

JERSEY COMMUNITY UNIT SCHOOL DISTRICT #100 RETURN TO SCHOOL PLAN 2020-21

Dear Parents/Guardians, Teachers, Students, Staff, Administration and School Board Members:

Jersey Community Unit School District #100 has developed the attached Return to Learn Plan for the 2020-21 school year. This is a comprehensive plan that has been developed with input from various stakeholders, including, but not limited to: teachers, students, parents, paraprofessionals, custodians, maintenance staff, the transportation department, school nurses, psychologists, administrators, local union representatives, the Regional Office of Education and the Jersey County Health Department. The new plan outlines wellness, human resources, technology, instruction, and specific building plans and operations.

While the School District would prefer to educate all students in person, the Return to Learn Plan provides that all K-12 grade students will have a choice of either attending school in-person or learning remotely. Remote learning expectations will be much different than they were in the spring in order to ensure that students are learning the designated material.

The School District has recently made arrangements for all K-12 grade students to have a Chromebook laptop computer to use during the school year. Due to nationwide demand for these devices, it may take some time to get all of these distributed at the beginning of the school year. Jersey #100 is working diligently to ensure technology will not be a barrier for students but rather a learning mechanism to enhance academic successes. To that end, Wi-Fi hot spots will be available for academic use throughout Jersey County and we will communicate those locations to students and parents.

The State of Illinois allows for in-person learning to occur during Phase 4 of the Restore Illinois Plan adopted by Governor Pritzker when accompanied by appropriate safety measures for students and staff as outlined by the Illinois Department of Public Health and the State Board of Education. However, if Jersey County or Region #3 (the region Jersey County is in for Restore Illinois) is ordered to return to Phase 3, then Jersey #100 will utilize the remote learning plan for Phase 3 as described in the Return to Learn Plan. We are currently in Phase 4 and will continue to plan for in-person learning for the 2020-21 school year.

I ask that you review this plan in its entirety as it covers the safety, health and welfare policies that we want to establish throughout the Jersey #100 School District schools and buildings.

There will be an email sent by the end of the week to the parents/guardians who are listed in Skyward as the primary family contact requesting completion of a required online form in Skyward Family Access. This form will ask parents to specify their choice of either in-person learning or remote learning and bus transportation. **Please be sure that you can access your Skyward Family Access account and that choices are made and submitted once for each student in the district.**

Thank you for your time, patience and all that you do for the students at Jersey #100.

Sincerely,

Mr. Brad Tuttle
Superintendent

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Overview

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This plan outlines the educational plans and protocols put into place to begin the 2020-21 school year at Jersey Community Unit School District #100. Due to the uncertainty of the pandemic, it is possible the district will be in several phases over the course of this school year. ***It is important to note, during any phase in which students and staff are on campus, no one will be penalized for missing school and will encourage those who are not feeling well to stay home.*** While school will look very different, the district's commitment to providing a first class education to our students remains the same.

At the time this plan is released, Jersey #100 plans to open school in **Phase 4** which allows for in-person learning to occur. There will be an option for students to participate via remote learning. Those plans can be reviewed in this document.

****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 curb-side 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.

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

Phase 3: If Jersey County or Region #3 (Jersey County is in Region #3 of the Restore Illinois) is ordered to return to Phase 3, OR with the directives of the Jersey County Health Department, Jersey #100 will go to all students learning remotely from their homes. Please note that during the development of this plan, Jersey County is in Phase 4. Jersey #100 will continue to plan for in-person learning for the 2020-21 school year but will also prepare teachers, staff, students and families for full-remote learning in case we are ordered to return to Phase 3 of Restore Illinois.

What is the difference between In-Person Learning and Full-Remote Learning?

In-Person Learning is:

For Jersey 100 students who choose to participate in ***In-Person Learning*** those students will be attending school Monday through Thursday from 8:30 a.m.-2:00 p.m. and will participate in Remote Learning (from home) on Fridays. Even though there is one day of Remote Learning it is still considered ***In-Person Learning***.

Remote Learning is:

For Jersey 100 students who choose to do full ***Remote Learning***, they will not be attending school in-person to obtain their academic lessons. Instead, teachers will send lessons to the Remote Learning students where they will complete those at home. Individual teachers will share how they will communicate these lessons with the students and/or their parents.

PLEASE READ:

Remote learning will be very different for the upcoming school year than it was during this past spring semester. Last spring, students were provided activities and assignments to maintain learning and engagement. This fall, we will be introducing new material and expectations for all learning will be more rigorous and will require significant effort from students and families. Students will be expected to complete activities and assignments daily. Families that lack appropriate internet access will need to be committed to finding “hotspots” throughout the communities and make a consistent effort to download material and submit assignments in advance and communicate with teachers regularly. Families that choose remote learning will also be expected to drop off and pick up assignments on a regular and consistent basis to allow teachers to evaluate and monitor the learning of students.

