

RICHMOND-BURTON COMMUNITY HIGH
SCHOOL

Rocket Relaunch 2020



**OUR GUIDE TO REOPENING SCHOOL
BASED ON GUIDANCE FROM ISBE, IDPH,
AND CDC**



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INTRODUCTION

To the RB Community:

Over the past few weeks, District 157 administration and staff have been working on the Rocket Relaunch for the 2020-21 School year. The district prepared educational plans and operational protocols based on guidance from the Illinois State Board of Education, the Illinois Department of Health, and the State's five-phase reopening plan.

This guide outlines the educational plans and protocols in place for the 2020-21 school year based on the phases of the Restore Illinois Plan. Due to the uncertainty of the pandemic, items in this document are fluid and may change at any time.

This document serves as a supplement to the D2/D157 Road Map to Reopen Schools.

There will be consistent communication between building administration and the RB community throughout the school year.

A handwritten signature in black ink, appearing to read 'Mike Baird', with a stylized, looped ending.

Mike Baird
Principal
Richmond-Burton Community High School

HEALTH AND WELLNESS

SOCIAL DISTANCING

Richmond-Burton has developed procedures to ensure six feet of physical distance from other persons as much as possible. This expectation pertains to students and staff members in all areas and settings to the greatest extent possible. Signage and visual aids will be posted throughout the building. Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, etc. Staff breakrooms will be arranged to facilitate social distancing. Staff are encouraged to spend lunch and prep times in their classrooms if those spaces are available.

PPE AND FACE COVERINGS

RB understands social distancing is not always possible in an active high school. **All individuals inside the building must wear an approved face mask.** Staff and students may remove their masks while eating lunch. Face coverings do not need to be worn outside in situations where social distancing is possible.

Process for a student who is refusing to wear a mask:

- The student will receive immediate redirection and clarification of the expectation that a mask must be worn at all times.
- If the student continues to refuse to do so, he or she will be removed from class and brought to a separate location where student will complete remote learning activities until parent or guardian arrives
- The parent or guardian will be contacted to get the student home. A student driver will be allowed to leave the building once the parent or guardian has been contacted.
- **Students who have been removed from the classroom for refusing to wear a mask will not be permitted to take the bus home**

HYGIENE

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Staff members are encouraged to clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, approved hand sanitizer may be used. Signage will be placed throughout the building regarding hand sanitation. Hand sanitizing stations will be placed in common areas (cafeteria, library, etc.).

Each classroom and office will have hand sanitizer pumps for use by students and staff upon entry into the space.

WATER

Due to the pandemic, community water fountains will not be available for personal use throughout the hallways. Each student is encouraged to bring a water bottle each day for their personal use. Students will be permitted to have water in all classrooms. Water fountains in the gymnasium near the cafeteria will remain on for students to refill water bottles. Students will have the ability to fill water bottles when necessary throughout the day.

TRAINING

Each staff member will receive safety training related to Richmond-Burton's social distancing, face covering, hygiene, and building procedures. Training will be specific and tailored to each staff member's circumstances. This training will occur during teacher institute days August 17th and 18th.

Students will receive instructions on the logistics of the building and the safety requirements. They will receive several pieces of digital information prior to the school year including a video walk through of the building and common areas. Safety protocols will be reinforced through in person instruction as well.

HEALTH SCREENINGS

In order to remain open as much as possible, only students and staff who are healthy should report for in-person learning. **Students and staff are encouraged to remain home when not feeling well.**

Any student or staff member who begins to show symptoms related to COVID-19 will report to a designated area until they are able to leave the building.

Students in this area must be picked up by a parent or guardian, bus transportation home will not be permitted.

Staff members who have had contact with someone who is positive for COVID-19 must notify the building principal or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.

VISITORS

Higher discretion will be given while inviting visitors to schools. Visitors to the building will report to the main office for a wellness screening and temperature check. Visitors must wear an appropriate face mask at all times or they will not be permitted entry. Visitors will remain in the main office or their designated location for the duration of their visit. Visitors will not have open access to the building in order to maintain social distancing.

