



Anna Community Consolidated School District No. 37
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Return to Learning Plan

Anna District # 37

2022-2023

This document serves as a plan for all employees and students of Anna District #37 for in person, remote, and e-learning days. In person learning is learning that occurs in the traditional classroom setting. Remote learning is learning that happens outside of the traditional classroom because the student and teacher are separated by distance or time. When the school district deems that remote learning days are necessary or acceptable, participation in remote learning days will count as full student attendance days. E-learning is learning that takes the place of an emergency day, such as a snow day. E-learning days can count for up to five student attendance days.

In Person Learning Schedules

Students enrolled in “in-person” learning will attend school from 8:00 a.m. until 2:15 p.m. on Monday and 8:00 a.m. – 3:15 p.m. Tuesday through Friday unless otherwise noted on the school calendar.

The following mitigations will be followed:

- Students will be encouraged to wash their hands frequently throughout the day. They will wash their hands before and after using technological items and eating.
- Hand sanitizer will be available for students to use as needed.
- Cafeteria tables will be cleaned and disinfected between classes. Staff members are encouraged to wipe down frequently used items often throughout the day.
- Staff are encouraged to open windows and allow fresh air into the classrooms when possible. New HVAC has been or is in the process of being installed throughout the district to improve ventilation and air quality in the buildings. Teachers are also encouraged to use outdoor learning areas for instruction.
- Hallway traffic will be scheduled to decrease the number of students in the hallway at one time.
- Dismissal will be staggered to control the number of students in one area at one time.
- Water fountains will be used. Students will have access to water bottle filling stations and should bring a plastic water bottle daily.
- Staff, students, and visitors are encouraged to wear masks.
- The District will work with the local health department to determine community levels and appropriate prevention strategies as needed.
- All students, including those with disabilities, will have the same access to in-person learning, remote learning, or e-learning time, instruction, and activities.

*Anna CCSD #37 has the right to reinstate or change safety mitigations as needed based on community transmission, school transmission, and other metrics associated with COVID 19.

Lincoln Elementary
 108 Warren St.
 Anna, IL 62906
 618.833.6851(P)
 618.833.3262(F)

Davie Elementary
 301 South Green St.
 Anna, IL 62906
 618.833.8022(P)
 618.833.6535(F)

Anna Jr. High
 301 South Green St.
 Anna, IL 62906
 618.833.6415(P)
 618.833.6535(F)

Health Certifications

All staff members are required to do a self-check to ensure they have no symptoms of COVID 19. These symptoms include fever of 100.4 or greater, chills, cough, shortness of breath, fatigue, muscle aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Any staff member displaying any of these symptoms should remain home.

Parents are asked to screen their children daily for symptoms of COVID 19. These symptoms include fever of 100.4 or greater, chills, cough, shortness of breath, fatigue, muscle aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Any student displaying any of these symptoms should be kept home from school.

In other words, if a staff member or student is ill, they should stay home until they are healthy again. Students and staff should not return to school until they are fever free for 24 hours without fever reducing medications.

It is recommended that staff or students displaying these symptoms be seen by a physician or undergo testing for COVID 19. No written or digital certification needs to be turned into the district.

Contact Tracing/Exclusions

Anna CCSD #37 is not responsible for contact tracing. The district will be in contact with the local health department and will notify them of any known or suspected cases of COVID-19.

Per CDC and ISBE guidance, individuals who test positive for COVID-19 or who exhibit COVID-19 symptoms must be excluded from school for 5 calendar days. If no symptoms develop, the student or employee may return to school on Day 6 but must remain fully masked at all times on Days 6-10. If the student or employee is unable to mask at all times, they must be excluded for 10 days.

If a student or staff member is symptomatic but does not wish to obtain diagnostic testing and is not a known close contact to a confirmed case, he or she should stay home. COVID-19 testing is strongly recommended for these individuals.

On-Site Diagnostic Testing

The school nurse will still offer diagnostic testing for students and staff who are considered close contacts to a positive COVID-19 case and to those who show symptoms of COVID-19. At home tests can be utilized and reported to the school nurse.

Vaccination Clinics

The District will provide information on local vaccination clinics to students and families. This will be done either through handing out flyers, the district facebook page, or all calls.

Chromebooks

Chromebooks will be used during in-person learning. Teachers are encouraged to use this technology to show students learning techniques that are available if a switch to full remote learning is needed. Each student will be assigned a chromebook for their use. Parents/guardians will need to sign a waiver stating that they are responsible for the price of the chromebook if it is damaged or lost. Chromebooks may be sent home nightly, depending on the grade level of the student. All chromebooks that are sent home should return to school fully charged the following day.

Remote Learning

Remote learning will only be offered to students who are quarantined by the local health department or excluded by the school district. All students will have access to the same remote learning activities. Remote learning activities must follow the state learning standards.

Students will be given homework assignments to complete, just as they would during any other illness. The teacher may put helpful information on the remote learning section of the school webpage to assist students with any lessons they are completing at home. The teacher may also offer Zoom calls, Google Meets, or video chats, if needed. If the student or parent/guardian needs guidance regarding any assignment, please contact the teacher by email or phone so that they can schedule a time to provide assistance. Homework assignments will be due within three days of returning to school after a quarantine unless other arrangements with the classroom teacher are made. Teachers will reach out to students who are completing remote learning at least once. This will allow them to address any concerns, especially those of students who have special needs or are considered homeless.