Ultimately, students will be held responsible for their assigned work and IF they fail to meet expectations, standards, and requirements, they may face future retention.

I. Wellness

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Staff and Student Protection Plan

Jersey Community Unit School District #100 (Jersey #100), is committed to the health and safety of our students, staff and their families. The following plan has been developed with that in mind. While this plan specifies guidelines for the staff, students and buildings to follow, everyone's health and safety is dependent on each individual. Each staff member must ensure their own health and safety by adhering to these guidelines and reporting any issues or safety concerns to their building principal or supervisor. Each of us will play a role in the collective safety of all.

Physical Distancing

Jersey #100 staff and students are expected to maintain physical distancing to the greatest extent possible keeping in mind the recommendations of trying to maintain a 6 feet distance throughout the school day. Signage reminding staff, visitors, and students to maintain physical distancing will be placed at all entrances, in classrooms and throughout all common areas. Physical distancing applies to all areas including the classroom, common areas, and the main office. Student mixing must be reduced to a minimum. Students will remain with their grade level cohorts/classes to reduce mixing grade levels within the building as much as possible. Within the schools, this will allow for more precise contact tracing should a case of COVID-19 be confirmed at a location. This will also control the spread of any disease such as COVID-19 to a specific grade level or classroom. Building administration and staff will review their student drop off and pick up procedures to try to maintain physical distancing. (See details in each building plan.)

Face Coverings

Jersey #100 understands that physical distancing will not be possible for all circumstances. Students and staff will be required to properly wear masks on school buses and while at school. **This requirement is subject to change as these guidelines evolve from the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH).** Some exceptions will be allowed such as teaching outside where 6 feet distance can be kept. Signage will be placed in areas requiring the use of face coverings. Gloves or other personal protective equipment (PPE) must be used as needed when assisting students who require close contact. Jersey #100 will provide disposable masks to employees. Employees may use their own face coverings. Jersey #100 requires that all students wear a face mask in order to comply with current ISBE and IDPH guidelines. If you are not medically able to wear a face mask, you will need to provide a doctor's note/medical documentation to be exempt from this requirement.

Hand Hygiene

Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Staff members and students must clean hands as often as possible with soap and water for at least 20 seconds. When washing hands or using hand sanitizer, rub hands together thoroughly to create friction which helps loosen germs. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 70% alcohol may be used. Staff must avoid touching their mouth, eyes, or nose as much as possible. Staff and students must use hand sanitizer upon entering the

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classroom each time. Hand sanitizer will be provided by the District. 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 student.

Training

Each staff member will be required to complete safety training related to our physical distancing, face covering, hand hygiene procedures and protocols for a symptomatic staff member, student or visitor. Each building will provide training to all staff that is specific to their unique circumstances. Hand hygiene and physical distancing will be included in our curriculum to help educate our students on the importance of proper hand hygiene and personal safety. Additionally, employees will be trained on the proper way to disinfect their workspace.

Facilities Cleaning Plan

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

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, programs, auxiliary service buildings.

Routine cleaning will be 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, schedule sweeping of all floors, sanitizing of 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 (such as teacher and staff desks and personal area) will be performed by all employees in their personal workspace, which may include their desk, telephone, keyboard, digital devices, chair or any other items they may use in performing their duties. This cleaning is customized to personal preference and standards and is done using district supplied cleaning products and equipment.

Personal area cleaning can include but not limited to:

- Teacher desks
- Computer keyboards and mouse
- Phones

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- Chair arms
- Remote controls
- Cabinet and file drawer handles
- Microwave, refrigerator, appliances, coffee makers, etc.

Routine high touch cleaning can include but not limited to:

- Restroom stalls and dispensers
- Cafeteria tables
- Toilets, sinks, and faucets
- Food preparation surfaces
- Drinking fountains will not be used

Supplemental cleaning can include but not limited to:

- Door handles and knobs (including exterior doors), elevator buttons and handrails
- Light switches
- Copier, printer, and fax control buttons, front desk and lobby surfaces

Health Screenings (COVID)

Only staff and students who are healthy should report to school for in-person learning. It is important to note, staff and students will not be penalized for missing school for being ill and are encouraged to stay home when not feeling well.

All staff and students' temperatures will be checked daily. Parents will be asked to screen their children each day before sending them to school and the District will communicate with families how to report those daily certifications. Staff and students with any of the following symptoms of COVID-19 must remain home:

- Cough
- Fever or chills
- Fatigue
- Headache
- Known close contact with a person who has been diagnosed with COVID-19
- Measured body temperature of 100.4 degrees Fahrenheit or greater
- Nausea or vomiting
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat

If you exhibit one or more of the above symptoms you should STAY HOME, contact the school to report their absence and contact your physician to report this information. The Staff member or student will not be able to return to school until you provide the District a statement from a physician that they are cleared to return to school. If your child(ren) begins to feel sick while at school and/or

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experiencing any of the symptoms listed above, your child(ren) should report the symptoms to their teacher immediately.

