

Calhoun CUSD #40
Return to Learn 2020-2021
Comprehensive Plan

This plan will be updated regularly with new guidance provided.



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Summary

Since the pandemic started, Calhoun Community Unit School District #40 (hereinafter “District”) has continued to work on the plan of what the Return to Learn will look like for the 2020-2021 school year. The district has prepared educational plans and operational protocols, based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH) and the state’s five-phase reopening plan, [Restore Illinois](#).

To assist in the planning, the district administration surveyed the parents in the district. The survey allowed for feedback about the reopening of school. District leaders also met with the school Remote Learning Committee, board members, cafeteria, health officials, and other local school district administrators to gain additional feedback.

This guide outlines the educational plans and protocols in place for the entire school year, based on which phase the state of Illinois is in at any given time. **Due to the uncertainty of the pandemic, it is possible that the district will be in several of these phases over the course of the school year.** Returning to school will look different but the district’s commitment to providing the best education remains the priority. This plan does not include every detail for every situation. Different documents and correspondence will be shared and communicated with everyone.

Important dates have been updated:

August 20th- 1st Day of Student Attendance- 11:30 dismissal/lunch will be sent home

August 21st- 2nd Day of Student Attendance -11:30 dismissal/lunch will be sent home

August 24th- 1st Day of Student Attendance for Remote Learners

September 4th- No In-Person Attendance/Remote Learning Day for ALL students

September 4th- This is a date that the District has decided it will notify families if any changes in the In-Person schedule will be made. We will continue to monitor the plan and safety of students and staff.

October 23rd- No School

January 5th- No In-Person Attendance- Remote Learning Day for All

Note: protocols outlined in this guide are subject to change as guidelines evolve.

Phase 1 Rapid Spread

Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.

Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.

Phase 2 Flattening

Non-essential retail stores reopen for curbside pickup and delivery.

Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.

Phase 3 Recovery

Manufacturing, offices, retail, barbershops, and salons can reopen to the public with capacity and other limits and safety precautions.

Gatherings of 10 people or fewer are allowed.

Face coverings and social distancing are the norm.

Phase 4 Revitalization

Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.

Face coverings and social distancing are the norm.

Phase 5 Illinois Restored

The economy fully reopens with safety precautions continuing.

Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.

Phases

Phases 1 & 2-Remote Learning Protocols

These phases would require that all students return to Remote Learning. No in-person instruction would take place.

Phase 3- Remote Learning and Small Group Protocols

This phase would include Remote Learning and possibly learning in groups of 10 or less.

Phase 4- In-Person Learning or Remote Learning with Strict Protocols

The health and well-being of our students and staff is a top priority. For this reason, during Phase 4 there will be strict protocols in place when students and staff are on campus. The District has divided these protocols into five categories:

1. Health and Wellness
2. Instruction
3. Transportation
4. Operations
5. Communications

On the next pages, each one of these categories will be addressed and explained.

Phase 5-Restored Protocols

Back to in-person learning with safety protocols continuing.

Health and Wellness

The procedures and rules developed by the District are based on the guidance provided by ISBE and IDPH. In person instruction may resume as regions transition into Phase 4. These guidelines are:

- Require use of appropriate PPE, including face coverings
- Prohibit more than 50 individuals from gathering in one space
- Require social distancing be observed, as much as possible
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings
- Require an increase in schoolwide cleaning and disinfecting

PPE (Face Coverings) and Social Distancing

All individuals in school buildings must, as much as possible, observe social distancing of 6 feet. No more than 50 individuals may be in any one space at a time. “One space” includes one school bus, one classroom, or areas of a hallway. The capacity restrictions do not apply to an entire school building. When outside, each group of 50 or fewer individuals must remain at least 30 feet apart. When outside and social distancing of at least 6 feet is maintained at all times, face coverings do not need to be worn. The District acknowledges that maintaining physical distancing of six (6) feet will not be possible in all circumstances.

There is significant evidence that face coverings (e.g. face masks) provide protection and decrease the spread of COVID-19. Following the ISBE guidelines, all individuals in school buildings must wear face coverings at all times, unless they are younger than two years of age, have a medical contraindication, substantiated by a physician’s note, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. **Face coverings must be worn at all times in school buildings even when social distancing is maintained.** Face coverings do not need to be worn outside if social distance of six (6) feet is maintained. Face shields may only be considered in lieu of masks when either (a) the use of a face covering is medically contraindicated by a physician’s statement or (b) where necessary to permit

facial visualization for instruction and other means of similar instruction, such as video instruction, are not available or appropriate. However, staff are advised that face shields have not been deemed effective for source control. The District will maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use.

