Taylorville CUSD#3 Return to Hybrid Instruction for 2nd Semester 2021

*Update to Return to Learn Plan 12-04-20 (take 2)*



The district is tentatively planning to return to our Hybrid Plan for 2nd Semester as follows:

January 4 - Teacher Institute Day (teacher training no students)

January 5 - Remote Planning Day (teachers plan day for hybrid no students)

January 6 - Remote Learning Day (Wednesdays remain a remote day for all - deep cleaning)

January 7/8 - Hybrid Instruction (Group B)

January 11/12 - Hybrid Instruction (Group A)

TCUSD #3 will implement the safety protocols and procedures consistent with our previous Hybrid plan (see below).

We are looking forward to having students back on campus for the 2nd Semester. It is important that our students, families, and staff stay healthy. We remain vulnerable to the virus until vaccinations and testing become readily available. In the meantime, we will continue to work together taking precautions and managing the best that we can to keep schools open. We realize families and staff need time to plan and adjust schedules and that is the reason we are getting this message out before the holiday break.

The school district would like to wish everyone a very Merry Winter Break! We are thankful to our teachers, staff, students, and families for the continued hard work and flexibility it took to get through 2020. We invite you to partner with us as we close out 1st semester and prepare for the 2nd Semester. Remind students to get all assignments completed and to R-E-A-D!

Let’s work together and hope for the very best in 2021.

The Hybrid school schedules and logistics are included and added at the end of this plan.

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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 school will not look the same as in prior years.

Regular updates will be made to this plan based on information provided by the Illinois State Board of Education, Illinois Department of Public Health, 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 | * Order Supplies, equipment
* Prepare detailed work schedule for phases
* Prepare building and transportation for reopen with thorough cleaning
 |
| 4 | Summer | * Implement safety and social distancing protocols to open facilities with limited access/use
 |
| 4 | Summer | * Expand use of school based on recommendations and data from IDPH, ISBE, Governor, and applicable state and local agencies
 |
| 4 | Fall | * Open schools
* Expand operations based on recommendations and data from ISBE, IDPH, Illinois Governor, and applicable local and state agencies
* Determine what restrictions/guidelines stay in place
 |

## **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
1. **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.
	1. Contact the Christian County Health Department (217)-824-4113.
	2. Contact your healthcare provider.
	3. 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 – Arrows 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 required and 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 face masks. When outdoors, students will be able to remove masks as long as social distancing can occur. Please put student names or initials on the masks and keep masks clean.

**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** |
| **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 | Multiple times a day |
| **Buses** | Bus seats, handles/railing, belts, window controls | At the end of each use provided by Durham Bus Service |
| **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 on a daily basis. The site will be disinfected in between groups.

## **GENERAL DISINFECTION MEASURES PROTOCOL**

General measures will be followed regularly with checklists at classrooms and common spaces.

## **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 involves the specialized COVID-19 response team and fogging equipment.

### **SIGNAGE**

Signage will be placed throughout the offices and schools with safety messages. Additional signage will be posted to update the sites about cleaning protocols with safety information.

### **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 and lunch program will still be available, however, options for students may be more limited to packaged items due to students eating in their classrooms.

Designated meal areas may be established with no more than 50 occupants in each area at one time. Students will take meals home after their hybrid days. Some may also be eating breakfast or lunch meals at school in designated areas.

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 lunch) and how to follow the arrangements for notice and pick up. All children in the school district aged 0-18 qualify for free breakfast and lunch seven days a week this year as part of a USDA grant. Sign up at the district website.

## **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**

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

### **SCHOOL HOURS**

See Appendix for school schedules for hybrid plan. In order to better adhere to safety guidelines for all 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 remain 8:00-3:30.

### **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.

1. **School Training/Orientation/ COVID-19**

Align local protocols and procedures with this manual; meeting areas must adhere to social distancing protocols or present via digital platforms such as Google Meet along with technology workshops to include the District Hazard Mitigation Communication Plan.

1. **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
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 across schools, 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 vise 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-with 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 Chromebooks, and iPads K-2.

In order to support our students instructionally in K-2, while they are at home, we are offering online iPad 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 longer 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.

**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 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.

1. **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.

1. **Optimize Facility, Safety, and Security**
* Develop the re-entry plan of students and staff in the building and outline all safety protocols.
1. **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.

Appendix

School Hybrid Plans

**Central School Hybrid Learning Plan**

* Students will attend 2 times per week for 1 hour and 30 minutes.
* Group 1 will come Monday/Tuesday, Group 2 will come Thursday/Friday.
* Hour and a half session AM and PM

|  |  |
| --- | --- |
| **AM** | **PM** |
| 8:15-9:45 Marcy, Kelly | 12:00-1:30 Marcy, Kelly |
| 8:20-9:50 Beth, Kris | 12:05-1:35 Beth, Kris |
| 8:30-10:00 Theresa | 12:10-1:40 Theresa |

* Wednesday will be a remote learning day.
* Students with full IEP’s will attend 4 days (M, T, TH, F) with a remote day on Wednesday. They will receive their services as listed in remote learning plans during their attendance time.
* Students that are in need of additional support prior to referring to TCT, will be added to a 3rd session (dependent on numbers) in order to support learning.
* Students will receive 180 face to face minutes per week. Remote learning opportunities will be provided for the additional minutes each week via paper packets and SeeSaw. In person sessions will consist of large group (circle time), small group time, and structured centers. This in person learning time will be utilized to target working in groups, interacting with peers and adults, and academic skills.
* Breakfast for AM and Lunch for PM will be sent home with students. M/T students will receive their M/T meals on Monday, and their W-F meals on T. TH/F students will receive their TH/F meals Thursday, and their M-W meals on Friday.
* Masks will be required and temperature will be taken at the door. Parents will be responsible for monitoring their child and notifying us if their child has symptoms.
* Teachers will have planning time/remote planning time from 1:00-3:30 and on Wednesdays, which are designated for remote learning and parent communication. Aides will be responsible for sanitizing materials/surfaces after students are dismissed.
* Cleaning Protocols include multiple times per day checklist and deep cleaning on a daily basis. Deep sanitation in between groups of students. Signage, schedules, and checklists are available at spaces. See district plan for details.