Any staff or student who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the designated area within the school building and follow building procedures.

Staff Checklist

Instructions for Staff Self-certification:

In accordance with the Illinois Department of Public Health and Illinois State Board of Education requirements, employees must be screened each day for COVID-19 symptoms and other criteria prior to entering a school building. You must screen yourself each day and complete the appropriate form prior to reporting to work in Skyward. This can be completed by the App on your phone or on a computer daily.

If you do not meet all the following criteria, you must STAY HOME and immediately contact your supervisor (building principal). You will not be permitted to return to work until you provide the District a statement from a physician that you are cleared to return to work.

- *Cough*
- *Fever or chills*
- *Fatigue*
- *Headache*
- *Known close contact with a person who has been diagnosed with COVID-19*
- *Measured body temperature of 100.4 degrees Fahrenheit or greater*
- *Nausea or vomiting*
- *New loss of taste or smell*
- *Shortness of breath or difficulty breathing*
- *Sore throat*

During your absences, you will have the choice to use sick leave under the Emergency Paid Sick Leave Act (EPSLA), limited to a maximum of two weeks at full pay, or you may choose to use your District sick leave days. Please be aware the ESPLA sick leave expires on December 31, 2020. Please notify the Human Resources Department which sick leave you are choosing.

If you start feeling sick while at work or experience symptoms listed below, report your symptoms to your supervisor immediately.

By reporting to work, you are certifying you have screened yourself and you meet all the following criteria to report to work.

Visitor Plan

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Visitors must be restricted to authorized personnel only. 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. Visitors will remain in the main office or other designated area 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 access to the building in general as to maintain physical distancing. This will be in addition to the normal sign in procedures.

COVID – 19 Visitor Checklist

Every visitor must be screened according to this checklist prior to entering school property.

Visitor Name: _____ Visitor Company: _____

Date: _____ Time: _____ Phone Number: _____

Question	Yes	No
Do you have a temperature over 100.4 F?	<input type="checkbox"/>	<input type="checkbox"/>
Are you taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce your fever?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had close contact or cared for someone with COVID-19 within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Have you returned from travel outside the United States or on a cruise ship or riverboat within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Are you experiencing any of the following symptoms?		
Headache, chills and/or muscle aches	<input type="checkbox"/>	<input type="checkbox"/>
Cough and/or Shortness of breath (not activity related)	<input type="checkbox"/>	<input type="checkbox"/>
Sore throat, runny nose, and or congestion	<input type="checkbox"/>	<input type="checkbox"/>
New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
Nausea, vomiting, and/or diarrhea	<input type="checkbox"/>	<input type="checkbox"/>

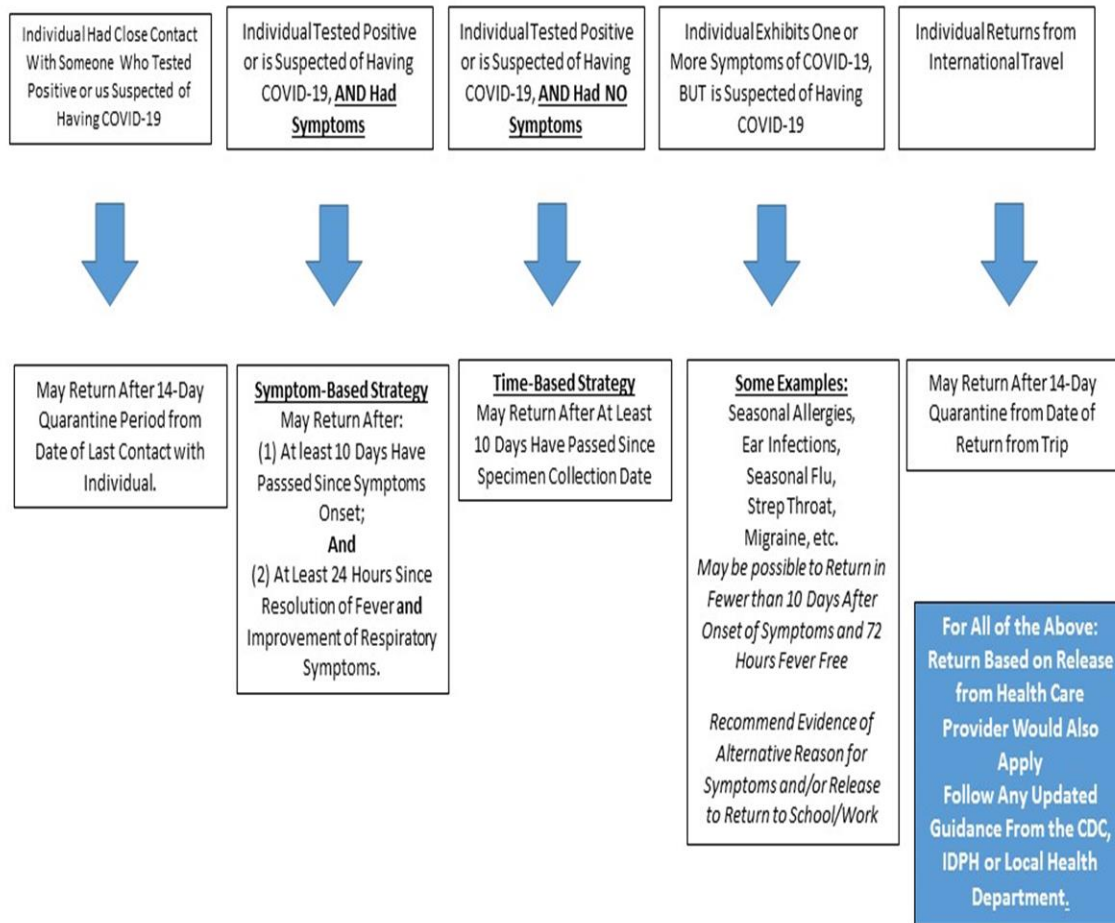
*If the visitor replied YES to any of the questions above, do not permit the visitor to enter school property.