Hygiene

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Hand washing should be washed often with soap and water for at least 20 seconds. Staff and students should use sanitizer upon entering the classroom each time. Hand sanitizer will be placed in common areas throughout each school building. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing, or sanitizing must be done before and after contact with the students. It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal. Schools will post handwashing posters in the bathrooms, hallways, and common areas.

Training

Each staff member will be required to complete safety training related to physical distancing, face covering, and hand hygiene procedures. Each building will provide training to staff that is specific to their unique circumstances. Hand hygiene and physical distancing will be included in the curriculum to help educate students on the importance of proper hand hygiene and personal safety.

Health Screenings

Only staff and students who are healthy should report for in-person learning. Students and staff with ANY of the following symptoms of COVID-19 must remain home:

- Fever of 100.4 degrees Fahrenheit or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle and body aches
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting
- Diarrhea

The District will use a symptom checklist for families and staff to determine if they are well enough to attend that day. Parents will be asked to review a symptom checklist with their child EVERY morning before sending them to school. Each student will receive a lanyard with a plastic ID holder on the end of it. There will be a green card inside the ID holder that has the student's name on the front and the system checklist on the back. **Students who are cleared by their parents MUST have their ID's on to ride the bus and/or enter school.** Once students arrive at school they will undergo an additional temperature check before proceeding into the building. It is the parent/guardian's responsibility to conduct the daily wellness check. This is vital in maintaining the safety and wellness of our district. Breakdowns in this procedure will force the district to consider other educational options for either the individual or school community.

Staff members will also complete a self certification daily before coming to work. This will be verified daily via a Google Form or check-in sheet in the building.

Visitors

Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening, which includes a temperature check and symptoms check. Visitors will remain in the office or other designated areas for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have free or unlimited access to the building to maintain physical distancing. This will be in addition to the normal sign in procedures.

Classroom Guidance

- Arrange seating 6 feet apart, as much as possible, and face the same direction as feasible. It is recommended that teachers provide assigned seating for students and require students to remain in these seats as much as possible.
- Face masks must be worn by staff and students.
- Clearly mark common areas and tables to show where to sit, stand or line-up with six feet spacing as much as possible.
- Students will remain with the same classroom group as much as possible. For older students, stagger transition times and schedules.
- Schedule/coordinate restroom breaks and handwashing throughout the day.
- Schedule/coordinate recess or activities by grade level to minimize student mixing.
- Sanitize hands whenever anyone enters the classroom.
- Do not share school supplies between students or staff.
- Clean classrooms daily.
- Building staff must review student arrival and dismissal procedures.

Hallways, Main Office, and Common Areas

- Maintain six (6) feet of physical distancing as much as possible.
- Face masks must be worn by staff and students.
- Clearly mark areas to indicate safe distancing for students.
- Perform health screenings for visitors.
- Display visible signage reminding everyone of physical distancing and face covering usage at entryways, hallways, classrooms, and common areas.
- Provide access to school buildings to authorized personnel only. Visitor access will be as needed only and will be restricted to the main office area (clearly visible signage at each entryway).
- Restrict students to specific areas as identified by the building principal.
- Clean high touch areas throughout the day.

Cafeteria

- Maintain six (6) feet of physical distancing as much as possible.
- Develop a meal procedure plan.
- Clean cafeteria between uses.
- Clearly mark areas to indicate safe distancing for students.
- Require staff and student face coverings (if not eating).

Restrooms

- Maintain six (6) feet of physical distancing as much as possible.
- Face masks must be worn by staff and students.
- Clearly mark areas to indicate safe distancing for students.
- Display clearly visible signage reminding everyone of physical distancing and face coverings.
- Schedule/coordinate restroom and handwashing breaks when possible.

- Clean high touch areas throughout the day.
- Assign restrooms to student groups when possible.