 North Elementary School Hybrid Plan

**Return to In-Person Learning**

This document outlines the procedures that will be followed as North Elementary returns to in-person learning. Student and staff safety is at the forefront of this hybrid learning model, which includes both in-person (at 50% capacity) and remote learning. Parents will have the option to remain in remote learning or attend in-person. We are excited to offer this plan, and with your cooperation we know it will be successful. Please make sure that you have up to date phone numbers in Skyward and that we are able to reach someone in case of an emergency.

**North Elementary Hybrid Schedule**

* **A Schedule**
	+ Students with last names A-K will attend in-person on Mondays and Tuesdays. They will be remote on Wednesdays, Thursdays, and Fridays.
* **B Schedule**
	+ Students with last names L-Z will attend in-person on Thursdays and Fridays. They will be remote on Mondays, Tuesdays, and Wednesdays.

This split is a guide to keep class sizes smaller, there may be some necessary changes when a class can not be balanced, and the office will contact those families.

\*\****Students who live in the same household with other students who have different last names will be kept together. If this applies to you, please contact the office to verify which schedule you will follow.\*\****

***If a family needs to switch from remote learning to hybrid or from hybrid to remote learning, please contact Mrs. Kuntzman to discuss the situation. Please understand that we cannot continuously move students back and forth.***

**Daily In-Person Schedule (M-T or Th-F)**

* 8:00-8:15-Breakfast in the classroom
* 8:15-12:15-In-Person Learning
* 12:15-Dismissal, sent home with sack lunch
* 1:00-3:30-Remote Learning planning and instruction

**Daily Remote Schedule**

* **All students who are remote learning must check in each day of their remote learning schedule or they will be marked absent. Daily check in is mandatory on Seesaw.**
* All remote instruction and assignments will be posted to Seesaw by 9am daily.
* **Teachers will be unavailable from 8am-1:00pm daily while they are teaching in person.**
* Paper packets will supplement online instruction. Teachers will notify parents/guardians of pick up dates.
* Office hours will be set by each teacher. Individual and whole Google Meets may be necessary for assessment purposes.

**Technology**

* Inventory was completed at the beginning of the school year, and mobile hotspots have been provided to families who indicated they do not have internet.
* All students K-2 will be issued an iPad.
* All classrooms will use the Seesaw app.
* It is an expectation that students will bring the charged iPad to school each day of their in-person instruction (leave charger and stylus at home).
* All repairs should be brought to the school office or may be reported to the technology department by filling out a help ticket online at <https://tcusd3.freshdesk.com/support/tickets/new>

**Face Coverings**

* Face coverings will be required for all who enter North Elementary.
* Students should have a properly fitted mask that can cover their nose and mouth.
* For the safety of students and staff, any individuals who will not wear a face covering will be required to participate in remote learning.
* We encourage you to wash reusable masks each night.

**Self-Certification/Daily Wellness Check**

* By sending your child to school, you are verifying your child is free of these symptoms:
	+ Headache
	+ Shortness of breath
	+ New cough
	+ Sore throat
	+ Vomiting
	+ Diarrhea
	+ Abdominal pain of unknown cause
	+ New congestion/runny nose
	+ Loss of taste or smell
	+ Nausea
	+ Fatigue
	+ Body aches
* Temperatures will be taken prior to gaining entry to the building.
	+ Students with temperatures of 100.4 or higher will not be allowed to enter.

**Water Bottles**

* Water fountains are off limits, students should bring a water bottle to school each day.
	+ Water bottles can be refilled using the sink in the classroom.
* If possible, please use a disposable water bottle.
	+ If a disposable water bottle is not used, the reusable bottles will be sent home each day.
	+ Please wash the reusable bottles prior to sending them back to school.
* **DO NOT put water bottles in backpacks with technology.**

**Transportation - Bus Service**

* If possible, we would like to encourage families to provide their own transportation if they are able to in order to better assist us with safety guidelines on the buses.
* Durham School Services will provide bus transportation to those who qualify.
* Students in the same family will ride on the same bus.
* Students and staff will be required to wear a mask while on the bus.
* Students will be socially distanced (one student per seat).
* The goal is to have no more than 38 students on the bus, however buses may hold up to 50 students.
* Students will have their temperature checked prior to entering the building.
	+ If there is no fever over 100.4, and the student(s) is COVID-19 symptom free, the student(s) will enter the building and go to their classroom.
	+ If the student exhibits symptoms or a fever, the nurse will be contacted and the student will go to the isolation room until parents/guardians can pick up the student.
* Upon arrival bus students will remain in the gym, socially distanced, until 8:00 to be escorted to their rooms for breakfast.

**Morning Drop Off Procedures**

* Please remember patience as we work through our morning routine.
* If possible, we would like to encourage families to avoid dropping off until 8am when students can go straight to their classrooms.
* Doors will open at 7:45 NO exceptions!
* We will socially distance students in the cafeteria and gym until they can enter classrooms at 8:00.
* Please travel in a single file line.
* Pull all the way forward.
* Remain in vehicles at all times.
* Do not park vehicles, parking stalls are closed at morning drop off.
* Members of the staff will come to the car to take students’ temperatures.
* If there is no fever over 100.4, and the student(s) is COVID-19 symptom free, the student(s) will exit the car and enter the building.
* No adults will be allowed to enter the building.
* Upon entry, students will be given hand sanitizer.

**Beginning of the Day Procedures**

* Students who arrive prior to 8:00 will be in the cafeteria (K and 1) and gym (2nd).
* Teachers will take students to the classrooms at 8:00.
* Backpacks and coats will be put on a chair near the student’s desk. Students will not use the coat room.
* Students will wash hands prior to getting their breakfast items.
* Breakfast will be served in the classroom.
* Instruction will begin at 8:15.

**Late Arrivals (After 8:15)**

* When a student arrives after 8:15, parents/guardians **MUST** come to the door and ring the bell.
* A staff member will meet you at the door and take the student’s temperature.
* If the student is fever free (under 100.4), the staff member will sign them in and the student will be sent to class.
* Parents/Guardians will not be allowed to enter the building.