All visitors entering the building must be asked the following questions:

1. Has the individual washed their hands or used alcohol-based hand sanitizer on entry?
 - a. Yes - proceed to question #2
 - b. No – please ask them to do so and then proceed to question #2
2. Ask the individual if they have any of the following symptoms
 - a. Cough
 - b. Shortness of breath
 - c. **OR** at least TWO of these symptoms
 - i. Fever
 - ii. Shaking with chills
 - iii. Headache
 - iv. Loss of taste or smell
 - v. Muscle Pain
 - vi. Sore Throat
 - vii. Vomiting
 - viii. Diarrhea

If YES, restrict them from entering the building
If NO to all, continue to step #3
3. Check temperature, looking for a fever of 100.4 or higher
If YES, restrict them from entering the building
If NO to all, continue to step #4
4. Allow entry to the building and remind the individual to:
 - a. Wash their hands or use hand sanitizer throughout their time in the building
 - b. DO NOT shake hands with, touch or hug individuals during their visit

SCHOOL DAY PROCEDURES

ARRIVAL / BEGINNING OF DAY

- Parents of students attending RB are required to conduct health screenings of their children every school day prior to sending them to school. The district will provide all parents with a checklist to assist them in the completion of this health certification.
- By sending their children to school, parents or guardians acknowledge their children are not experiencing symptoms of COVID-19.
- All buses will be dropped off at the Events Entrance at the north end of the building. Upon entry, students will be asked to go directly to their first hour class after stopping at their locker if necessary.
- All student drivers and drop offs will enter at the main entrance of the building.
 - Students must be wearing masks as they approach the tables and staff at this entrance
 - Students who have not yet had the health check completed in the morning will scan a QR code to complete the questionnaire.
 - All students will have their temperatures checked before entering the building. In the event the temperature is out of acceptable range the student will need to leave the building. In the event that their parent or guardian has already left they will be quarantined in the nurse's office until transportation can be scheduled.
- The school will assign adequate outside and hallway supervision to support student social distancing during arrival and dismissal times.
- Students are to immediately report to their first hour classroom.
- Students are asked to bring their own cloth face covering each day; however, a single use face covering will be distributed to any student requiring one. Students who continue to not have their own face mask may not be allowed entry into the building.

SANITATION

- Building operations personnel will be participating in COVID sanitation specific training prior to the school year
- All student desks wiped down by staff after each class period.
- Stairwell doors propped open to eliminate surface touching
- Stair railings disinfected throughout the day
- Hand sanitizing stations as well as signage placed in common high traffic areas throughout the building
- All lunch areas disinfected after each lunch period

CLASSROOM GUIDANCE

- **Face masks required at all times**
- Classrooms desks will be prearranged to create the maximum distance between distance
- Grouping of desks will not be permitted
- Classrooms will be set up to face the same direction when possible
- Common areas will be marked with signage to remind students of social distancing requirements
- Desks and/or tables will be sanitized after each class period
- Hand sanitizer will be available in each classroom
- Classrooms deep cleaned on a nightly basis
- School supplies will not be shared between students or staff
- Each teacher will receive the following:
 - 20 masks - for emergencies or breakage during a lesson
 - 2 sanitation cloth packets
 - 160 count per packet
 - One wipe will clean three desks
 - 1 hand pump of sanitizer
 - 1 box of gloves
 - Additional supplies will be provided when necessary

HALLWAYS AND COMMON AREAS

- **Face masks required at all times**
- Students are encouraged to maintain six feet of distance as much as possible. Hallway floors will be marked to indicate six feet of distance and to also create a separation between the two sides to encourage proper traffic flow. Following proper side to side traffic flow will allow students to maximize social distancing
- Hallways benches marked to indicate maximum allowable users
- Doorways to stairwells will remain open throughout the day to minimize surface touching.
- Hand railings will be disinfected throughout the day
- Students will be released from classes in two groups by separate bells:
 - Group 1: All students last name A - K
 - Group 2: All students last name L - Z
 - Students will be asked to report directly to their next class

