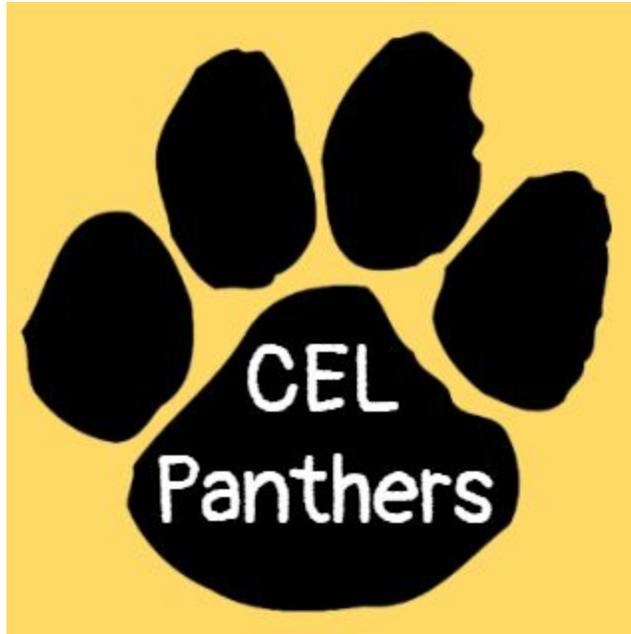


# *Return to School Plan*

## *2020-2021*



*Chester-East Lincoln CCSD #61*  
*Laura Irwin, Superintendent*

# 2020-2021 COVID-19 RETURN TO SCHOOL PLAN

## COVID-19 and Returning to School

*At CEL, we pride ourselves on providing a safe environment where children are engaged in both academic and social experiences that result in growth, confidence, and the ability to be lifelong problem solvers. It is our belief that the best place for students to learn is in a classroom with a certified staff member and other children in order to gain the skills needed to be a successful, high functioning member of society.*

*Throughout the trying times of the COVID-19 pandemic, CEL remains committed to making decisions that are in the best interest of our students and staff members. The following plan lays out how CEL will meet guidelines set by the Illinois State Board of Education (ISBE) as well as taking into consideration the needs of our students, staff, and parents.*

*The Illinois State Board of Education (ISBE) strongly encourages the reopening of schools and the return to “in-person” learning. On June 23, 2020, ISBE released guidance for schools to use in planning for “in-person” learning. Please keep in mind that these requirements and guidelines are all subject to change pursuant to changing health conditions and further guidance from ISBE.*

*Requirements from ISBE are*

- 1. Face coverings MUST be worn by all;*
- 2. Prohibits gatherings of more than 50 individuals in one space;*
- 3. Requires social distancing to the greatest extent possible;*
- 4. Schools must conduct symptom screenings OR require self-certification before entering school buildings;*
- 5. Requires an increase in schoolwide cleaning and disinfection.*

## SECTION I IN-PERSON LEARNING

### DISTRICT HEALTH & SAFETY PROTOCOLS

- Training for employees and students that promote behaviors that reduce the spread of the virus.*
- Promotion of mitigation practices such as staying home when sick.*
- Practicing hand hygiene and respiratory etiquette (including hand washing with soap and water regularly).*
- Required use of face masks. Individuals may bring their own mask from home or wear one provided by the district. Please make sure masks are clean and washed daily.*
- Posted signs throughout buildings promoting safe practices.*
- Regular cleaning and disinfecting throughout the building.*
- Proper ventilation and increased air circulation (opening doors and windows where possible).*
- Limiting the sharing of objects and supplies.*
- Rearranging seating in classrooms to allow for social distancing to the extent possible. Students will have assigned seats and will face the same direction.*
- Food consumption in smaller, controlled settings (classrooms) to avoid large groups.*
- Outdoor physical education when possible.*

- Limiting of non-essential visitors and volunteers. All visitors must wear a mask.
- Students will stay in one classroom as much as possible and teachers will move.
- Hand sanitizer will be available in every classroom, and everyone will be encouraged to sanitize when entering or exiting the classroom.

### **OPEN HOUSE/BACK TO SCHOOL NIGHT**

The State guidance strongly encourages virtual open house events this year, and CEL will be following their recommendations for returning students. An in-person open house is being planned for our new preschool students and kindergarten students on August 13 from 5:00-6:00. Families will be assigned a time to attend to limit the number of people in any given space. All family members and students entering the building must wear a face mask. A virtual open house will be planned for other grade levels. New students that are in 1st-8th grade are encouraged to schedule a tour of the building.