**Attendance/Illnesses/Absences**

While we want students in person for maximum learning opportunities, we must also use caution to limit exposure to illnesses.

* If your child is exhibiting any of these symptoms (headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, loss of taste or smell, nausea, fatigue, and body aches) please keep them at home.
* If one student in the family is quarantined, all must quarantine.
* Please call in to the school office prior to 8:15 if your child will be absent.
	+ - The nurse will have screening questions to be answered.
		- If there is a need to seek medical attention or to quarantine, the nurse will advise you of the plan.
* If a student has to quarantine, the student will be placed in remote learning for the quarantine period.

**Illnesses That Arise During the Day**

* Please make sure that all emergency numbers are updated in Skyward so that we can reach you.
* If a student presents symptoms or a fever:
	+ Teachers will contact the office with the concern
		- If necessary, the student will be taken to an isolation area.
		- If it is determined that the student needs to leave, parents/guardians will be notified.
		- If parents/guardians are not available, emergency contacts will be notified.
		- The nurse will go over procedures for quarantine and return to school.
* If a student is quarantined, anyone who lives in that household must also quarantine.
	+ If this occurs, the health department and all other school buildings in the district will be notified.

**Classrooms**

* Sinks in classrooms will be used as hand washing stations.
	+ Students will wash hands several times throughout the day.
	+ Anyone entering will either use hand sanitizer or wash their hands upon entering the classroom.
	+ Work areas will be sanitized often.
* Teachers will turn in seating charts to the office for the purpose of contact tracing.
* Masks must be worn at all times.
* Desks will be distanced. When possible the desks will face the same direction. Tables will be marked where students will be able to sit.
* Students will remain in seats as much as possible.
	+ Clearly mark common areas, where to sit/ where to stand.
	+ No sharing of supplies.
	+ Rugs will be rolled up.
	+ Classroom library books will be kept with individual students in bags.
	+ Bookbags/Coats will be on the desk beside them

**Specials**

* Students will receive Art, Music, PE and Library each week either in-person or virtually on a rotating basis.
	+ Students will receive in-person Music, PE and Library bi-weekly with a supplementary virtual lesson bi-weekly.
	+ Students will receive in-person Art once every 4 weeks with supplementary virtual lessons.
* Art, Music and Library will be held in students’ homeroom classrooms.
* PE will be held in the gym or when weather permitting, outside.
* Masks will be worn during all special times unless students are able to be outside and able to be socially distanced.
	+ If students are outside for PE and able to socially distance, they may remove masks.
* Students will not be allowed to share supplies.
	+ Students will use individual art supplies from the school supplies list to complete art projects.
	+ Students will be given an individual music kit to use during music time.
	+ Any of the equipment used by the teacher during a lesson must be sanitized by the teacher before use by any other student.
	+ Our school librarian will take a cart of books to each classroom. Students will be allowed to check them out using the card system. Once the books are returned, they will be sanitized and out of circulation for one week.
* Activities will be modified to insure students are socially distancing and not coming into close proximity with one another.

**Restroom Breaks**

* Kindergarten students will use the restroom inside of the classroom.
* Each of the 1st and 2nd grade classrooms will be assigned a bathroom to use.
	+ In case of an emergency, the student will be sent to the closest restroom.
* There will be sanitation of restrooms (between classes and throughout the day)
	+ Custodial staff will mark on the cleaning sheet that the restroom has been cleaned.
* Masks required
* It is recommended to only allow 2 students in the restroom at a time.

**Special Education**

* Students with IEPs and 504 Plans will continue receiving services.
* Students receiving special education services will continue to receive direct instruction,

resource assistance, and related services for speech and language, occupational and physical therapies, hearing and vision services remotely and in some cases in-person.

* Students with IEPs will have an Individualized Remote Learning Plan in conjunction with their IEP.
* Staff must adhere to timelines for annual IEP meetings and required evaluations. There continues to be limited flexibility from complying with federal and state laws. All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. IEP teams should meet to determine whether any amendments to students' IEPs are necessary to address students' current levels of performance. IEP teams should update remote learning plans as needed for students based on the learning experiences during the 2019-2020 school year**.**

**Visitors**

Visitors will not be allowed in the building unless they have official business with the office. Temperature screening will be conducted prior to visitors entering the building.

* Visitors must always wear a mask and follow social distancing guidelines.
* Adults are asked not to congregate and visit on school grounds.

**Leaving early**

* Caregivers must contact the school office at 824-3315 to schedule pick-up for students leaving during the school day for appointments.
* Students sent home from school for illnesses or other reasons will be walked safely to a caregiver at the front of the school building.

**Snacks at School**

* Snacks will not be allowed during school hours unless a student has a medical diagnosis that requires them.
* No birthday treats or treat bags are allowed to be brought into the school.
* There will be no classroom holiday parties during the 20-21 school year.

**Recess/mask breaks**

* Teachers will determine if students need a break and may take them outside for a mask break..
* While in line, students will socially distance themselves from one another.
* A schedule will be created for 15 minute recess times, students will wash hands prior to using equipment and as soon as they enter the building.

**Dismissal**

* If your dismissal procedure (or person) is going to be different than normal, a note, phone call to the office, or a message to the teacher isnecessary.
* **Parent Pick-up--dismissal 12:15**
	+ Families will be provided with color coded cards for multiple vehicles. Cards will contain information needed for staff to send children to vehicles for departure.
	+ Remain in a single file car line and students will come to you.
	+ If walking up to pick up your student, please stay socially distanced with your mask on.
	+ Please do not congregate around the school.
	+ **The playground is off limits.**
* **Bus Pick-up**
	+ Buses will leave North School at 12:10 p.m.
	+ They will safely be delivered from their classroom to their bus by the North Elementary Staff.
	+ Staff will ensure students are wearing a mask when they board the bus.