Upon entry to school property instruct the visitor to:

- Wash their hands or use alcohol-based hand sanitizer.
- Wear a cloth face covering at all times.
- Observe social distancing by avoiding close contact with other individuals.

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Return to School/Work Flowchart following a COVID-19 Related Absence:



General Classroom Guidance through all stages

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The following guidelines must be considered for each location. The face covering requirement is subject to change as guidelines evolve:

Pre-Kindergarten/Early Childhood Classrooms

- Classroom areas must be clearly marked to show where to sit, stand or line-up in order to practice social distancing
- Students will remain with the same classroom group throughout the day, services will take place in the classroom when feasible
- Common areas must be clearly marked to show where to stand or line-up for 6 foot spacing
- Restroom and hand washing breaks must be scheduled and coordinated throughout the day
- Recess must be scheduled and coordinated by classroom to minimize student mixing
- Hand sanitizing must occur whenever anyone enters the classroom
- Classrooms will be cleaned after each use or at least daily
- Building staff must review their student arrival and dismissal procedures

Kindergarten to 4th grade classrooms

- Seating must be arranged to practice social distancing to the greatest extent possible
- Common areas and tables must be clearly marked to show where to sit, stand or line-up for 6 foot spacing
- Students should remain with the same classroom group throughout the day, teachers will change classrooms rather than students when possible
- Restroom and hand washing breaks must be scheduled and coordinated throughout the day
- Recess must be scheduled and coordinated by grade level to minimize student mixing
- Hand sanitizing must occur whenever anyone enters and exits the classroom
- School supplies must not be shared between students or staff
- Classrooms will be cleaned daily
- Building staff must review their student arrival and dismissal procedures

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5th grade to 12th grade classrooms

- Seating must be arranged to practice social distancing to the greatest extent possible
- Common areas and tables must be clearly marked to show where to sit, stand or line-up for 6 foot spacing
- Staggered transitions times and schedules must be reviewed
- Desks will be wiped down by students at the end of each class period
- Hand washing must be encouraged throughout the day
- Schedules will be coordinated to minimize student mixing
- Hand sanitizing must occur whenever anyone enters and exits the classroom
- School supplies must not be shared between students or staff
- Classrooms will be cleaned daily
- Building staff must review their student arrival and dismissal procedures

Hallways, Main Office, and Common Areas

- Six feet physical distancing or to the greatest extent possible
- Face coverings will be required for staff and students
- Areas will be clearly marked to indicate safe distancing for students
- Health screenings will take place for visitors
- Clearly visible signage reminding everyone of physical distancing and face coverings usage at entryways, hallways, classrooms, and common areas
- Sections of the playground will be designated by class/grade level to minimize mixing of students
- Only Authorized personnel will have access to buildings. Visitors will be as needed only – and will be restricted to a main office area (Clearly visible signage at each entryway)
- Students will be restricted to specific areas as identified by the building principal
- High touch areas will be cleaned throughout the day
- Water fountains will be turned off

Cafeteria

- Six feet physical distancing or to the greatest extent possible
- A meal procedure plan must be developed in collaboration with OPAA and submitted for approval
- Cafeteria must be cleaned in between use
- Areas will be clearly marked to indicate safe distancing for students
- Clearly visible signage reminding everyone of physical distancing and face coverings usage at entryways, hallways, classrooms, and common areas
- Students and staff face coverings required (if not eating)
- Procedures for entry and exit will be developed per building

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Restrooms

- Six feet physical distancing or to the greatest extent possible
- Face coverings will be required for staff and students
- Areas will be clearly marked to indicate safe distancing for students
- Clearly visible signage reminding everyone of physical distancing and face coverings
- Restroom and handwashing breaks must be scheduled and coordinated as feasible
- High touch areas will be cleaned throughout the day
- Restrooms must be assigned to student groups as feasible

Shared Objects

Students and staff are restricted from borrowing or sharing 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, tablets, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., must be cleaned before and after use. Items that must be shared or communally used must be cleaned after use and individuals perform hand hygiene between uses. Utilizing hand sanitizer before and after use of books or library material is recommended. Do not use items like play food, dishes, and utensils. Instead, use materials that can be thrown out, cleaned after one use, or labeled for individual use. Machine washable cloth toys must be used by one individual at a time and cleaned in between uses or must not be used at all.

