IDPH. The Taylorville school nurse cadre will direct the work of the schools on COVID-19 and health related matters, followed by district directives.

Please do the following:

1. Quarantine yourself in a specific room away from others in school or 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. Contact the Christian County Health Department (217)-824-4113.
  - b. Contact your healthcare provider.
  - c. Contact your school (nurse/administration).
3. Your school nurse will work with the health department and district office to determine appropriate next steps (which will include quarantine and contact tracing to determine which individuals have had contact).

### SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. All individuals on campus shall practice staying approximately 6 feet away from others and eliminating contact with others (as much as possible). Sustained contact required to be under 15 minutes if within close proximity [within 6 feet]:

- Traffic Flow – Taped lines on the floor/wall will mark the walking direction throughout the campuses in order to maintain the social distancing requirement as much as possible.
- Events/Interactions/Gatherings – Non-essential/informal meetings and visiting should be avoided during the pandemic.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, the use of PPE has been mandated to prevent certain exposures. The school nurses will provide education on the following PPE:

**Masks:** Face masks are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. These are **required** by the IDPH and ISBE.

Personal masks are encouraged, yet the masks need to be school appropriate (void of messages, cover the nose and mouth). Recent IDPH guidance states that face shields are not as effective as cloth face masks. When outdoors, students will be able to remove masks as long as social distancing can occur. Students who cannot wear a mask due to medical concerns must have a note from the doctor indicating such. Please put student names or initials on the masks.

**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.

*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**

TCUSD#3 staff will use the signage provided by ISBE to indicate COVID-19 sanitizing and disinfecting. All teachers and students are asked to limit visits to other classrooms. Teachers will create seating charts for each school area. Employees and students are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Encourage individual student materials usage.

### **SHARED WORKSPACE**

Employees and students are expected to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. TCUSD#3 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 TCUSD#3 custodial staff 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 and windows open as possible for room freshening.*

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

**Capacity**– TCUSD#3 will be monitoring the number of individuals in one space (*following ISBE guidance 50 or less*) while the risk of infection exists and begins to diminish).

**Conference Rooms**– Depending on government guidance, certain conference rooms will be limited to 50 or less. As an option, encourage the use of virtual meetings.

**Teacher Workroom/Copy Room/Multipurpose Room**–Use of these spaces will be limited per ISBE guidelines. 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
<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	Multiple times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use provided by Durham Bus Service
<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 will be 100% disinfected prior to anyone returning to work.

### GENERAL DISINFECTION MEASURES PROTOCOL

General measures will be followed regularly.

### 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.

### SIGNAGE

Signage will be placed throughout the offices and schools.

### FOOD DELIVERY

Limit sharing food and drink in order to reduce the risk of contamination. Everyone is encouraged to bring clear individual water bottles. Use of water fountains is suspended during the pandemic. There will be a limited supply of bottled water at the schools.

### PREVENTIVE MATERIAL INVENTORY

1. Provide an adequate supply of soap, disinfectants, hand sanitizer, paper towels, water, and tissues for classrooms.
2. Confirm a supply of gloves and other PPE per site.
3. Provide touchless thermometers on-site for employee and student screening.

### BUS DRIVERS/BUS PROTOCOLS

Durham bus drivers will ensure buses are disinfected after each use.

Durham Bus Service: Bus drivers must not report to work if they suspect they are sick following the same health protocol as students and staff listed above (see symptoms list).

### COVID-19 CASE FORM

If an employee or student becomes ill on campus/district and COVID-19 is suspected, he/she will immediately report to one of the schools' **isolation rooms** and the case form will be completed. The nurses will have PPE kits available to maintain safety during health assessments.

Once the employee or student arrives at the isolation room, immediately provide PPE. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse shall complete the **Suspected COVID-19 Case Form** and call the local health department to seek directives.
- The nurse and others attending the suspected infected person, should also wear PPE while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home. Students will be escorted out of the school to the parent (to reduce need for visitors in the school).
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the individuals will not be provided.*
- Advise employees and students that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

### RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the doors. Provide supplies for employees to clean up after themselves in staff only restrooms.