Student attendance during remote learning will be determined by work completion. If all assignments from the day were attempted, the student will be counted as present.

When students return to in-person learning, they should immediately report to the main office. This will allow the nurse to ensure they have completed the required quarantine or exclusion period. The school nurse or designated school official will provide guidance for the student on any requirements that are necessary upon their return. Students should follow CDC guidance regarding masking, if required. Social distancing guidance will be followed if required. Students will re-enter the regular classroom setting and participate in regular classroom procedures.

Continuity of Services

Anna CCSD #37 will continue to provide all academic, social, emotional, mental health and other services provided during a regular school day whether students are participating in person, through remote learning, or through E-learning.

Policies

All policies and guidelines from the regular student handbook apply. However, some changes are necessary due to COVID 19. These changes are as follows:

3.00 Conduct

Student absences due to quarantine or exclusion during the COVID 19 pandemic will not affect any PBIS rewards.

All conduct rules apply whether students are attending school in-person or participating in Remote Learning. Students who do not follow the conduct rules will be subject to consequences. If masks/face coverings are required by the district, students who refuse to wear a mask will be given the same consequences as those who do not comply with other rules. Disciplinary actions may be taken if mask refusal continues. It could also affect the student's conduct grade. This will be handled on a case by case basis.

3.05 Absences, Excused

Quarantine due to COVID 19 is an excused absence. Parents/guardians must notify the school office of a student who is placed on quarantine by the health department or a student who is showing symptoms of COVID 19 and waiting to be seen by a physician or test results.

3.11 Personal Appearance

Masks/face coverings must follow the Personal Appearance rules that are in the student handbook.

E- Learning Days

District #37 will use E-Learning Days rather than emergency days if and only if it is planned in advance of those days needed for emergencies such as snow days. The District will contact families the day before an E-Learning day will be used as quickly as possible. This will give families time to plan for childcare.

Students will be expected to complete assignments using chromebooks and other materials during E-Learning days. Assignments are due upon returning to school. More information on how to complete this work will be found by going to the district webpage, anna37.com, clicking the Remote tab, and finding your child's teacher's name. All assignments and information for e-learning will be found here.

Lunches will be available to any Anna CCSD #37 student who wishes to pick it up on e-learning days. These lunches must be requested prior to the e-learning day. There are no exceptions to this rule.

Communication

Teachers must be available for communication with parents and students from 9:00 a.m. to 1:00 p.m. daily during Remote Learning Days and E-Learning Days. Teachers may utilize e-mail, but must have an alternate mode of communication, such as phones, for those without internet access. Staff members will be responsible for checking emails and voicemail messages during this time.

Parents/Guardians and students who need to communicate with teachers should email the teacher or call them during the office hours. The teacher will provide contact information on their personal Remote Learning website. Because the district understands that parents may be working while remote learning occurs, teachers will do their best to answer emails and voicemails as quickly as possible. However, any calls or emails left after 1:00 p.m. may not be returned until the following day. Please do not call or text any teachers after 8:00 p.m.

During E-Learning Days, the District recommends phone calls or texts to teachers since work will need to be completed by the next school day.

Special Education and ELL Considerations

Classroom teachers, special education teachers, and the ELL teacher will work together to create remote learning and e-learning materials for students with special needs and English Language Learners. Typically, the general education teacher will prepare a packet with all learning information and the special education or ELL teacher will remove any subjects they teach and replace it with appropriate work for that child. All guidelines of the students Individualized Education Plan will be followed. ELL students should contact our ELL teacher for any questions or concerns during remote learning or e-learning.

Lunches

Lunches will be provided during Remote Learning and E-Learning. There will be a variety of hot and cold lunches offered throughout the duration of Remote Learning and E-Learning. Students will be able to pick up their lunches at 11:00 daily at Anna Junior High in the school office. The students will pick up their lunch as well as their breakfast for the next day.

In order to be put on the list for lunches during remote or e-learning days, parents must sign up prior to the remote or e-learning day.

Discipline

During Remote Learning, In-Person Learning, and E-Learning all students will abide by the student handbook rules for behavior. Please remember that online learning is a privilege. We want every student to participate in online learning, if possible. However, disrespect and disruptive behavior online will not be tolerated. If a student does not follow guidelines for behavior, they will face consequences when school is reinstated to in-person learning and may be required to complete learning packets rather than participate in online learning for the remainder of Remote Learning and/or E-Learning. Misbehavior during remote learning or e-learning activities could also have an impact on a student's conduct grade.

Increased or Decreased Mitigations

The CDC and IDPH recommend that schools use layered mitigations to combat COVID 19. District #37 is doing that through social distancing as much as possible, increased cleaning and sanitizing of hands, items, and rooms. Because the number of cases in the area can quickly increase and decrease, Anna CCSD #37, reserves the right to re-introduce any/all mitigations as needed. These decisions will be made when administration, in consultation with the school board, sees an increase in COVID 19 cases and transmission within the school or area. The district will provide this information as quickly as possible, but families should keep masks on hand in case this situation arises.

District #37 may decrease mitigations, such as mask wearing, distancing, etc. when state mandates are removed or as COVID 19 cases decrease within the school or area. These decisions will be made by the administrative team in consultation with the school board and families will be notified.

*This document is merely a summary of regulations and rules regarding remote learning. District #37 administration reserves the right to make changes or additions to this plan at any time if it is deemed necessary.

***Approved at August 15, 2022 board meeting**