**Student Expectations**

While we acknowledge that all students are not the same nor do they face the same exact challenges, we do expect that all students meet the following expectations to ensure that students are safe and receive the most education possible with the current circumstances. With that being said, students are expected to:

* Wear a face covering (mask, etc.) that covers both the nose AND mouth when required at school.
* Be respectful to yourselves, teachers, and peers.
* Complete assignments from teachers in the expected timeframe.
* Communicate with the teacher when having difficulties completing or understanding assignments-- they cannot fix the problem or help if they don’t know about it!
* Be flexible and understanding when interacting with teachers.
* Treat school electronics with respect and use only for appropriate purposes.
* Communicate with your parents when experiencing problems, so they help you fix them.
* Bring a charged iPad to in-person instruction every day.
* Follow social distancing guidelines at all times when in the building.
* Check in each day on Seesaw.
* If you are in quarantine, but healthy and able to participate, please continue your learning.

**Staff Expectations**

* Plan for in-person and/or blended remote learning.
* Be available at scheduled times to answer student/caregiver questions and offer help.
* Communicate regularly with students and caregivers about the student’s academic, social and emotional needs.
* Uphold duties as a mandated reporter.
* Provide a range of meaningful, differentiated learning opportunities that meet the needs of all learners.
* Provide timely and consistent feedback to students
* Utilize Seesaw to communicate with students/caregivers and post assignments.

 **Parent Expectations**

* **Make sure all emergency numbers are updated in Skyward.**
* Bring your child to school on time and pick your child up on time on assigned in-person learning days
* Stay in your vehicle at morning drop off and pick up.
* If your child arrives after 8:15 AM, parents/guardians **MUST** come to the door and ring the bell. Someone will meet you at the door.
* Charge the iPad each night before bed (treat it as you would your cell phones).
* Be sure that your child has their school work and their iPad each morning. Leave the charger and stylus at home.
* Notify the office (824-3315) of any transportation changes or if your child is leaving early **by 11:30 a.m.**
* Notify the office in the morning (824-3315) if your child will be absent- please inform them if the absence is due to your child feeling ill or if they have any COVID-19 related symptoms or possible exposure to COVID-19.
* Assist your child with remote learning.
* Check Seesaw and your child’s take home folder **daily** for any important messages from your child’s teacher.
* Communicate with your child’s teacher on Seesaw, email, or by phone about your child’s academic, social, and/or emotional needs.

**Cleaning Measures**

* All teachers will be supplied with a spray bottle of cleaning solution (Envirox) and paper towels.
* Custodians will be given a restroom schedule and they will clean after each group’s use.
* Door knobs and touchable surfaces will be cleaned regularly.
* Custodians will fill out a checklist of cleaning procedures each time they clean a room.
* Custodians will be notified when there are positive cases and specific areas that have been affected will be cleaned with the Ion machine.
* Deep cleaning will take place on each Wednesday and Friday to mitigate the potential for cross contamination of the virus between both groups of students. This deep cleaning will be comprehensive and scheduled. Faculty will have access to their classrooms and curricular materials on Wednesdays and Fridays as appropriate after fogging/cleaning is completed.

**Food Service**

* **All meals are free to families within the Taylorville School District.**
* Breakfast will be served in the classroom each day.
* Students will be sent home with a sack lunch each day of their in-person instruction.
* On the days that hybrid students are working remotely, they will be able to receive lunch and breakfast. Those extra meals will either be picked up by families or delivered on **Wednesdays**.
* Students who are fully remote will have the option to get breakfast and lunch for 7 days a week. Those meals will either be picked up by families or delivered on **Wednesdays.**

Memorial Elementary School Hybrid Plan

**Return to In-Person Learning**

* This document outlines the procedures that will be followed as Memorial Elementary returns to a Hybrid in-person learning model. Student and staff safety is at the forefront of this hybrid learning model, which includes both in-person (at 50% capacity) and remote learning. Parents will have the option to remain in remote learning or attend in-person. We are excited to offer this plan, and with your cooperation we know it will be successful. Please make sure that you have up to date phone numbers in Skyward and that we are able to reach someone in case of an emergency.

**Custodial Deep Cleaning Information**

* Deep cleaning will take place on each Wednesday and Friday to mitigate the potential for cross contamination of the virus between both groups of students. This deep cleaning will be comprehensive and scheduled. Faculty will have access to their classrooms and curricular materials on Wednesdays and Fridays as appropriate after fogging/cleaning is completed.

**Memorial Elementary Hybrid Schedule**

* **A Schedule**
	+ Students with last names A-K will attend in-person on Mondays and Tuesdays. They will be remote on Wednesdays, Thursdays, and Fridays. *This split by alphabet will not be possible in every classroom, but will serve as the basis for dividing each class. This applies to the A and B schedule.*
* **B Schedule**
	+ Students with last names L-Z will attend in-person on Thursdays and Fridays. They will be remote on Mondays, Tuesdays, and Wednesdays.

\*\****Students who live in the same household with other students who have different last names will be kept together. Please contact the office to verify which schedule you will follow. This is being worked out through Durham.\*\****

**Daily In-Person Schedule (M-T or Th-F)**

* 7:45 am doors will open and students may enter Memorial Elementary only after being screened for COVID symptoms (aides will take temperature checks on bus riders entering from Adams St., while walkers and car riders' temps will be taken on the east side of campus, car riders are to stay in the car for temp checks on Walnut St.
* 8:00-8:15-Breakfast in the classroom
* 8:15-12:15-In-Person Learning
* 12:15-Dismissal, sent home with sack lunch
* 12:30-1:00 pm teacher lunch
* 1:00-2:30-Memorial Teacher Planning Period and GLT planning time
* 2:30-3:30 pm--1:1 service and small group guided practice (virtual/in-person)

**Daily Remote Schedule**

* **All students who are remote learning must check in each day of their remote learning schedule or they will be marked absent.**
* All remote instruction and assignments will be postedeach day.
* Teachers will be unavailable from 8am-1:00pm daily while they are teaching in person.
* Office hours will be set by each teacher. Individual and whole Google Meets may be necessary for assessment purposes.