Shared Objects

Students and employees should not share any items. The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared. Electronics, including, but not limited to, iPads, touchscreens, keyboards, remote controls, keypads, door entry systems etc. must be cleaned after each use and individuals must perform hand hygiene between use. Utilizing hand sanitizer before and after the use of books or library material is recommended. Do not use items like play food, dishes, utensils. Instead use materials that can be thrown out, cleaned after one use, or labeled for individual child use. Machine-washable cloth toys should be used by one individual at a time and cleaned in between uses or not be used at all.

Preparing for When a Student or Staff Member Becomes Sick

The District will be in frequent communication with the local health department and families in the event an individual tests positive for COVID-19. Families and staff should also report possible cases to the school where the individual attends to initiate contact tracing. While at school if any student or staff member begins to exhibit a high fever and/or one or more COVID-19 like symptoms must report to the designated area in the school, following the building procedure. Please inform the school nurse. All safety measures will be enacted, and the nurse will complete a health checklist. All individuals will remain in the designated area until they are able to leave. These individuals must self-monitor and return to school according to the School Exclusion Chart at the end of the document.

Individuals who have had close contact with someone that tested positive for COVID-19 or is suspected of having COVID-19 should isolate at home and must notify their building principal or supervisor immediately. Students and/or staff who have had contact with someone who is positive for COVID-19 will be directed/informed based on the Exclusion Chart.

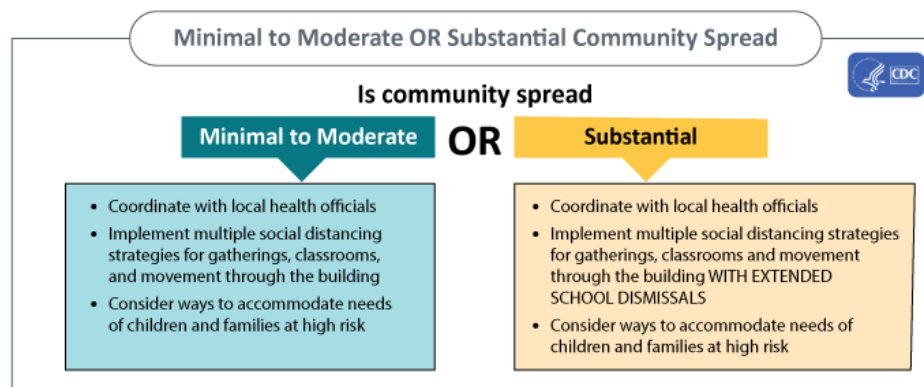
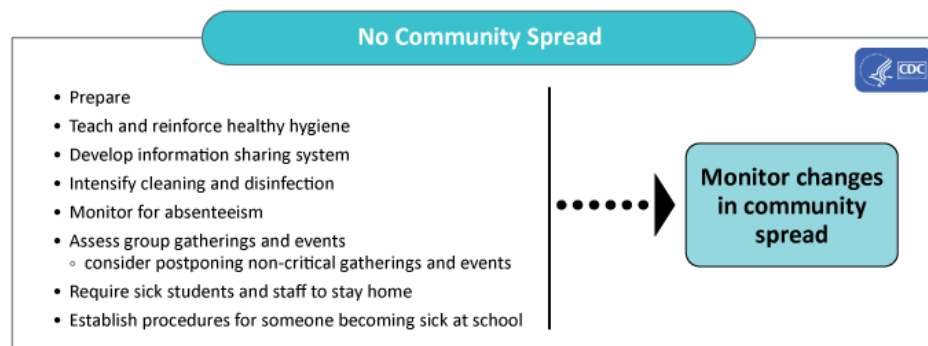
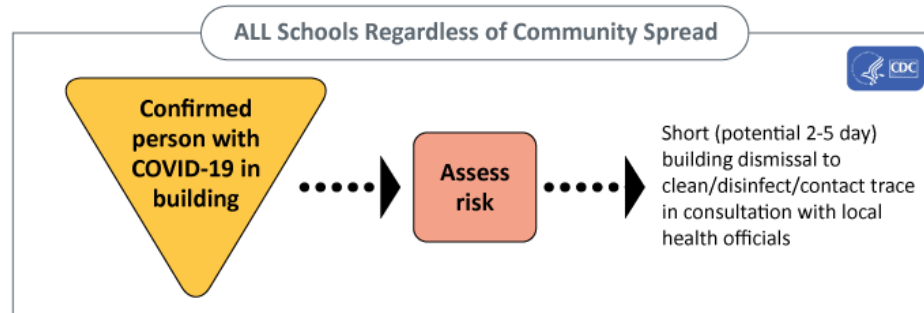
Absences to the school still need to be reported daily. When the call is made, a list of specific symptom questions along with COVID-19 diagnoses and COVID-19 exposure will be asked. If needed, the information will be documented and shared with the health staff or other appropriate personnel and the local health department. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met the criteria to return. ****Any illness with COVID-19 symptoms must contact the school and Calhoun County Health Department. This step is critical in determining contact tracing and provides important information to those that are ill.**