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School Closure Plan

Jersey #100 must be prepared for a short-term closure, regardless of community spread, if an infected person has been in a school building. If this happens, the CDC recommends the following procedures regardless of the level of community spread.

School Decision Tree

All Schools Regardless of Community Spread



No Community Spread

- Prepare
- Teach and reinforce healthy hygiene
- Develop information sharing systems
- Intensify cleaning and disinfection
- Monitor for absenteeism
- Assess group gatherings and events – consider postponing non-critical gatherings and events
- Require sick students and staff stay home
- Establish procedures for someone becoming sick at school

Monitor changes in community spread

Minimal to Moderate OR Substantial Community Spread



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School Dismissal in Case of Outbreak

The school, grade level, or classroom may be dismissed from two to five days. This initial short-term dismissal allows time for Jersey #100 and the local health officials to gain a better understanding of the COVID-19 situation impacting the school. Local health officials will help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

Schools are not expected to make decisions about dismissal or canceling events on their own. Jersey #100 along with the Jersey County Health Department recommendations for the scope (e.g., a single school, multiple schools, or the 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 (e.g., assemblies, spirit nights, field trips, and sporting events) will be cancelled. During any school dismissal, staff, students, and their families are discouraged from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or store.

During any school dismissal, remote learning will continue for all students Monday through Friday as scheduled. In accordance with guidance from the Illinois State Board of Education and the National School Lunch Program, meal distribution may be offered for families affected by the school closure and specific information will be provided if and when the time arises.

Communication Plan

Communication to families and staff will align with the communication methods already in use (Sky Alert, District website, social media, district app, etc.) In such a circumstance, Jersey #100 will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. Families will be notified of the planned duration of the closure and the anticipated return to in-person learning.

Cleaning and Disinfection

Custodial and maintenance staff will follow the established cleaning procedures for building cleaning and disinfection.

Areas will be closed off if they were used by the individuals that tested positive with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

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Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces. If surfaces are dirty, they must be cleaned using a detergent or soap and water prior to disinfection.

Extending the school dismissal

Temporarily dismissing PK-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities. The need to extend school closures will be made in collaboration with the Jersey County Health Department.

School dismissals and event cancellations may be extended if advised by Jersey County Health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

During school dismissals (after cleaning and disinfection), Jersey #100 may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff must be allowed in the school will be made in collaboration with the Jersey County Health Department.

Administrators must seek guidance from local health officials to determine when students and staff will return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 must follow instructions from local health officials to determine when to return to school.

Required Physicals

Due to effects of the recent physical distancing and shelter in place mandates, the District understands that going to the doctor's office for well-visits and physicals have been a challenging task. However, the mandated date set forth by the State of Illinois is that physicals and updated immunization records be submitted to the school district no later than October 15th. Jersey #100 encourages you to obtain these requirements as soon as possible and submit the updated medical information to your student's school. If you have questions or concerns, please contact your student's school nurse or your child's school. School nurses will be keeping track of families who are not in compliance as the standard operating procedure.

Safety Education for Students

Students will be receiving grade level appropriate education and guidance for proper physical distancing, the use of face masks and proper hand hygiene during the first two (2) weeks of school and reinforced throughout the year. Each school will develop a plan for providing our students with building specific safety measures to follow and why these measures are important.

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II. HUMAN RESOURCES

Labor unions will be instrumental in developing any semblance of a workable in-person instruction in the fall. Both parties (i.e. District & labor unions) will work cooperatively and collaboratively in finding solutions. The District will operate by mostly developing guidelines and protocols for employees. The District will continue to monitor input from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, and others as it surveys the landscape about returning to school in the fall of 2020.

Staff Return Plan

The way and manner employees would be expected to conduct district business for the 2020-21 school year will be dictated by executive and legislative guidance from the government. At the time this plan's inception, Jersey County is in Phase 4 of Restore Illinois, which allows for in-person instruction to occur.

The District will continue to monitor daily the number of COVID-19 positive results in both Jersey County and at Jersey #100. The District will make decisions whether continue to remain open for in-person learning or go fully remote learning based upon directives from Illinois Department of Public Health, Illinois State Board of Education, CDC, and the Jersey County Health Department. It is possible that teachers and staff may be asked to operate in the Remote Learning mode if Jersey County is ordered to go to Phase 3 of Restore Illinois or the Jersey County Health Department deems it necessary to shutdown schools, especially given the recent resurgence of COVID 19 cases across the nation.