### LOCKER/LOCKER ROOMS

Lockers will be issued for limited use.

While in locker rooms, students are to socially distance from others as a normal practice. Eliminate contact with others, such as handshakes. Students will not dress for PE, nor will lockers be used. The use



of locker rooms will be limited to personal hygiene. Avoid touching surfaces touched by others to the extent feasible.

### **VISITORS ON CAMPUS**

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are limiting visitors to the buildings. They will only be allowed in the school office with an appointment.

### **CAFETERIA AND MEAL PERIODS**

Meals will be served to students (opposed to self-serve stations). Efforts will be made to utilize single use items that are wrapped to minimize risk of contamination.

The school breakfast program will still be available, however, options for students may be more limited to packaged items due to students eating in their classroom.

Designated lunch areas may be established with no more than 50 occupants in each area at one time. Students may also be eating within the classroom for lunch. Students are still able to bring their own lunch to school, however a microwave may not be available. At the junior high and high school, students will bring their lunches to their 5th period teacher before the beginning of 1st period.

If a student is participating in remote learning, meal service will also be available. Students and families will be provided information for the pick-up of meals (breakfast and/or lunch) and how to follow the arrangements for notice and pick up. Qualifying students for the free and reduced lunch program will continue to receive the daily meal availability if chosen. However, the rates for breakfast and lunch will apply for this school year to those that do not qualify for free and reduced status. More information regarding meal availability for remote learners will be provided when school begins.

### **CLASSROOM ARRANGEMENTS**

Utilize social distancing as much as possible (less than 50). Maintain a distance between groups of at least 30 feet. Utilize outdoor spaces as much as practical.

### **ARRIVAL and DISMISSAL TIMES**

Adjust the school day to 5-clock hours to accommodate in-school and remote instruction simultaneously (planning, instruction, communication, feedback, assessment, parent contact).

### **SCHOOL HOURS**

In order to better adhere to safety guidelines AND to allow teachers to develop, assign, and communicate the remote learning curriculum with students and families, the length of the in-class school day has been shortened to align with minimum state requirements. Teacher workday will be 8:00-3:30.

7:30-8:00 (students/busses can arrive at school)

8:00 Classrooms open (students report directly to classrooms)

8:10-1:45 School Day

Central  
North

AM and PM sections with schedules to be distributed  
8:10-1:45 (load busses 1:25)

Memorial	8:10-1:45 (load busses 1:25)
Taylorville Jr. High	8:10-1:45
Taylorville High School	8:10-1:45

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF**

The district/campus counselors will provide resources for students, parents, and teachers. The counselors will work with students by class, small group, or individually to address social emotional development.

## **STAFF TRAINING**

1. **Pre-return to school training**  
Presented remotely to ensure understanding and preparedness to align with this manual.
2. **School Training/Orientation/ COVID-19**  
Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Google Meet along with technology workshops
3. **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 our teams.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Disinfection Measures
4. Quarantine protocols
5. Health screenings
6. Visitors
7. Cleaning Crew Protocols
8. COVID-19 updates
9. Remote Instruction

## **COMMUNICATION METHODS**

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email routinely.
2. Visit our district website [www.tcusd3.org](http://www.tcusd3.org)
3. Follow our social media platforms (Facebook, Twitter, Instagram)
4. Google Classroom (approved tool)
5. Tommy TV

## **SECTION II: ACADEMICS AND REMOTE-BASED LEARNING**

TCUSD#3's district leadership team organized and developed systems for the district's reopening. The committee members were selected from various departments and grade levels to gather a diverse set of knowledge and skills.

## Remote Learning

Students who choose to learn remotely will be held to the same standards as those who select in-person learning. Requests to switch between remote learning to in-person learning or vice versa will be reviewed on a case by case basis by the principal. Attendance for remote-learning students will be taken daily when the student accesses google classroom (for each class period at TJHS and THS). The major difference will be in the manner in which instruction is presented. Individual teachers will communicate what their expectations are for remote learning and the methods students should use to ensure they are receiving and returning work.