### **ONLINE PLATFORM TRAINING FOR PARENTS**

An online platform training on Google Classroom and Seesaw will be planned for parents. More information to follow.

### **CLASS LISTS**

Class lists will be emailed to parents as well as posted on the doors of the school on August 13th @ 9:00 a.m. Students will not be allowed to change their homeroom teachers.

### **VISITORS**

Although we love to have visitors, we will be strictly limiting visitors in our building. Parents will be allowed into the foyer and will communicate with the school staff through the window. If a child needs to leave school early, the parent will wait in the foyer. A staff member will sign the student out.

### **SELF-CERTIFICATION**

We are requesting that parents and staff members take a daily temperature reading and check for COVID-19 symptoms each morning your child will be present in our building. Students with a fever or any of the symptoms below should stay home and seek medical advice. By sending your child to school, you are certifying the following:

- That your child does not have a fever over 100.4 degrees.
- That your child does not have any of the following conditions related to COVID-19 that cannot otherwise be explained:
  - Cough
  - Shortness of breath or difficulty breathing
  - Extreme fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

### **SCHOOL DAY**

In-person instruction will begin on August 14, 2020 from 8:15 a.m. - 1:30 p.m. daily.

## **SOCIAL & EMOTIONAL SUPPORT**

*We recognize the importance of providing social and emotional support for our students as they return to school this year. Our social worker, school psychologist, and staff members are ready to assist students as needed.*

## **MASKS**

- *Masks are required on the bus and in the building. Students may wear a mask from home or the district will provide them as needed. Any student that refuses to wear a mask will not be allowed to participate in in-person learning.*
- *If a medical condition prevents a student from being able to wear a mask, a doctor's note will be required.*
- *Face masks can be removed during certain parts of the day (eating, band lessons, outdoors during PE, etc.).*

*\*We understand that it will take training and practice for our students to learn to wear masks all day. We will extend grace to our students and will help them to learn mask etiquette and the importance.*

## **PRESCHOOL TUITION**

*Tuition for our preschool program will not be waived or reduced when in-person learning is permitted. Additional staff will be utilized to ensure students are maintaining distance, following the guidelines, and to assist in extra cleaning procedures. If remote learning is deemed necessary by governing agencies, tuition will be \$50 per month for remote learning activities and curriculum and will hold your spot in the classroom when in-person learning resumes.*

## **SHOES**

*For the health and safety of our teachers and staff, please do not buy shoes that lace up if your student cannot tie their shoes.*

## **TRANSPORTATION**

*We are asking parents to provide transportation to and from school if possible. Bus capacity is significantly reduced to ensure social distancing measures are practiced. We are also requesting that parents make a 9-week commitment to their transportation plan.*

## **ARRIVING TO SCHOOL**

*In order to accommodate the social distance guidelines, we have developed a system with timelines in order to make the arrival to school as safe as possible.*

*Students are expected to have their masks on before entering the building, remain socially distant to the best of their ability, and follow any guidelines explained to them depending on the arrival routine they follow.*

### ● **DROP OFF**

- *While waiting in the car line to drop off your child(ren), please have them prepared to quickly exit the vehicle (backpack ready, mask on, etc.).*
- *We have 2 drop off times to accommodate parents. Students should not be dropped off prior to their times listed below and should wait in their parent's car until dismissed by a staff member. Parents will not be able to walk their students in the building or to their classrooms.*

- 7:50 a.m. - Students that have parents that need to travel to work may arrive. Students are to stay in the vehicle until they are directed to enter the building by a staff member. Once they enter the building, there will be a designated area to wait. We ask that students in the same household stand together in the area they are assigned to.
- 8:05 a.m. - Students with parents that have more flexibility in their schedule may arrive. Students are to stay in their vehicle until directed to enter the building. These students will go directly to his/her classroom.

- **WALKERS**

- 8:10 a.m. - Students that walk to school are allowed to enter the building and go directly to his/her classroom.

- **BUS RIDERS**

- 8:05 a.m. - Students will begin dismissing from the buses. One bus will unload at a time. Students will go directly to his/her classroom.
- Children are expected to have a mask on when loading the bus or one will be provided for them.
- Students will be assigned seats and will be sitting with those children living in the same household.