If Remote Learning days are continued in response to the resurgence, the Jersey #100 Curriculum & Instruction Department will continue to guide learning content as it relates to engagement, standards, and assessments. The District will make every effort to follow all CDC, IDPH, and Jersey County Health Department guidelines. Additionally, it will be imperative to adequately prepare and train all district staff on remote and hybrid learning plans.

Absences that are tied to COVID-19 concerns must be accompanied by a physician's note, or official notice from a health agency containing relevant information/direction regarding the claimed condition. Eligible employees would be entitled to any COVID-19 related federal, State, and locally mandated leaves or accommodations. Otherwise, employees would be expected to use their accrued time bank for their absence from work (sick time, personal, vacation time, etc.).

Work from Home

- If the District determines that it is both necessary and appropriate for employees to work from home, the following Student Privacy Policy guidelines must be observed by teachers regarding instructing students virtually.
- It is permissible for a teacher to take student records home, including students' personally identifiable information (PII), for the purpose of preparing and instructing students online.

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However, the teacher MUST take great care to protect the information from being disclosed to unauthorized individuals.

- It is permissible for non-students in an enrolled student's home to observe virtual lessons provided students' PII is NOT disclosed during the lesson. However, as a precaution, letting non-students observe must be discouraged given the likelihood that PII may be disclosed deliberately or inadvertently during virtual instruction.
- Teachers are strongly advised to warn their students against sharing PII of themselves or their fellow students during online instruction.
- It is permissible for a teacher to record classes and share it with students who are unable to attend the session provided the recording does not contain PII. And, if the recorded class contains PII, the teacher may edit the recording, or the teacher MUST obtain appropriate written consent, electronically or otherwise, before sharing the recording; such recording can ONLY be shared with students who are enrolled in the teacher's class.
- It is permissible for a teacher to conduct a "Parent-student" conference virtually while the teacher's significant other is in the same room provided no PII is disclosed. If PII must be discussed during the virtual conference, then the teacher MUST either (a) Move away from his/her spouse to hold such discussion, or (b) Obtain prior consent from the parent/guardian in writing (email, letter, etc.) prior to holding the conference

Liability Exposure for COVID-19 Related Issues

The District will consult extensively with its Legal Counsel regarding all potential claims about the pandemic. Liability claims are currently estimated to be low because the COVID-19 contagion is not easily attributable to any one environment or source. The average person interacts with the general public in their personal, social, family, and work lives and which means it would be difficult to isolate any one location as the source of the contagion.

Staffing Levels

The staffing pattern in the schools for the 2020-21 school year will depend on whether the State government and/or ISBE permits in-person instruction to occur. Furthermore, if permitted to occur, it will also depend on the guidelines that are provided or the requirements that are imposed including physical distancing and personal protective equipment.

Every effort shall be made to ensure substitutes are available in all employee categories to fill vacancies and/or absences that could be a result of the COVID-19 health precautions. In the event of any unforeseen circumstances, the district will comply with Federal, State, IDPH, ISBE and CDC guidelines.

The district will monitor staffing levels within each building to ensure optimal operations for teaching and learning. In the event that staffing levels drop below the ability for the building to maintain optimal operations, the district will review options and make a decision.

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Teacher Evaluation

The district and the labor union will need to review, discuss, and bargain the potential impact Executive Orders or legislation may have on evaluation procedures.

Professional Travel and Field Trip Requests

District sponsored travel may be limited. All travel will align with current IDPH, ISBE and CDC guidelines.

III. TECHNOLOGY

We believe that device availability along with access to the internet are key to student learning whether it is in-person or remote learning. Therefore, technology will play a vital role in student success. Under Phases 3 and 4 of the Restore Illinois plan, student Remote Learning will be an integral part of the return to school for the students. Restricted in-person learning will be allowed during Phase 3 and as a result Jersey #100 would offer instruction only through remote means. As the State of Illinois is in Phase 4, Jersey #100 will offer both in-person learning and remote learning. We understand that families may elect to have their child(ren) learn by full *Remote Learning* rather than return to *In-Person Learning*. Parents should select an option through the form available in Family Access.

Devices & Web Access

A device and web access will be required for both in-person and all remote learning options. The district will provide a device for every student kindergarten through 12th grades. Parents will need to maintain this device and web access in their homes for student access to lessons, personalized learning, and assignment retrieval. In the event of a COVID-19 related closure, paper packets may be made available as needed. Wi-Fi hotspots will be available throughout Jersey County to assist those who have little or no Internet access in their homes. Those hot spots will be posted on the district website. All district-issued devices are filtered and monitored by technology staff whether at home or at school.