CAFETERIA AND ALTERNATIVE LUNCH SPACES

- Alternative lunch spaces are being created in the gymnasium and throughout the grounds. Students will enter the cafeteria from the Rocket Drive hallway. Access through the main gym will not be permitted
- Hot lunches and packed items will be available. PPE will be installed in the cafeteria to protect staff and students
- Student seating will be spaced at six feet.
 - Main cafeteria can hold up to 46 students
 - The gymnasium will be split using the curtain into two separate spaces for 50 students
 - Students may not move from one space to another.
- Students receiving a hot lunch will line up in the Broadway hallway. Floor markings will space the students to maximize distancing.
- Hand sanitizing stations and signage will be placed at the entrance of the cafeteria
- Students may remove masks while eating. They will be required to wear them while waiting to receive their food and once they are finished
- Staff supervising lunches will be required to wear masks at all times
- Lunch areas will be sanitized in between each period
- Outside lunch area may be available, weather permitting

LOCKERS

- Students will be issued a hallway locker for their personal use.
- Sharing of lockers is no longer permitted.
- *Students are encouraged to carry all of their materials in their backpacks with them if at all possible.*
- Students will only be allowed to go to a locker during the following times:
 - Before school
 - During a study hall with a pass from a teacher
 - Before lunch
 - After School

RESTROOMS

- **Face masks required at all times**
- Maintain six feet of physical distancing whenever possible.
- Clearly marked areas for safe student use and capacity
- Signage will be clearly displayed reminding everyone of distancing and hygiene.
- High touch areas cleaned throughout the day
- *Staff are encouraged to allow students to use the bathroom during the class period to avoid passing period bathroom breaks.*
- Students are encouraged to use the restroom during PE, study halls, and lunch periods.

SHARED OBJECTS

Students and staff are restricted from borrowing or sharing of any items of any kind. This includes but is not limited to calculators, Chromebooks, and writing utensils. Items that must be shared must be cleaned after each use.

Reusable hallway passes will not be permitted.

PREPARATION FOR WHEN A STUDENT OR STAFF MEMBER BECOMES SICK

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the designated area on campus following the building procedure and will be required to inform the school nurse.

Students will be provided a face covering and will remain in the quarantine area until a parent or guardian picks up the student, or alternative transportation home is arranged. Staff will remain in the quarantine area until they are able to leave. Students and staff who are sick must self-monitor and return to school according to the IDPH guidelines. A doctor's note may be required for staff returning to work. Staff who have had contact with someone who is positive for COVID-19 must notify their building principal or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.

TRANSPORTATION

Richmond-Burton CHSD 157 is working closely with our transportation department to ensure procedures are in compliance with all applicable expectations under state and federal guidelines. **When possible this year, we ask that you drive your student(s) to school. This will help both Districts reduce the number of students on each bus and allow for greater social distancing.** All individuals on a bus must wear a face covering, no more than 50 individuals will be on a bus at one time, and social distancing will be maintained to the greatest extent possible. Students must undergo symptom and temperature checks, through self-certification, before boarding a bus. Students and families should be aware of procedures and expectations regarding transportation. 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. Drivers and monitors who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or symptoms of COVID-19 will not work. Drivers and monitors who become ill during their route will contact their supervisor immediately. The CDC recommends that entities should “create distance between children on school buses ...when possible.” No more than 10 individuals may be on a vehicle at any one time during Phase 3. No more than 50 individuals may be on a vehicle at any one time during Phase 4. Richmond-Burton CHSD 157 will provide visual guides to ensure that students comply with expectations. 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 school loading and unloading zones. IEP or 504 teams should meet to determine individual transportation needs for students who require special accommodations. All IDOT 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. Sanitizing products will meet the EPA criteria and be used according to manufacturers’ guidelines.

INSTRUCTION

SAFETY EDUCATION

Students will be receiving appropriate education and guidance for proper physical distancing, proper use of all PPE, and proper hand hygiene during the first two weeks of school.

All staff members will be trained on these items and other safety protocols during institute days prior to the opening of the school year.

