**Return to School Action Plan**

**2020-2021**

The following action plan has been developed by the Millstadt School District following the Illinois Department of Public Health (IDPH) requirements, with input from the board of education, administration, teacher and staff committees, staff survey, and parent survey. The goal of MCCSD is to provide a safe environment for students and staff, and serve the academic and social emotional needs of students.

While Illinois is in Phase 4 of the Restore Illinois plan, the following plan and action items will be utilized to maximize in-person instruction. A return to Phase 3 of the Restore Illinois plan will return MCCSD #160 to remote learning. Please note that this is to return to school action plan as of July 22, 2020, and is subject to change based on new guidance from ISBE and IDPH. By maximizing in-person instruction, the school district encourages all students to participate in traditional schooling.

**WELCOME TO SCHOOL**

* August 14 will be a date for one parent and one student to meet with the classroom teacher, bring supplies, and have orientation in a small group setting. Information will be forthcoming about signing up for a parent conference.
* August 18 will be the first date for student attendance and/or remote learning.

**SCHOOL HOURS**

* School opens at 8:00 a.m. No students will be allowed before 8:00 a.m.
* The school day is from 8:15 a.m. until 2:00 p.m. daily. The dismissal time of 2:00 p.m. is scheduled for the entire school year. However, that may change depending on various factors.
* Grades 6-8 will dismiss at 12:45 p.m. Students will be served ‘lunch to go’ if choosing a school lunch option. No transportation will be provided until 2:00. Students needing transportation may remain in the cafeteria for lunch and to complete homework until the 2:00 p.m. dismissal. Supervision will be provided during this time.

**OPTION FOR REMOTE LEARNING**

* MCCSD #160 will provide an option for in-person learning or remote learning. Parents will make a decision by August 1 whether their children will participate with traditional or remote learning.
* This choice will remain in effect for the duration of the quarterly grading period. However, students that begin with in-person instruction may change to remote learning if special circumstances arise, or extended absences are expected.
* After each quarterly grading period, parents will have the option to change their option.

**PANTHER PLACE**

* The program will host kindergarten through fourth grade students.
* Panther Place hours will be 6:30-8:00 a.m. for before school care and 2:00-5:30 p.m. for after school care.
* A maximum of 100 students will be allowed to enroll in the program.
* Panther Place will only be open when school is in session.

**SELF-CERTIFICATION**

* Daily:
  + Parents must self-certify that their child does NOT have a temperature of 100.4, is not taking fever-reducing medications, has not been in close contact with someone with Covid or traveled outside the U.S. or been on a cruise in the last 14 days, and is not experiencing any symptoms of Covid.
  + Staff will also self-certify using the same requirements listed for students.

**BUS PROCEDURES**

* A maximum of 50 people will be allowed on a school bus.
* Parents are encouraged to transport their children to school if possible.
* Facemasks are required to be worn at all times while riding the bus.

**MORNING PROCEDURES:**

* School will open at 8:00 a.m. with school beginning at 8:15 a.m.
  + Students will not be allowed to arrive prior to 8:00 a.m.
  + At MCS, grades 3-4 will enter the building near the superintendent’s office, grades 5-6 will enter under the canopy at the principal’s office, and grades 7-8 will enter through the atrium/gym area.
  + Staff will take the temperature of all students entering the building.
  + Students will report directly to their homeroom class upon arrival unless eating breakfast.

**FACE COVERINGS**

* Face coverings must be worn by everyone in the building throughout the day.
  + Mask must cover nose and mouth throughout the day.
* Medically exempt individuals will be required to wear face shields.
* Teachers are encouraged to utilize our outside space for instructional purposes.
  + Face coverings are not required when outside as long as social distancing requirements are being met.

**HYGINE**

* All students must wash hands upon entry to the school, prior to reporting to the classroom.
* Sanitizer stations will be located at all entrances.
* Classrooms will be scheduling regular hand washing times throughout the day.

**CLEANING AND SANITIZING**

* The district has transitioned to a higher (hospital) grade disinfectant effective August 1.
* The district has purchased three electrostatic disinfecting spray dispensers that will be utilized daily.
* The district has purchased hand sanitizer dispensers for entrances.
* Additional cleaning of highly touched areas will occur throughout the day.
* Water fountains will be closed, except for the areas that dispense water directly into bottles.
  + Students should bring their personal water bottle daily and will be allowed to refill at the dispenser station throughout the day.
* The lunchroom will be cleaned and disinfected between groups of students.

**VISITORS**

* All visitors to the school will be required to complete a questionnaire and have their temperature checked in the school office.
* Visitors within the building will be extremely limited to contractors or essential visitors.
* Parent teacher conferences, IEP meetings, etc. will be remote via Google Meet or phone call whenever possible.
* No outside groups will be allowed to rent or use school facilities.

**CLASSROOMS**

* Students will be distanced to the greatest extent possible.
* All desks will be facing the same direction.
* Classrooms must have assigned seating assignments.
* Supplies will not be shared between students.
* Jr. High students will continue to change classrooms during the day.

**LOCKERS**

* Students will not change clothes for physical education. The p.e. locker rooms will not be utilized.
* 6th-8th grade students will all be assigned a Chromebook. Students will take their backpack and Chromebook to each class. Students will NOT have access to any lockers. We will reassess when coats are needed.
* All students must limit items in the backpack to necessary school supplies, as students will keep these items with them throughout the day.

**LEARNING PLATFORM**

* All pre-kindergarten through first grade classes/teachers will use Seesaw.
* All second through eighth grade classes/teachers will utilize Google Classroom.
* Parents communication will be emailed through Teacherease.
* All student communication for remote learning will occur through Seesaw or Google Classroom.
* All assignments for both in-person and remote learning will be assigned through the designated platform (Seesaw and Google Classroom).

**GRADING**

* MCCSD will return to traditional grading, regardless of whether we are in Phase 4 (in-person learning), or Phase 3 (Remote Learning).

**EXTRA CURRICULAR ACTIVITIES, FIELD TRIPS, ASSEMBLIES, PROGRAMS**

* Extracurricular activities are unknown at this time. We will take advice and guidance from the Illinois High School Association, and work with other conference schools in determining these activities.
* Until further notice, there will be no field trips, assemblies or school programs.
* We believe these are important parts of the educational process. However, it is unreasonable to expect or to attempt to have these events at this time.

**IN THE EVENT OF A COVID POSITIVE CASE**

* The school district will work with the St. Clair County Health Department, following guidelines from the CDC, IDPH, and ISBE to determine whether a school shut down is necessary, as well as the length of time to be shut down.
* The infected individual is to be isolated and excluded from school for 10 school days (2 weeks).
* Contacts of infected individuals are quarantined for 14 days. Contacts are defined as being within six feet for 15 minutes or longer without a facemask.
* Contacts of quarantined individuals are not required to quarantine.
* The areas of the school with where the COVID positive case participated will be thoroughly sanitized and cleaned.