These devices will be the responsibility of the student and the parent while at home. The parent may be financially responsible for any lost, damaged, or stolen devices, including the power cords. Jersey #100 will communicate the device return date to parents. If a family leaves the district, all district property must be returned to the home school. Technical support will be provided by the home school. Parents can contact their home school with any questions regarding their device. For additional information, please refer to the Student Handbook.

IV. INSTRUCTION

Option 1) – Traditional Learning Model

Overview

The impact of lost instructional time and social emotional development on children should be anticipated and our schools will need to be prepared to adjust curriculum and instructional practices accordingly without the expectation that all lost academic progress can be caught up. 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 also critical to maintain a balanced curriculum with continued physical education, fine arts, extracurricular activities, and other learning experiences rather than an exclusive emphasis on core subject areas.

The Jersey #100 Return to Learn Plan will outline academic, social, and emotional supports that will be implemented to their fullest ability as a means to get students back on track and support their continued academic and social growth.

Assessment

District reopening plans will include a diagnostic assessment component for all students returning to school to determine learning loss, to inform modifications to curriculum standards and expectations and to identify support services that may be required.

- A kindergarten screening tool will be implemented and given to all incoming kindergarten students once school fully reopens. Ideally, we would give this assessment during the spring to equip students with resources needed to advance their skills throughout the summer months prior to entry to kindergarten.
- Elementary students in grades K-4 will be assessed using NWEA MAP, iStation, and other common assessments. These tools will identify students needing tier 2 and tier 3 intervention services. The data will also be used to group students for small group instruction within the classroom, determine after school tutoring groups, and provide enrichment opportunities for those students meeting benchmarks.
- Middle school students in grade 5-7 will be assessed using NWEA MAP, IXL, and formative assessments to identify those needing additional academic support, RTI services, tutoring, and enrichment.
- High school students in grades 8-11 will be assessed using MAP in reading and math, No Red Ink, and common formative assessments in all other subjects. High school English and Math departments will also analyze 8th grade data to determine course placements and additional supports, such as RTI, learning strategies, and tutoring services.

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Classroom Instruction

Each student will have had a unique remote learning experience. Students will enter the 2020-21 school year with various levels of mastery from prior coursework. For this reason, it is recommended that students are assessed in each content area to inform teachers of current student achievement and needs. It is recommended that the reintegration assessments are teacher-developed “quick checks” to help inform vertical articulation and help teachers identify focus areas in specific standards for individual students. The recommendation to assess is not meant to replace existing screening or placement assessments that are currently being administered at the district/school level. Teachers should also identify the standards that were not covered during remote learning. When making determinations to fill in learning gaps consider 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 at Jersey #100 will emphasize quality over quantity, be data-driven and based on the student’s individual needs and abilities. Teachers will use instructional strategies to differentiate and address students’ needs through small group instruction and course placements. Technology integration will be consistent in every classroom to provide resources to meet those needs. At the elementary level, Curriculum Director, data and digital coaches will provide support and resources to assist teachers by modeling lessons, analyzing data, and implementing professional development.

Intervention Services

Students Who Receive Special Services

Special Education Services

Students who receive special education services in the general education setting will continue to receive assignments from their general education teacher. The Special Education Teacher will continue to make modifications and accommodations for the students based on each of their individual IEPs. They will continue to check in with the students in their classes to check for understanding and provide assistance in completion of assignments and learning activities. The General Education Teacher and The Special Education Teacher should collaborate to ensure the assignments support the student’s progress towards their IEP goals and objectives.

Students who receive special education services in the general education and special education setting will receive assignments and activities from their general education teacher and from the special education teacher. The Special Education Teacher will continue to make modifications and accommodations for the students based on each of their individual IEPs. They will continue to check in with the students in their classes to check for understanding and provide assistance in completion of assignments and learning activities. The

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General Education Teacher and The Special Education Teacher should collaborate to ensure the assignments support the student's progress towards their IEP goals and objectives.

Students who receive special education services in the Special Education Setting will receive all of their assignments and activities from their special education teacher(s). The Special Education Teacher will continue to make modifications and accommodations for the students based on each of their individual IEPs. They will continue to check in with the students in their classes to check for understanding and provide assistance in completion of assignments and learning activities. The assignments and activities assigned should all support the student's progress towards their IEP goals and objectives.

Related Services: Speech, Social Work, Occupational Therapy, Physical Therapy

Each student's case manager and related service provider(s) should collaborate with the parents/guardians of the students on their caseloads to determine the service delivery model that will work best for the student including teletherapy sessions. Additional resources may be emailed/mailed to parents/guardians which may include home practice activity resources, including videos, website links, etc. These team decisions should be based upon the student's goals and objectives outlined in their IEPs and take into consideration available technology as well as the amount of time the student will need to dedicate to their core academics. The related service provider and parents/guardians will develop an agreed upon schedule and mode to deliver the services. These plans should be revisited often and adjusted as necessary to meet each student's individual needs.