HIGH RISK STUDENTS

The Administration will work closely with school nurses and parents, as well as the student's medical provider, to determine safe alternatives to in-person instruction. Richmond-Burton CHSD 157 will consider continuing Distance Learning for medically fragile students, students at a higher risk of severe illness, and students who live with individuals at higher risk of severe illness for the duration of Phase 4.

Appropriate consents must be obtained for communication with outside providers. Review IEPs, 504 Plans, asthma action plans, or Individualized Health Plans to determine if these plans will need to be amended or modified.

Teams should consider the following:

- Whether the student's medical condition is conducive to in-person attendance or if needs would best be met remotely.
- The student's behavior and capacities, including ability to control secretions, cover mouth/nose when sneezing and coughing, ability to maintain distance from other classmates, ability to tolerate wearing a face covering (may consider the option of face shield instead), ability to wash hands with/without assistance, and ability/safety of use of hand sanitizer.
- The number of students per classroom and ability to maintain six-feet distance, when possible.
- Consult with individual student health care providers, if applicable, and IEP teams to determine the best modality to meet the student's needs on an individualized basis.

For staff working with students who are present for in-person learning, Richmond-Burton CHSD 157 will provide appropriate PPE for continuous wear and during procedures such as feeding (e.g., gowns, gloves, and face shields). Maintaining strict social distancing will not likely be feasible due to the personal nature of common care and services, including feeding, toileting, suctioning, position changes, diaper changing, hand-over-hand assistance, physical therapy, and occupational therapy. Appropriate PPE should be used in conjunction with appropriate hand hygiene.

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SOCIAL AND EMOTIONAL LEARNING (SEL)

SEL curricula and additional supplementary services will continue to be provided for students and staff. Teachers will continue to implement the SEL curriculum with supplementary resources with an intentional focus on student's emotional health who may have been or continue to be impacted by COVID-19. Students will also have continued support to social workers, psychologists, and counselors at school. Surveys will be conducted for students in grades 3-12 to get more feedback on their SEL needs. Our teachers and staff teams will continue to identify students who may need additional support or interventions. Students with IEPs for SEL will continue to receive services based on their identified IEP minutes.

MUSIC-RELATED COURSES

Music related education will follow the most current ISBE guidelines for student and staff safety measures. During phase 4, this will include utilizing alternative and outdoor spaces when possible. Instrumental music teachers will work with students in smaller sectional groups to increase spacing in the band room when practicing outside is not practical.

It is permissible for band members to remove their mask during the time they are playing if it is required for their instrument.

The following specifics will be in place:

- The director's podium will be a minimum of 10 feet from the first student
- Students will have assigned chairs and music stands that only they use throughout the year
- All surfaces will be disinfected following each class period
- Rehearsal held outside whenever possible

DRIVER'S EDUCATION BEHIND-THE-WHEEL

Behind the wheel will continue to follow the guidelines set forth by the Secretary of State and ISBE:

- Only two students and one instructor per vehicle
- **All participants must wear face masks at all times**
- Do not make any unnecessary stops during the training
- Complete hand sanitation before and after driving
- All touch surfaces will be cleaned before and after each driver

PHYSICAL EDUCATION AND LOCKER ROOMS

Physical activity is critical to a students' overall health. It can help reduce stress and anxiety. Whenever feasible and weather permitting, PE students will be brought outside for physical activities that can be completed with social distancing.

On days when PE must be taught inside, students will be separated into different spaces to maximize physical distancing.

Any shared equipment must be cleaned before and after use by each student. Students must perform hand hygiene after the use of each piece of equipment.

Students will not be changing for PE classes throughout Phase 4. PE staff will design activities that can be performed by students without changing.

3 TYPES OF SCHEDULES

FULL OPERATIONS:

Learning that is conducted 100% within the school in a traditional face to face instructional delivery model. Students and staff would be expected to attend school each day.

HYBRID:

Students would attend school on certain days and work remotely from home online other days. This allows the District to lower the number of students in a building or on a bus, and would allow for greater flexibility in the implementation of safety protocols.