(School Exclusion Guidance in the Resource section at the end of the document)

School Closure Plan

District families will need to be prepared in case there needs to be a short-term closure of the schools. Again, we will work with the Calhoun County Health Department, and the two entities will collaborate to determine appropriate next steps related to the staff, students, school and programs should the COVID-19 cases rise in the district or community. Local health officials will help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.

- Schools are not expected to make decisions about dismissals or cancelling of events on their own. The District will work with local health officials and consider Calhoun County Health Department recommendations for the scope (e.g. a single school, full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During any school dismissal, all extracurricular group activities, school-based afterschool programs, and large events could be cancelled.
- During any school dismissal staff, students, and their families are discouraged from gathering or socializing anywhere.
- **During any school dismissal, remote learning will continue for all students as scheduled in the remote plan.**
- Meal distribution will be offered for families affected by the school closure and specific information will be provided if and when the time arises.



Instruction

The District has developed an instructional plan to allow for in-person learning for students, while holding paramount the health and safety of our students and community.

The school schedule will be as follows:

Thursday, August 20th- 1st day of In-Person Instruction from 8:00am-11:30am

Friday, August 21st- 2nd day of In-Person Instruction from 8:00am-11:30am

Monday, August 24th- 1st day of Remote Learning 8:00am-2:00pm

The daily schedule starting on 8/24/20 will be Monday-Friday from 8:00 a.m.-2:00 p.m. Remote learners must be able to log in to the computer and certain classes between the 8:00am-2:00 p.m. school day. The safety of ALL students and staff is the responsibility of the district. ***The administration reserves the right to place a student on remote learning if safety protocols continue to not be followed.***

The ISBE Fall 2020 Learning Recommendations <https://www.isbe.net/Documents/Fall-2020-Learning-Rec.pdf>, highlights by grade spans teaching practices and expectations. Plans to make up for lost academic progress due to school closures and distress associated with the pandemic should be balanced by a recognition of the likely continued distress of educators and students that will persist as our schools re-open to full capacity. If the academic expectations are unrealistic, school will likely become a source of further distress for students and educators at a time when they need additional support. It is critical to maintain a balanced curriculum with continued physical education, fine arts, extracurricular activities, and other learning experiences rather than an exclusive emphasis on subject areas.

Instruction in the classroom and remotely will consist of a variety of assessments for teachers to gauge where students are academically and socially/emotionally. These initial assessments are key in planning for the upcoming school year. Teacher collaboration and planning will take place on a regular basis and communication is key in answering the following questions:

Quality over Quantity

- Which standards were missed or partially covered?
- What are the essential standards at the current grade level?
- What are the skills required to master the missed or partially covered standards?
- Will the standard stand alone in instruction or can it be layered in the current grade-level standard?

Classroom instruction will emphasize quality over quantity and be based on the student's individual needs and abilities. Teachers will use instructional strategies to differentiate and address students. Technology integration will be utilized in every classroom.

The look and feel of classes such as PE, Ag, Band/Choir, and others will be significantly different as to meet guidelines. Nonetheless, the district and staff will implement them to some degree. Mental health and social emotional support for students will be provided through the counselor and all staff in the buildings. In addition, the District will partner with available agencies to try and provide support. Intentional effort will be made at all levels to place a high priority on student mental and social-emotional health knowing that many students experienced a form of trauma through the COVID-19 shutdown.

Remote Learning and Blended Learning

It is vital for parents and students to know that protocols and practices for remote learning moving forward have been updated. This applies to all students at any time they may engage in remote learning. In the spring, schools had to rush to plan for remote learning and to put the best possible practices in place with restrictive guidelines. The District, as much as possible, will follow the remote learning guidance provided by ISBE. During the first week of in-person attendance, teachers will instruct on the remote learning practices.