For students who are participating in remote learning, completion of 5 clock hours of academics each day are reasonable to expect. This may include videos, online lectures/presentations, assignments, lab work, etc. Students must be prepared, if they are participating remotely to commit to at least this amount of time to adequately work.

### Parents

If remote learning is necessary, consider the following as you prepare to adjust. Structure is especially important with distance learning. Review your at-home routine with your child prior to beginning remote learning. Make a commitment to enrolling and participating for at least a grading quarter (return to in person requests will be honored on a case by case basis – reviewed by the principal).

### Access to:

- Headphones
- Paper, pens, pencils, books and other essential supplies
- Charged device(s)
- Devoted workspace(s)
- A consistent schedule (regular wake up, bedtime, breaks, or meals)
- Internet access
- Band-width increase depending on number of devices on network

### Student(s)

When you participate in Remote Learning, remember:

- You must stay in remote learning once selected until case-by-case decisions are made to return to in person learning, meet deadlines and expectations.
- Classroom rules apply to remote learning, too.
- Think before you speak, type, or turn in incomplete work. It will affect your grade, eligibility, and standing.
- Be a good listener and a kind student.
- You are not anonymous, anything done on technology is trackable and may result in disciplinary measures.

### Moving from Emergency Remote Learning to Remote Learning with Requirements

- Attendance is required (Teachers account for and report attendance.).
- JH/HS check email daily for instructions from staff.

- Grading (All grading, deadlines, and eligibility for extra-curricular activities will follow the district policies of on campus learning.)
- Instruction of new material (Increased rigor with high standards and clear expectations).
- Typical 5-hour school day workload.

Because in-person learning will be a priority during the defined school day, teacher availability will be very limited. Teachers will be available daily by appointment to implement and assist with remote learning. This may include online office hours via google classroom. This is also the recommended time to reach teachers by phone in their respective classrooms and buildings. If email and/or other contact is made with questions related to assignments, students (and parents) should expect the teacher to return the email or other platform contact within 24 hours. Reasonable time considerations for contact and expecting a reply should be followed. For example, contacting a teacher by email or on another electronic platform at evenings or weekends and expecting a quick reply may not always be feasible.

### REMOTE INSTRUCTION

Students participating in remote instruction will complete 5-clock hours of daily instruction.

Teachers will work on teams to provide meaningful curriculum and communication with students and their families. Google Meets is our online component to help deliver weekly recorded instruction from the classroom teacher. The teachers will instruct over the lesson and then follow-up with questions/tutorials in the same week.

Google Meets classroom updates will be provided on our [district's webpage](#). Efforts will be made to offer flexible options to access classroom materials and instructional messages. Lessons may be recorded and shared as appropriate by teachers - live streaming with students present should be avoided (students should not be filmed without prior permission).

### GRADING POLICY

#### Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy will be available on our [district's webpage](#). The schools will make every attempt to verify attendance on a daily basis. Student attendance needs to be accounted for with parents contacting the school for any absence. Truant students will face measures to increase attendance that may include: home visits, truancy officer contact, SRO, teacher, staff, or administrators. The goal is for students to interact with their teachers on a daily basis and to complete course work.

#### Completion Protocols

Students not making progress, not completing academic packets or opting not to participate during this closure may be required to complete credit recovery courses. For promotion to the next grade level, students will need to have completed the requirements outlined in the 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 3-12 and offer Chromebooks (1<sup>st</sup>-2<sup>nd</sup>) and iPads (kindergarten).

In order to support our students instructionally in K-2, while they are at home, we are offering online opportunities or paper packets for families that do not have access to the Internet or a device. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent contact.

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. This document outlines some procedures by TCUSD#3 staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

### **PACKET PREPARATION**

(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.)

1. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
2. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
3. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
4. If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
5. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.

### **PACKET DISTRIBUTION**

#### Direct delivery method

If packets cannot be picked up during the designated times, all printed packets will be delivered to porches or mailed via the US Postal Service. The US postal service is already transmitting materials every day, and there have been no cases to date of infection caused by this process.