REMOTE LEARNING:

During remote learning students can not attend school. All learning is done online.

Parents/Guardians not wanting to send their student(s) back to full in person learning, may choose to opt into full remote learning. More information regarding the remote learning option will be provided by your student(s) principal in the near future. Parents/Guardians choosing the remote learning option must still complete the online registration as normal. The Districts will be following up through the week of July 27th with parents/guardians on what option (in-person or full remote) they will choose for their student(s). If a parent/guardian chooses the remote learning option, they must commit to it through at least the first quarter before a change back to in person learning will be made.

It is our goal to move to full in-person learning after the Labor Day weekend. ****The first tentative day of full in-person learning will be on September 8, 2020.** The principal of each school will

be providing additional specific information regarding the day to day operations and procedures within his/her school by July 28, 2020.

*****In-person learning can only take place as long as we are still in Phase 4 of the Governor's Reopen Illinois Plan, we have not seen COVID-19 cases in our schools, and it is deemed that full in-person learning can be done in a safe manner.***

REMOTE LEARNING OPTIONS

OPTION 1 - FULL OPERATIONS

Under this option, all students will return to the building full-time. All protocols outlined in this document will be strictly adhered to in this scenario.

Distance learning will be provided as an option for any student that cannot return to school.

- Each RB student will have an account with our new LMS, Schoology, which will have a page for each one of their classes
- During in-person instruction in the building, teachers will video conference the lesson so students who are at home are able to follow along. These live lessons will be during the time slot on the student's schedule. For example, if a student has Algebra 1 first hour (7:55 - 8:48 am), they will need to log in to the live lesson during that time if they are not able to attend in-person.
- Students who do not log in to the live lessons will be marked absent for that class period.
- All materials for the lesson will be posted online by the teacher. If the lesson is not able to be completed remotely, an alternative of the same value will be provided.
- Assessments are strongly encouraged to be taken in person. Specific arrangements may be accommodated if possible. Testing hours will be available outside of the typical school day at the high school.

OPTION 2 - HYBRID (SIMILAR TO BEGINNING OF SCHOOL)

Under this option, half of the students will be in attendance at a time. Freshmen and sophomores on one day, juniors and seniors on the next.

Distance learning will be provided as an option for any student that cannot return to school.

- Each RB student will have an account with our new LMS, Schoology, which will have a page for each one of their classes
- During in-person instruction in the building, teachers will video conference the lesson so students who are at home are able to follow along. These live lessons will be during the time slot on the student's schedule. For example, if a student has Algebra 1 first hour

(7:55 - 8:48 am), they will need to log in to the live lesson during that time if they are not able to attend in-person.

- Students who do not log in to the live lessons will be marked absent for that class period.
- All materials for the lesson will be posted online by the teacher. If the lesson is not able to be completed remotely, an alternative of the same value will be provided.
- Assessments will not be taken by students on days they are in the building if it can be avoided.

OPTION 3 - FULL REMOTE LEARNING

Under this option, all students are participating in remote learning at all times.

- All virtual instruction will continue to follow the RB daily schedule. For example, if a student has Algebra 1 first hour they will be required to log in to the live lesson during that time in order to be marked present and receive credit.
- All materials for the lesson will be posted online by the teacher.
- Each class grade will have a participation component. Students who fail to consistently engage online will not receive credit for a course under this model.
- In full remote learning, assessments will be given online.

With all of these options there are challenges. District 157 encourages parents and teachers to work together to achieve the greatest outcomes for our students. RB administration encourages feedback as the school year progresses.

SPECIAL NEEDS STUDENTS

The goal for students with IEP's and 504 plans are to ensure there is little to no interruption of academic support and services. Studies have shown that younger students and students with IEP or 504 plans need more intense, consistent face to face instruction to be successful.

Students with IEP's and 504 plans will also be able to attend school on all in-person days.

Students in the R-B Transition program will still go out in community, but on a smaller scale. The number of students visiting one site depends on how many visitors a business can accommodate. In addition, students and staff will follow safety protocols when entering all locations and returning to school. We understand that some parents are apprehensive about students visiting businesses. The staff in the Transition program will work with individual families on allowing students to visit companies.