**Technology**

* Inventory was completed at the beginning of the school year, and mobile hotspots have been provided to families who indicated they do not have internet.
* Google Classroom and Hangouts will continue to be utilized.
* It is an expectation that students will bring Chromebooks charged and ready to go each day of in-person instruction.
* All repairs should be brought to the school office or may be reported to the technology department by filling out a help ticket online at <https://tcusd3.freshdesk.com/support/tickets/new>

**Face Coverings**

* Face coverings will be required for all who enter Memorial Elementary. Purple lanyards will be available for each student to attach their face masks in an efficient manner and outdoor breaks will be provided as weather permits.
* For the safety of students and staff, any individuals who choose not to wear a face covering will be required to utilize the remote learning platform.
* We encourage you to wash reusable masks each night.

**Self-Certification/Daily Wellness Check**

* By sending your child to school, you are verifying your child is free of these symptoms:
	+ Headache
	+ Shortness of breath
	+ New cough
	+ Sore throat
	+ Vomiting
	+ Diarrhea
	+ Abdominal pain of unknown cause
	+ New congestion/runny nose
	+ Loss of taste or smell
	+ Nausea
	+ Fatigue
	+ Body aches
* Temperatures will be taken prior to gaining entry to the building.
	+ Students with temperatures of 100.4 or higher will not be allowed to enter.

**Water Bottles**

* Water fountains are off limits, students should bring a water bottle to school each day.
	+ Water bottles can be refilled using sinks as time allows.
* If possible, please use a disposable water bottle.
	+ If a disposable water bottle is not used, the reusable bottles will be sent home each day.
	+ Please wash the reusable bottles prior to sending them back to school.
* **DO NOT put water bottles in Chromebook bags.**

**Transportation - Bus Service**

* If possible, we would like to encourage families to provide their own transportation if they are able to in order for us to better assist us with safety guidelines on the buses.
* Durham School Services will provide bus transportation to those who qualify.
* Temperature checks will be required before students can enter Memorial after arriving on the bus.
* Students in the same family will ride on the same bus.
* Students and staff will be required to wear a mask while on the bus.
* Students will be socially distanced (one student per seat)
* Maximum of 38 students per bus.
* Upon arrival bus students will remain in the cafeteria, library, and hallways, socially distanced, until 8:00 am to be escorted to their rooms for breakfast.

**Morning Drop Off Procedures**

* Please remember patience as we work through our morning routine.
* If possible, we would like to encourage families to avoid dropping off until 8am when students can go straight to their classrooms.
* Doors will open at 7:45 NO exceptions!
* We will socially distance students in the cafeteria, library, and hallways until they can enter classrooms at 8:00.

**Bus Riders**

* Students arriving by bus will be temperature checked prior to entering the building via the main entrance off E. Adams St.

**Car-Riders/Walkers Information**

* Please travel in a single file line going south on Walnut St.
* Pull all the way forward to aides waiting to take student temperatures prior to exiting the vehicle. Students with a temperature will not be permitted in Memorial Elementary.
* Remain in vehicles at all times
* Do not park vehicles on Adams St., unless you are arriving with a child with disabilities.
* No adults will be allowed to enter the building.
* Upon entry, students will be directed to utilize provided hand sanitizer.

**Beginning of the Day Procedures**

* Students who arrive prior to 8:00 will be in the cafeteria, library, and hallways at points marked to maintain social distancing 3-6 ft between students. Each classroom teacher’s students will be assigned a seat at a corresponding table in the cafeteria until those spaces are utilized, then the remaining students arriving prior to 8 am will be assigned socially distanced points outside of their assigned classrooms.
* Teachers will take students to the classrooms at 8:00.
* Backpacks and coats will be put in student lockers, which will be assigned every other locker according to the A/B schedule to maintain social distancing while in use.
* Students will wash hands prior to getting their breakfast items.
* Breakfast will be served in the classroom.
* Instruction will begin at 8:15.

**Late Arrivals (After 8:15)**

* When a student arrives after 8:15 am, parents/guardians **MUST** come to the door and ring the bell.
* A staff member will meet you at the door and take the student’s temperature.
* If the student is fever free and not presenting with other COVID like symptoms, the staff member will sign them in and the student will be sent to class.
* Parents/Guardians will not be allowed to routinely enter the building.

**Attendance/Illnesses/Absences (Nurse Moats & Mrs. Lane)**

While we want students in person for maximum learning opportunities, we must also use caution to limit exposure to illnesses.

* If your child is exhibiting any of these symptoms (headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, loss of taste or smell, nausea, fatigue, and body aches) please keep them at home.
* If one student in the family is quarantined, all children in the same family must quarantine.
* Please call in to the school office prior to 8:15 if your child will be absent.
	+ - The nurse will have screening questions to be answered.
		- If there is a need to seek medical attention or to quarantine, the school nurse will advise you of the plan directed by the local health department.

**Tips for Teachers**

* Keep students in the same seat according to the seating chart as provided on Google slides.
* Please make seating chart for each class (give Mr. Bruder and Nurse a copy)
* Notify Mr. Bruder and Nurse if seating chart changes
* Please attempt to keep kids as far apart as possible
* Please have kids assigned to seats for lunch or other activities
* If a student becomes ill during your class please send them to the nurse’s office **after calling to notify the office ext-2100 or 2200 that the student is on their way. Nurse Moats will let you know to send them to her office or the isolation room. Please do not send a student to the office without calling first.**
* Nurse Moats will assess the student and determine if the student needs to be sent home or can return to class.
* Principal and/or nurse will notify the teacher if any further action needs to be taken!

**Illnesses That Arise During the Day**

* Parents/Guardians: Please make sure that all emergency numbers are updated in Skyward so that we can reach you.
* If a student presents symptoms or a fever:
	+ Teachers will contact the office regarding the concern
		- If necessary, the student will be taken to the COVID quarantine room formerly designated as the Staff Restroom across from the main office.
		- If it is determined that the student needs to leave, parents/guardians will be notified.
		- If parents/guardians are not available, emergency contacts will be notified.
		- The nurse will go over procedures for quarantine and return to school.
* If a student is quarantined, anyone who lives in that household must also quarantine.
	+ If this occurs, the health department and all other school buildings in the district will be notified.