### **BREAKFAST**

- Breakfast will be served in your child's classroom. If you would like your child to eat breakfast at school, we request that they eat every day until the office is notified differently (phone 732-4136; email [office@cel61.com](mailto:office@cel61.com)).
- Breakfast price K-8 is \$1.65. Reduced price for qualifying families is \$0.40. Some families may qualify for free meals.

### **LUNCH**

- Lunches will be served in your child's classroom.
- Lunch price K-8 is \$2.35. Reduced price for qualifying families is \$0.60. Some families may qualify for free meals.
- No bar lunches will be served to our 5-8 grade students.
- Students may bring a sack lunch from home. Students may buy a milk (\$0.35) or bring a drink from home. No soda or other sugary drinks.

### **DISMISSING FROM SCHOOL**

- **STUDENTS RIDING THE BUS**

- 1:20 p.m. - Busses will start loading (one bus at a time).
- Students will remain in the classrooms until a bus number is announced. Busses will be loaded one at a time and will be lined up outside the primary door.

- **STUDENTS WALKING HOME**

- 1:25 p.m. - Students that walk home will exit out the gym door.

- **STUDENTS BEING PICKED UP**

- 1:30 p.m. - Students will be assigned a door that they will be dismissed from. Additional information regarding location will be provided at a later date.

## **WATER FOUNTAINS**

Water fountains will be closed with the exception of the water filling stations. CEL only has TWO water filling stations; therefore, students are strongly encouraged to bring a **clear** water bottle to school each day filled with water from home.

## **RESTROOMS**

Restroom usage will be coordinated by the teacher(s) to limit the number of students using them at one time.

## **PE**

- PE will be held outside (weather permitting) or in the classroom.
- Students will be allowed to remove their masks when they are outside but must remain socially distant.
- Since PE is shortened, remote PE will also be planned for students starting on August 31, 2020. Grades for 5-8 will be a combination of both online and in class participation.

## **SCHOOL LIBRARY**

The school library will be closed; however, the school will work out an online system for students to check out books as needed.

## **ART & MUSIC PROGRAM**

Art: Art will be provided in weekly cycles to reduce risk and exposure for PreK-3. Remote art lessons will be offered for our 4-8 students.

Music: There will be no chorus or elementary music classes until further notice. Mrs. Reynolds will be delivering small group or individual lessons.

## **FIELD TRIPS/ASSEMBLIES**

Field trips and assemblies have been cancelled for the 2020-2021 school year.

## **EXTRACURRICULAR ACTIVITIES**

Fall sports have been cancelled for the 2020-2021 school year (baseball, softball, and cross-country). No other decisions regarding any other activities have been made at this time.

## **ILLNESS**

Parents are encouraged to notify the school anytime their child is sick. For everyone's protection, if your child is sick, please practice common sense and keep them at home. Individuals with COVID-19 experience a wide variety of symptoms. Symptoms may appear 2-14 days after exposure to the virus. Symptoms include a fever (100.4 or higher), cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.

## **CONFIRMED CASE**

If your child tests positive for COVID-19 (or you think they may have it), they may return to school after they have been:

- Fever free for 3 days **and**

- *Respiratory symptoms have improved and*
- *10 days since symptoms first appeared or as directed by a doctor or the Logan County Health Department*

*If there is a confirmed case of COVID-19 at CEL, the district will send a note home notifying anyone that has been in contact with the individual that has tested positive. The district will disinfect and sanitize the building and will also consult the Logan County Health Department for additional guidance.*

*Anyone that has been in close contact with someone that has tested positive for COVID-19 should stay home for 14 days (or as directed by a doctor) from the date they had close contact with the individual that tested positive for COVID-19. Close contact is defined as any individual who has been within 6 feet of a person that tested positive for COVID-19 for at least 15 minutes.*

### **QUARANTINE LOCATION**

*Per ISBE guidelines, a separate location has been established for any student who becomes ill or exhibits signs and symptoms of illness during the school day. Parents will be required to pick up their child or make necessary arrangements.*

### **GRADING**

*Traditional grading practices will be utilized during in-person learning. Students will receive grades based on performance (5-8) and/or the mastery of learning standards (PreK-4). Please see the handbook for additional information.*

## **SECTION 2: REMOTE LEARNING**

### **REMOTE LEARNING**

- *Families that choose remote learning will have access to the district curriculum through the platforms of Seesaw (PK-2) and Google Classroom (3-8). Once a student has chosen remote learning, he/she will not be able to return to in-person instruction until the start of a new 9 week quarter. **Students who choose remote learning as an option will be held to the same standards as those attending in-person instruction.***
- *In the event that a student receiving in-person instruction is quarantined, the remote option will be available. The student may return to in-person instruction once he/she has met the health requirements.*
- *There is a possibility that schools will be forced to shut down during the school year. In this event, all students will receive remote learning.*