IEP meetings will be conducted remotely. Case managers will continue to communicate meeting dates and times with parents.

TECH CAMPUS

Lake County Tech Campus and Richmond-Burton High School will continue our successful partnership into the 2020-21 school year. On Thursday, July 24th, Lake County Tech Campus announced the decision to begin the school year in full remote learning. Tech Campus students will remain at the high school and will have a location in which to work together to complete their assigned activities.

RBCHS is prepared to transport Tech Campus students to the site when in-person instruction resumes.

BACK TO SCHOOL SCHEDULE

| Date | Freshmen | Sophomores | Juniors | Seniors |
|------------------------|-----------------|-----------------|-----------------|-----------------|
| Wednesday, August 19 | in-person | in-person | Remote Learning | Remote Learning |
| Thursday, August 20 | Remote Learning | Remote Learning | in-person | in-person |
| Friday, August 21 | Remote Learning | Remote Learning | Remote Learning | Remote Learning |
| Monday, August 24 | in-person | in-person | Remote Learning | Remote Learning |
| Tuesday, August 25 | Remote Learning | Remote Learning | in-person | in-person |
| Wednesday, August 26 | Remote Learning | Remote Learning | Remote Learning | Remote Learning |
| Thursday, August 27 | in-person | in-person | Remote Learning | Remote Learning |
| Friday, August 28 | Remote Learning | Remote Learning | in-person | in-person |
| Monday, August 31 | in-person | in-person | Remote Learning | Remote Learning |
| Tuesday, September 1 | Remote Learning | Remote Learning | in-person | in-person |
| Wednesday, September 2 | Remote Learning | Remote Learning | Remote Learning | Remote Learning |
| Thursday, September 3 | in-person | in-person | Remote Learning | Remote Learning |
| Friday, September 4 | Remote Learning | Remote Learning | in-person | in-person |

ALTERNATIVE BELL SCHEDULE

District 157 recognizes the additional anxiety and stress the current situation puts on staff and students inside the building. In order to mitigate that, an alternative daily bell schedule will be used for RB students this school year. All student schedules will be adjusted to reflect the alternative schedule below. All class periods, including lunch, will now be 40 minutes. This will give students as well as staff a longer break period.

Student schedules will be adjusted in Skyward in early August.

| BELL SCHEDULE | | | PROPOSED ALTERNATIVE | |
|---------------|---------------|--|----------------------|---------------|
| PERIOD | TIME | | PERIOD | TIME |
| 0 | 7:00 - 7:49 | | 0 | 7:00 - 7:49 |
| 1 | 7:55 - 8:48 | | 1 | 7:55 - 8:35 |
| 2 | 8:53 - 9:41 | | 2 | 8:40 - 9:20 |
| 3 | 9:46 - 10:34 | | 3 | 9:25 - 10:05 |
| 4A | 10:39 - 11:27 | | 4 | 10:10 - 10:50 |
| 5B | 11:06 - 11:54 | | 5 | 10:55 - 11:35 |
| 5A | 11:32 - 12:20 | | 6 | 11:40 - 12:20 |
| 6B | 11:59 - 12:47 | | 7 | 12:25 - 1:05 |
| 7 | 12:52 - 1:40 | | 8 | 1:10 - 1:50 |
| 8 | 1:45 - 2:33 | | 9 | 1:55 - 2:35 |

ADDITIONAL DATES

- Friday, July 24th
 - Rocket Relaunch published
- Monday, July 27th
 - Parent webinar to discuss Relaunch plan
 - 7:00 pm
- Tuesday, July 28th
 - Webinar with incoming 9th graders
 - 12:00 pm
- Wednesday, July 29th
 - Webinar with 10th graders
 - 12:00 pm
- Thursday, July 30th
 - Webinar with 11th graders
 - 12:00 pm
- Friday, July 31st
 - Webinar with 12th graders
 - 12:00 pm

Login information for the webinars will be emailed and posted on the school website.

Webinars will be recorded and shared out as well.