**Classroom Setup Ideas**

* + Students will wash hands several times throughout the day. (Hygiene lessons delivered upon the 1st day of return to learn.)
	+ Hand sanitizer used frequently.
	+ Anyone entering will sanitize when entering the classroom.
	+ Wipe your own area when needed and often.
* Teachers will turn in seating charts to the office for the purpose of contact tracing.
* Masks worn at all times with breaks provided in a socially distanced and safe manner.
* Desks distanced and facing the same direction. Tables will be marked where students will be able to sit. Students will remain in seats as much as possible.
* Clearly mark common areas, where to sit/ where to stand.
* No sharing of supplies.
* Classroom library books are to be handled and shelved by classroom teachers, not students.
* Mask/recess breaks as applicable and scheduled
* *ALL classroom physical arrangements will be approved by administration prior to students return to learn.*

**Title Reading Groups and Special Education Push Ins**

* Title reading groups may utilize the unoccupied classrooms in the building such as the Music Room, the Art Room, the library, and cafeteria as needed.
* Special Ed push in reading groups will continue to do so in a designated area and maintain consistent seating charts so contact tracing is possible as needed.

**FACeS Classroom Information**

* FACeS students will be permitted to be present on both A & B days.
* The instructional minutes will remain the same with their school day beginning at 8 am and ending at 1:45 pm.
* FACeS instruction will take place in the classroom setting and FACeS students will be integrated into the appropriate regular ed classrooms for Specials.

**Specials (Boehme, Chase, Champley/Goodroe)**

* Students will receive Art, Music, PE and Library each week either in-person or virtually on a rotating basis.
	+ Students will receive in-person Music, PE and Library bi-weekly with a supplementary virtual lesson bi-weekly.
	+ Students will receive in-person Art once every \*4 weeks\* with supplementary virtual lessons.
* Art, Music and \*Library\* will be held in students’ homeroom class.
* PE will be held in the gym or when weather permitting, outside.
* Masks will be worn during all special times \*unless students are able to be outside and able to be socially distanced.\*
	+ \*If students are outside for PE and able to socially distance, they may remove masks.\*
* Students will not be allowed to share supplies.
	+ Students will use individual art supplies from the school supplies list to complete art projects.
	+ Students will be given an individual music kit to use during music time *(if possible or needed)*
	+ Any of the equipment used by the teacher during a lesson must be sanitized by the teacher or another staff member prior to usage by any other student.
	+ *Our school librarian, in consultation with classroom teachers* will take a cart of books to each classroom. Students will be allowed to check them out using the card system. Once the books are returned, they will be sanitized and out of circulation for one week.
* Activities will be modified to insure students are socially distancing and not coming into close proximity with one another.

**Restroom Breaks**

* Will require direct supervision with a limit of two students in any restroom at the same time.
* Every other sink may be utilized--the middle sinks will be covered and out of use.
* Air dryers will not be utilized by students during restroom breaks. Paper towels will be available to dry hands after washing.

**Special Education**

* Students with IEPs and 504 Plans will continue receiving services.
* Special education students receiving **direct instruction** may attend each A-day and B-day.
* Special education related services for speech and language, occupational and physical therapies, hearing and vision services will continue.
* Students with IEPs will have an Individualized Remote Learning Plan in conjunction with their IEP.
* Staff must adhere to timelines for annual IEP meetings and required evaluations. There continues to be limited flexibility from complying with federal and state laws. All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. IEP teams should meet to determine whether any amendments to students' IEPs are necessary to address students' current levels of performance. IEP teams should update remote learning plans as needed for students based on the learning experiences during the 2019-2020 school year**.**

**Visitors (Mrs. Lane & Mrs. Mizeur)**

* Parents and visitors will not be allowed in the building unless they have official business with the office. Temperature screening will be conducted prior to visitors entering the building.
* Visitors must always wear a mask and follow social distancing guidelines.
* Parents and visitors are asked not to congregate and visit on school grounds.

**Leaving early (Mrs. Lane & Mrs. Mizeur)**

* Parents/Guardians must contact the school office at 287-7920 to schedule pick-up for students leaving during the school day for appointments.
* Students sent home from school for illnesses or other reasons will be walked safely to a parent/guardian at the front of the school building.

**Snacks at School**

* Snacks will not be allowed during school hours unless a student has a medical diagnosis that requires them.
* No birthday treats or treat bags are allowed to be brought into the school.

**Recess**

* Teachers will determine if students need a break and may take them outside.
* While in line, students will socially distance themselves from one another.
* Students will use hand sanitizer prior to accessing the Memorial playground equipment, as well as after coming in from purposeful play outside.

**Dismissal**

* If your dismissal procedure (or person) is going to be different than normal, a note, phone call to the office, or a message to the teacher is **necessary.**
* **Parent Pick-up/Walkers**
	+ *Students to be picked up via car or walking home will be dismissed at 12 pm.*
	+ Students will wait outside whenever possible weather permitting.
	+ Remain in a single file car line and students will come to you.
	+ If walking up to pick up your student, please stay socially distanced (masks suggested).
	+ Please do not congregate around the school.
* **Bus Pick-up**
	+ *Students will be dismissed for their specific buses through the Intercom at 12:10 pm.*  They will safely be delivered from their classroom to their bus by the Memorial Elementary Staff and pick up their lunches as they exit the building.
	+ Staff will ensure students are wearing a mask when they board the bus.

**Student Expectations (PBIS & Mrs. Toberman)**

While we acknowledge that all students are not the same nor do they face the same exact challenges, we do expect that all students meet the following expectations to ensure that students are safe and receive the most education possible with the current circumstances. With that being said, students are expected to:

* Wear a face covering (mask, etc.) that covers both the nose AND mouth when required at school.
* Be respectful to yourself, teachers, and peers.
* Complete assignments from teachers in the expected timeframe.
* Communicate with your teacher when you are having difficulties completing or understanding assignments-- they cannot fix the problem or help if they don’t know about it!
* Be flexible when interacting with teachers.
* Treat school electronics and curriculum materials (Chromebooks, texts...) with respect and use only for appropriate purposes.
* Follow social distancing guidelines at all times when in the building.
* Be kind to yourself and others.