If a family decides on remote learning, the following applies:

- Any family that chooses to enroll in the remote learning option must commit to remote learning for the entire 1st Quarter. Families will be allowed to change from remote to in-person at the end of that time.
- Families must still register for school and also contact each school that their child(ren) attends to let them know of their remote learning choice. **This must be completed by August 7th. A remote learning checklist will be reviewed with the parents at that time.**
- For a family to enroll in the remote option, they will need to have internet and a device that allows students to participate in video-conferencing. Chromebooks and hot spots are available for check-out at the schools.
- Students need to have the capability to livestream in during the hours of 8:00 a.m. to 2:00 p.m. Not all instruction will be given to students after 2:00 p.m.
- Unlike remote learning in the Spring, students will return to traditional grading practices, completion of assignments, and taking assessments.
- Once a student is on remote learning, a daily schedule will be created and shared so the student and parent will know what time educational experiences will take place.

Learning/Communication Platforms:

- In an effort to provide consistency and clarity, Google Classroom will be used as the learning and communication management for all students K-12.
- Faculty and staff will be available through their school email address. Set times will be communicated home once school begins.

Delivery of Content:

- Students that are remote learning must be able to remote in for class between the hours of 8:00 a.m. - 2:00 p.m. There will be instruction provided “live” that students will need to access.
- Students will be provided with structured schedules for academic courses/activities.

- Video conferencing via Google Meets or Zoom will be required at times.
- New curriculum will continue to be covered remotely.
- There will also be recorded lessons from teachers in some classes.
- Consistency in work assignments is expected.

Grading/Academic Expectations:

- Students will be required to be present and attendance will be recorded through Google Classroom or via video conferencing platform.
- Students will be expected to complete assignments and assessments by assigned due dates.
- Grading and feedback on assignments and assessments will be the same/similar to general school expectations; students will be issued traditional letter grades.
- Students may not receive an Incomplete grade unless a situation occurs beyond their control. The student may need to provide documentation to support their inability to complete the class.

Student Supports:

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

Special Education:

- The district remains responsible for ensuring that special education students receive a free appropriate public education.
- The individual learning needs of students will be addressed.
- IEP meetings will continue to be held either in person or remotely.

Student Device and Access:

- If a student does not have their own device, one may be issued to them
- District hot spots have been established to assist students with internet access
- Students will be monitored for safety
- There will be a remote learning etiquette sent to all students

Training and Professional Development

Teachers and staff will undergo training on multiple topics related to COVID-19 and re-opening school, such as:

- Signs and symptoms of COVID-19
- Health and hygiene protocols
- Remote learning technology
- Vertical alignment for learning gaps and determining review of content
- Horizontal alignment for determining essential standards to be taught

Student Attendance

During in-person, blended, and remote learning, attendance will be taken daily. The preferred method of collecting attendance is always a one-to-one daily connection between the teacher and student. However, we recognize that this method is not available or practical for all district and student scenarios under the COVID-19 conditions. Teachers will document student attendance and keep a log of absences. Below are ideas for how classroom teachers can collect and count a student as present when the one-to-one daily connection is not practical:

- Video conference “check-ins”
- Wellness checks coupled with a question on student engagement/participation in lessons (Google Classroom)
- Phone calls coupled with a question on student engagement/participation in lessons

- Message through email coupled with a question on student engagement/participation in lessons
- Packet collections by school personnel

Transportation

The District will work with the Transportation Supervisor to ensure procedures are, as much as possible, in compliance with all applicable expectations under state and federal guidelines.

- All individuals MUST wear a face mask
- No more than 50 individuals on a bus
- Social distancing maintained as much as possible
- Students must undergo symptom and temperature checks, through self-certification, before boarding a bus

Families should be aware of the procedures and expectations regarding transportation. Students that are not following the procedures will be reported to administration. Drivers and monitors will wear approved and appropriate PPE and perform regular hand hygiene. Before the start of each workday, drivers and monitors will undergo symptom and temperature checks to verify that they are free of symptoms. The same guidelines for students will be applied to bus drivers and monitors should they become ill. Drivers or monitors that become ill during their route will contact the Transportation Supervisor immediately.