### **COMMUNICATION PLATFORMS**

*The following platforms will be used with all students (remote and in-person learners) and will be the main communication portal for CEL families with teachers*

- *PK - 2nd Grade will use Seesaw*
- *3rd - 8th Grade will use Google Classroom*

### **GUIDELINES FOR REMOTE LEARNING - STUDENTS**

- *Students are expected to be up and ready to learn at 8:15 a.m.*
- *Be on-time for assigned virtual meetings and lessons.*
- *Sit at a table or desk so your device is on a flat surface when using technology.*

- *Be prepared and ready to participate in a quiet work space (including materials and supplies).*
- *Make sure your camera is on so your teacher and classmates can see you when participating in a virtual meeting.*
- *Abstain from sending messages in the chat box unless you are instructed to by the teacher or have a question when participating in a virtual meeting.*
- *Please do not eat or drink during your video sessions (Ex. Zoom meetings).*
- *All classroom expectations must be followed during remote learning (be kind, be respectful, listen to others, do not interrupt your teacher or classmates, no phones, etc.).*
- *Remain focused during virtual meetings and ignore distractions such as phones, televisions, and pets.*
- *Submit completed homework on time.*
- *Check email throughout the school day (parents and students).*

### **GUIDELINES FOR REMOTE LEARNING - TEACHERS**

- *Teachers will utilize the online communication platform (Seesaw or Google Classroom) on a regular basis to update parents and students of any announcements.*
- *Students and parents will be provided with login information for any websites or online programs utilized during remote learning.*
- *Timely feedback will be provided by the teacher on assignments and discussions.*
- *All lessons will align to the Illinois Learning Standards and new content will be introduced.*

*In the event that all students receive remote learning*

- *PK - 4th Grade*
  - *Teachers will provide short online lessons in reading and math that will be posted no later than 9:00 a.m.*
  - *Activities will be assigned for the student following the short lesson.*
  - *Teachers will reach out to parents of students who have not been participating in lessons and online discussions after three days. Administration will also be notified.*
- *5th - 8th Grade*
  - *Teachers will post recorded online lessons at the time students would normally have the subject.*
  - *A virtual meeting will be scheduled following the recording to discuss the lesson, answer questions, and provide small group instruction as needed.*
  - *Teachers will reach out to parents of students who have not been participating in lessons and online discussions after three days. Administration will also be notified.*

### **ATTENDANCE**

*Students that participate in remote learning will be expected to complete lessons and assignments on-time. Parents must notify the school anytime their child is sick and/or unable to complete the assigned work.*

### **VIRTUAL MEETINGS**

*In the event that school is closed and remote learning is deemed necessary for all students, virtual meetings will be conducted at the same time as the class period meets during in-person learning, and students will be required to login during that time for lessons.*

### **TECHNOLOGY**

If a device is needed for remote learning, please contact the school. School issued technology should be used for school work only.

### **GRADING**

Traditional grading practices will be utilized during remote learning. Students will receive grades based on performance (5-8) and/or the mastery of learning standards (PreK-4). Please see the handbook for additional information.

### **TEACHER HOURS DURING REMOTE LEARNING**

Teachers will be available during their contractual hours from 7:55-3:30. Parents and students may email the teacher(s) outside the contractual hours, but teachers may not respond until the contractual hours (7:55 - 3:30).

## **SECTION 3: BLENDED LEARNING**

### **BLENDED LEARNING**

This model will only be used if we move back to Phase 3 per the Governor's order and are limited to 10 people per class (including students and teachers). It is a blend of both in-person and remote learning. In this model, half of the students attend in-person two consecutive days each week and engage in remote learning the other three days. Siblings would be assigned to the same in-person days as much as possible. The same guidelines would apply for in-person days and remote learning days (see above).

Depending on the number of students attending each class and the available space in the building, it may be an option for all students to attend in-person learning every day during Phase 3.

### **SAMPLE SCHEDULE**

Monday	Tuesday	Wednesday	Thursday	Friday
Remote Learning for ALL	Group 1 In-Person	Group 1 In-Person	Group 2 In-Person	Group 2 In-Person
	Group 2 Remote Learning	Group 2 Remote Learning	Group 1 Remote Learning	Group 1 Remote Learning