**Staff Expectations**

* Plan for in-person and/or blended remote learning.
* Be available at scheduled times to answer student/caregiver questions and offer help.
* Communicate regularly with students and caregivers about the student’s academic, social and emotional needs.
* Uphold duties as a mandated reporter
* Provide a range of meaningful, differentiated learning opportunities that meet the needs of all learners.
* Provide timely and consistent feedback to students
* Utilize establish pathways to communicate with students and post assignments

**Hybrid Parent/Guardian Expectations**

* **Make sure all emergency numbers are updated in Skyward.**
* Bring your child to school on time and pick your child up on time on assigned in-person learning days
* Stay in your vehicle at morning drop off and pick up.
* If your child arrives after 8:15 AM, parents/guardians **MUST** come to the door and ring the bell. Someone will meet you at the door.
* Charge the Chromebook each night before bed (treat it as you would your cell phones)
* Be sure that your child has their school work and their Chromebook each morning.
* Notify the office (287-7920) of any transportation changes or if your child is leaving early **by 11:30a.m.**
* Notify the office in the morning (287-7920) if your child will be absent- please inform them if the absence is due to your child feeling ill or if they have any COVID-19 related symptoms or possible exposure to COVID-19.
* Assist your child with remote learning.
* Communicate with your child’s teacher via email, or by phone about your child’s academic, social, and/or emotional needs.

**Remote Learning Student Expectations**

* Students enrolled in Remote Learning will be expected to meet and complete assignments, grow in their mastery of learning standards, and participate actively in daily academic activities.

**Remote Learning Parent Expectations**

* Provide an organizational space where students can study and work with limited distractions on a daily basis.
* Reach out to educational supports within Memorial Elementary to schedule needed sessions with classroom teachers, aides, and NPT staff as needed.

**Cleaning Measures (Bruder, Harris, Mann) (see district plan for full protocol)**

* All teachers have been supplied with a spray bottle of cleaning solution (Envirolux) and paper towels.
* Custodians will be given a restroom schedule and they will clean after each classroom group’s use.

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| Taylorville Junior High School Hybrid Plan |
| This document outlines our plan at TJHS to return to in-person instruction. Parents will have the option to keep their child/children in remote learning or choose in-person. If you choose the remote learning option, please contact the main office. |

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| **Teacher Work Schedule** |
| 8:00 am - 8:15 am8:15 am - 12:15 pm12:30 pm - 1:00 pm1:00 pm - 2:30 pm2:30 pm - 3:30 pm | BreakfastIn-Person LearningStaff LunchPlanning time for both in-person and remote instructionTutoring (remote, 1:1, small group), Mtgs |
| * Remote instruction provided on Monday, Tuesday, Thursday, and Friday will be a tutoring session via Google Meet. No lessons or whole group instruction will be provided. Students may receive academic assistance during these tutoring sessions.
* Out of class work may consist of video instruction, assignments, independent practice, projects, etc.
* Wednesday remote instruction may be live instruction (Google Meets) or pre-recorded video. This will resemble a remote learning day. Staff will provide office hours from 8:00 am - 3:30 pm.
 |
| **Students** |
| Students will be placed in groups - A or B. Groups will be adjusted across the district to accommodate families as needed. |
| Group A: *Last names A-K* |
| **Arrival** |
| * Doors open at 7:45 am.
* Signage will be placed at appropriate entries to indicate assigned entrances for students.
* With Durham Bus Service approval, bus riders will be dropped off near the east door (near North School). Officer Bolinger and an Aide will check temperatures as students enter the east door.
* 5th grade students (non bus riders) will enter the gym/vestibule area.
* 6th and 7th grade students will enter the main entry doors. An administrator and Aide will check temperatures.
* 8th grade students will enter through the 8th grade wing. An administrator and an Aide will check temperatures.
 |
| **Dismissal** |
| * Students will dismiss at 12:15 pm.
* Sack lunches will be available on carts as students leave the building.
* Only specific exits will be allowed at dismissal.
 |
| **Breakfast** |
| * Breakfast will be available upon entry into the building.
* Students will eat breakfast at an assigned spot on the floor in the hallway. These spots will be indicated with a sticker. Once students are finished, they will report to their locker as needed and then to their first hour class.
 |
| **Lunch** |
| * A lunch will be sent home with students at dismissal.
* Fifth grade students will receive their lunches in the classroom upon dismissal.
* All other students will pick up their lunches near assigned exits of the building.
 |
| **Lockers** |
| * Lockers will be assigned to students in order to store their materials during the day.
* Students will only access them at the beginning and end of the school day.
* Students will carry a pencil pouch, Chromebook/case, folder, and notebook.
 |
| **Classrooms** |
| * Teachers will complete a seating chart for each class period.
* A template will be shared from the office.
* All desks and seats will be cleaned at the conclusion of a class period.
* 1st hour classes will review procedures and protocols with students on the first day of attendance.
	+ Hallway directions - indicated with arrows and signage around the building
	+ Restrooms - limited to 2 persons
	+ Arrival/dismissal procedures
	+ Lunch service
	+ Illness protocols - teacher must call first before sending a student to the nurse
 |
| **Face Coverings** |
| As required by the IDPH, except while eating and during band, face coverings must be worn at all times in school buildings, even when social distance is maintained. |

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| **Block Schedule** |
| **Time** | **Monday (A), Thursday (B)** | **Tuesday (A), Friday (B)** |
| 8:15 am - 9:12 am | 1st Hour | 2nd Hour |
| 9:16 am - 10:13 am | 3rd Hour | 4th Hour |
| 10:17 am - 11:14 am | 5th Hour | 6th Hour |
| 11:18 am - 12:15 pm | 7th Hour | 8th Hour (Resource/Study Hall) |
| 12:30 pm - 1:00 pm  | Teacher Lunch |
| 1:00 pm - 2:30 pm | Planning Time |
| 2:30 pm - 3:30 pm | Remote Tutoring Hour |