There will be visuals provided on the bus to ensure that students comply with expectations as much as possible. Seating arrangements with respect to social distancing can be adjusted for students who live in a household with other students. Students will be monitored at loading and unloading zones. All inspections will occur as required. In addition, student transportation vehicles will be sanitized each day. Seats and high touch areas will also be sanitized between routes.

While we are still operating within the pandemic, it is important to note that the bus routes and routines will adhere to new guidelines as much as possible. **There will not be any special notes given during the day to students to ride a different bus than they are assigned.** In addition, the only drop off after school will be to the regular stops on the

route/home. If a work schedule changes and a different bus needs to be assigned, we ask for a 48 hour notice if possible. Changing of buses to accommodate for the day places us at risk of not meeting the minimum 50 person guideline.

Operations

Food Service

The District will provide both breakfast and lunch. Breakfast will need to be eaten at home. The breakfast will be sent either on Friday for the upcoming week or at the end of each day for the following morning. This will decrease the need to use classrooms in the morning. Lunch will be served from the cafeteria or other locations to ensure that we meet the guidelines of social distancing and 50-person capacity. The release of classrooms/grade levels to the cafeteria may be considered to ensure social distancing while students wait in line. Plan to deliver meals to classrooms or having students eat outdoors while ensuring social distancing will also be considered. Areas where students consume meals should be thoroughly cleaned and disinfected between groups and after meals.

Meals will be individually plated or bagged. The use of disposable food service items will be considered. Regular precautions will be taken regarding food allergies and dietary needs. Face coverings must be removed during eating, so it is important to ensure six (6) feet of distance between individuals as much as possible. Consideration also will be given to food consumed during times other than mealtimes, such as by preschool students.

Food service personnel must use appropriate PPE, including gloves and face coverings, while preparing and distributing food. Frequent hand hygiene will be required. Individuals should wash their hands after removing their gloves or after directly handling food service items that have been used. Hand hygiene must be performed prior to and after eating a meal or consuming and food items.

Before the start of each workday, cafeteria staff will undergo symptom and temperature checks to verify that they are free of symptoms. The same guidelines for students will be applied to cafeteria workers should they become ill. Cafeteria staff that become ill during their shift will contact the building administration immediately.

The USDA has extended their Summer Food Service Program to include free meals to the end of the school year. Meals will be provided on days designated as remote learning. In addition, meals are free to anyone ages 0-18.

Facilities

Purpose: The District's plan for cleaning buildings to prevent the spread of cold, flu, and COVID-19.

Objective: Prevent the spread of disease to staff, students, volunteers, and community members through frequent, effective, and safe cleaning and disinfecting procedures in district buildings and school buses.

Scope: Applies to all schools, offices, and programs

Routine cleaning is performed on a regularly scheduled basis by district custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all restrooms, scheduled sweeping of all floors, sanitizing cafeteria tables, emptying trash and other building-based tasks.

Supplemental cleaning is performed by either regular custodial staff, substitute custodial staff or temporary custodial staff assigned to perform cleaning over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spread of disease.

Personal area cleaning is performed by all employees in their personal workspace, which may include their desk, phone, keyboard, chair or any other items they use in performing their duties. This clearing is customized to personal preference and standards and is done using district supplied clearing products and equipment.

Communications

Communication Methods

Throughout the 2020-2021 school year, the District will utilize the following communication methods to keep stakeholders up-to-date on changes regarding all protocols:

- Calhoun40.net Website
- Phone and text alerts
- Email
- Calhoun Unit 40 Facebook

All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up to date.

Quick Contacts

Who do I contact if.....

- I have questions/concerns about remote learning:
 - Elementary/Jr. High/High School: First point of contact is teacher, second point of contact is principal
- My student tests positive for COVID-19: School office
- I am a staff member who tests positive for COVID-19: Building administrator
- I have questions/concerns about transportation: Transportation Supervisor

Illinois Department of Public Health FAQ for Schools:

<https://www.isbe.net/Documents/IDPH-School-FAQs.pdf>

Illinois State Board of Education; Fall Learning Recommendations:

<https://www.isbe.net/Documents/Fall-2020-Learning-Rec.pdf>

Calhoun County Health Department

<https://www.calhouncountyhealth.net/>

Illinois State Board of Education; All Sports Policy:

<https://www.isbe.net/Documents/Sports-Guidance.pdf#search=All%20sports>

Calhoun CUSD #40 Web Page:

www.calhoun40.net