### **PACKET RETURN**

1. In the event that the district does not reopen on the set date, instructions to pick up materials or mail in assignments will be given in accordance with this safety plan.
2. Information on packet/material return will be communicated as it becomes available.
3. In the event that the parent needs to drop off the packet, TCUSD#3 will establish drop-off locations at the schools. A clearly marked bin will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, "Do not come if you are

symptomatic. Either send someone else or wait until you are no longer symptomatic.” Wait 24 hours after a drop off cycle before beginning to open the packets.

4. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) or via photo sharing.

### SECTION III: EXTRACURRICULAR AND DISTRICT-WIDE PLANNING

Remote learning students who are fully enrolled are eligible to participate in sports. Eligibility requirements apply and just as students that elect for in-person instruction must self-certify daily for attendance, the same health requirements will apply to students participating in extracurricular events. Students will also be required to follow IHSA guidelines for mask use and social distancing. IHSA and IESA guidelines will guide our practices.

Homeschooled students are not eligible for IHSA sports participation.

#### Grading Policy for Eligibility

Students will receive grades on assignments given during blended learning. Teachers will return to traditional grading for completion of assignments, assessments, and other classroom instructional strategies. Due date for curriculum tasks will be communicated by individual teachers to all learners. For eligibility in extra-curriculars, students will have deadlines set forth by their teacher (usually Wednesday at 3 pm) to submit all assignments. By using the traditional grading policies, poor grades can negatively impact the overall average. Learners are required to be actively engaged, responsible for the completion of all work, and should communicate concerns/needs with the classroom teacher. The return to traditional grading for all students (in-person and remote) is much different from last year's emergency remote learning with the practice of complete/incomplete for how public schools were advised to finish the 2019-2020 school year. Please consider this for decisions related to a remote learning choice for your student(s).

The District Leadership Team structured the following:

#### 1. Optimize Professional Development

The professional development will highly consist of **technology training** (Google).

The district is also committed to social emotional training and implementation.

A professional development survey was developed by this committee to gain interests and needs from our staff as to what training they may need. We also are interested in gaining information to see what training teachers are able to develop for their peers.

#### 2. Optimize Instructional Services

**Re-entry Plan for students who choose to home-school instead of in person instruction or remote learning:** For K-8, it is AimsWeb Plus and/or a placement exam.

**Instructional Gaps:** We will take the data from the baseline assessment to determine where the gaps are with each student. We will plan accordingly.

**Scope and Sequence:** Since we will not be starting out like a normal school year, our scope and sequence will look different.

**At Home Learning Packets, Online Learning:** Remote learning packets for each grade level can be developed and sent home. Online learning will take place mainly through the Google platform.

**3. Optimize Facility, Safety, and Security**

- Develop the re-entry plan of students and staff in the building and outline all safety protocols.

**4. Optimize Student Services**

- Educators will address the social-emotional well-being of our students. In addition, they will work to address any parent concerns with special education and 504 services.

**SECTION IV: PLAN ADJUSTMENTS DUE TO COVID-19 OUTBREAK(S)**

**Part 1** Return to campus on our regularly scheduled school calendar. Teachers report to their schools on August 17 and students report to their schools on August 18. The schools will follow the Illinois State Board of Education and the Illinois Department of Public Health guidelines at that time, and the specifics will be shared should they adjust.

**Part 2** Hybrid plan that blends remote learning and class time on campus. Students would work from home on Mondays and then be split into groups where 1/2 of the students attend school on Tue/Wed and the other 1/2 will attend on Thurs/Fri. Should our community start having outbreaks, this model allows for the district to pull back to 50% capacity on campus when necessary to reduce exposure.

**Part 3** Return to remote learning for all students with attendance and grading expectations. This would be enacted when the health department and or the state board of education directs our steps to remove students from campus for their safety. If this is enacted, the community would be experiencing sharp increases of cases. The first day of moving to remote learning will be reserved for teachers to plan for remote learning (no instruction on that first day). Teachers will have scheduled times for online direct instruction and office hours that will be communicated to the students and families. Efforts will be made to provide teachers access to their classrooms and materials. Students in certain categories (IEP, 504, ESL) may be provided further instruction per the ISBE guidelines.