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| **Points to Consider** |
| It is recommended to provide students (in-person and remote) with the same content.  |
| Live Stream - Staff may choose to live stream their in-person instruction. This will give our remote learners the chance to be a part of live instruction. This is not a requirement, but an option. (Note: The camera should not face the students present in the physical classroom.) Students may participate in a live stream at any given time, Monday/Tuesday and Thursday/Friday during block schedule hours.  |
| TJHS shares staff and facilities between North, Memorial, and THS. |
| Specified staff will monitor our disengaged remote learners. |
| Durham Bus Service has limited bus transportation to 38 students. |
| If remote learning is chosen, all work is mandatory online through Google Classroom. |
| Paper packets will be prepared for those without Internet to complete on “off” days within the A/B schedule. |
| If remote learning is chosen, all work is mandatory online through Google Classroom. Hotspots will be distributed for those without an Internet connection, as available. |
| Remote learners are highly encouraged to participate through use of camera and class discussion during Google Meets. |
| Custodians will perform routine deep campus cleaning on Wed and Fri. Faculty will have access to their classrooms, but may have to be relocated during cleaning (See district plan). |

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| Taylorville High School Hybrid Plan |
| This document outlines our plan at Taylorville Sr. High School to return to in-person instruction. Parents will have the option to keep their child/children in remote learning or choose in-person. If you choose the remote learning option please contact the main office. |

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| **Teacher Work Schedule** |
| 8:00 am - 8:15 am8:15 am - 12:15 pm12:30 pm - 1:00 pm1:00 pm - 2:30 pm2:30 pm - 3:30 pm | BreakfastIn-Person LearningStaff LunchPlanning Time for both In-person and Remote InstructionTutoring (Remote, 1:1, Small Group), Mtgs |
| * Remote instruction provided on Monday, Tuesday, Thursday, and Friday will be a tutoring session via Google Meet. No lessons or whole group instruction will be provided. Students may receive academic assistance during these tutoring sessions.
* Out of Class work may consist of video instruction, assignments, independent practice, projects, etc
* The Wednesday remote instruction may be live instruction (Google Meets) or pre-recorded video. This will resemble a Remote Learning Day. Staff will provide office hours from 8:00 am - 3:30 pm.
 |
| **Students** |
| Students will be placed in groups - A or B. Groups will be adjusted across the district to accommodate families as needed. |
| Group A: *Last names A-K* |
| **Arrival** |
| * Doors open at 7:45 am. (Cafeteria)
* Bus students dropped off at Cafeteria entrance.
* Temperature checks/Covid Symptom Screening conducted upon entry.
 |
| **Dismissal** |
| * Students will dismiss at 12:15 pm.
* Sack lunches will be available on carts as students leave the building.
* Only specific exits will be allowed at dismissal.
 |
| **Breakfast** |
| * Breakfast will be available upon entry into the building. (Cafeteria)
* Students may choose to eat breakfast in the classroom between 8:00-8:15 a.m.
 |
| **Lunch** |
| * A lunch will be sent home with students at dismissal.
* Students will pick up their lunches near assigned exits of the building.
 |
| **Lockers** |
| * Lockers will be assigned to students in order to store their materials during the day.
* Students will only access them at the beginning and end of the school day.
 |
| **Classrooms** |
| * Teachers will complete a seating chart for each class period.
* All desks and seats will be cleaned at the conclusion of a class period.
* 1st hour classes will review procedures and protocols with students on the first day of attendance.
	+ Hallway directions - indicated with arrows and signage around the building
	+ Restrooms - limited to 2 persons
	+ Arrival/dismissal procedures
	+ Lunch service
	+ Illness protocols - teacher must call first before sending a student to the nurse
 |
| **Face Coverings** |
| As required by the IDPH, except while eating and during band, face coverings must be worn at all times in school buildings, even when social distance is maintained. |

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| **Block Schedule** |
| **Time** | **Monday (A), Thursday (B)** | **Tuesday (A), Friday (B)** |
| 8:15 am - 9:12 am | 1st Hour | 2nd Hour |
| 9:16 am - 10:13 am | 3rd Hour | 4th Hour |
| 10:17 am - 11:14 am | 5th Hour | 6th Hour |
| 11:18 am - 12:15 pm | 7th Hour | 8th Hour (Resource/Study Hall) |
| 12:30 pm - 1:00 pm  | Teacher Lunch |
| 1:00 pm - 2:30 pm | Planning Time |
| 2:30 pm - 3:30 pm | Remote Tutoring Hour |

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| **Points to Consider** |
| It is recommended to provide students (in-person and remote) with the same daily content. |
| Live Stream - Staff may choose to live stream their in-person instruction. This will give our remote learners the chance to be a part of live instruction. This is not a requirement, but an option. (Note: The camera should not face the students present in the physical classroom.) Students may participate in a live stream at any given time, Monday/Tuesday and Thursday/Friday during block schedule hours. |
| Staff will provide office hours on Wednesday, a remote learning day, from 8:00 am - 3:30 pm.  |
| THS shares staff with TJHS. |
| Specified staff will monitor our disengaged remote learners. |
| Durham Bus Service has limited bus transportation to 38 students. |
| Students will still be allowed to choose the remote learning option. These will be handled on an individual basis. |
| If remote learning is chosen, all work is mandatory online through Google Classroom. Hotspots will be utilized as available. |
| Special Education - Students that receive direct instruction have the option to attend everyday (M,T,TH,F) |
| Paper packets - work is encouraged to be completed online utilizing Google Classroom. HotSpots will be utilized as available. |
| 8th Hour - All students will attend 8th hour for academic assistance. (Lincoln Land, CACC, STW will be exempt). |
| Remote learners - Students are highly encouraged to participate through use of camera and class discussion during Google Meets. |
| Deep Cleaning Wednesdays and Fridays - Custodians will conduct campus routine deep cleaning on Wed and Fri. Faculty will have access to their classroom, but may have to be relocated during cleaning. See district plan. |