IEP Meetings

Parents will have the choice to attend a virtual IEP via Google Meets or attend the IEP in person at their child's school, while in person instruction is taking place. The parents will be required to wear a face covering and a temperature check completed, prior to entering the school building. If a stay at home order is put in place, all IEPs will be held via Google Meets.

Initial Evaluations/Re-evaluations

While in person instruction is taking place in the district, Initial Evaluations/Re-evaluations will be completed to the greatest extent possible. If a stay at home order is put in place and an evaluation to be completed requires face to face assessment components, the evaluation must be postponed until school resumes in order to keep staff and students safe and abide by the shelter in place order and social distancing guidelines. Parents will be contacted as needed for further guidance.

504 Plan Services

Students who receive services through a 504 Plan will continue to receive the accommodations and modifications as identified in the child's plan. A school nurse and/or special education case manager will contact the parents as needed. Parents will have the choice to attend a virtual 504 Plan meeting via Google Meets or attend the 504 Plan meeting in person at their child's school, if in person instruction is taking place. The parents will be required to wear a face covering and have a temperature check completed, prior to entering the school building. If a stay at home order is put in place, all 504 plans will be held via Google Meets.

English Learners

Students who receive EL services and support will continue to receive services and the parents will be contacted by the teacher who will provide the services to the student. Any new students identified as English Learners will be contacted by the teacher and services will be established.

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Home (or hospital) instruction - aka “homebound instruction”

Homebound instruction is provided to a student if a physician or other specified professional provides a written statement that, due to a medical condition, the student will be unable to attend school for a period of 2 or more consecutive weeks or on an ongoing intermittent basis. Students who require homebound instruction, due to a medical condition will not be provided in person instruction. Students will receive remote learning instruction.

Students Returning from Home School

Any students requesting to return to school after being home schooled will be assessed on a case by case basis. If necessary, the School Psychologist will complete an evaluation and grade or class placement will be determined through consultation with the building principal and unit office administration.

Social Emotional Support

Students in grades K through 12th grade who are identified as needing social skill development or social-emotional support will continue to have access to mentors and/or social workers throughout the school year. During the 2020-2021 school year, the following programs and services will continue to be implemented to provide students with social emotional support.

Elementary/Intermediate	Middle School	High School
Positive Reinforcements	Trauma Informed Practices and Restorative Practices	Trauma Informed Practices and Restorative Practices
SEL Coaching	Second Step	Panther Pals
Trauma Informed Practices and Restorative practices	Panther Pals	Health Curriculum
Social Work Services	Social Work Services	Social Work/Guidance Counselors
Social Groups	Learning Lab	Learning Lab
Check In/Check Out	Social Groups	
	Check In/Check Out	

Enrichment Programs

An enrichment program is a specialized program for students who need to learn at a higher level than in a typical classroom. It allows students who need an extra challenge in the classroom to stay engaged and interested in learning. We will offer enrichment opportunities for students who were able to stay caught up and/or advance during the remote learning experience.

Option 2) – Remote Learning Model

A family that chooses remote learning when in person instruction is being offered, must make that determination for their child(ren) for a minimum of one (1) academic **quarter at a time**. These students will be placed on their teacher of record's roster as they would during a traditional school year. *They must follow the remote learning expectations set by the district/state in order to be counted as present and earn grades. If a family would like to transition their child(ren) back to in-person instruction they must put that request in writing to the building principal of the school their child(ren) attends prior to the end of the grading period in which they have committed to remote learning.* In order to access the instruction and curriculum via remote learning through the school district, the student must attend Google Meets sessions, participate in Google Classroom assignments and schedule individual meetings and conferences with their teacher(s). Teachers will not be available when they are providing instruction to students in attendance Monday through Thursday. Appointments must be made in advance. These appointments would preferably be scheduled for Fridays or at an agreed upon time between the teacher and the student/family.

At any time, there can be an administrative decision made to transfer a student to remote learning or from remote learning to in-person learning.



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Overview

Jersey #100 will implement Remote Learning Days caused by the COVID-19 outbreak and in accordance with ISBE guidance. These remote learning days will be similar to traditional school days in that students will engage in learning activities facilitated by teachers. The lessons will focus on essential course skills and content appropriate for an extended period of remote learning.

Building Availability

During a Phase 3, remote only learning plan, school buildings will be open daily and teachers will have access to their classrooms to prepare and deliver lessons using available classroom technology equipment. During a Phase 1 or 2 plan, all buildings will be closed and teachers will only have access during scheduled times.

Teacher Availability

Teachers will periodically monitor their email and respond to questions between the hours of 8:45 a.m. and 3:00 p.m. Teachers will be available outside of these hours by appointment only. Questions will be responded to individually or in a mass communication using district approved electronic resources. Teachers will use various means to stay connected with students, including: webpage updates, Google Classroom updates, Seesaw, emails, phone calls, Remind updates, etc., to help the instructor connect with, reassure, and provide students with feedback and encouragement. Students have flexibility to complete their assignments with due dates set by each individual teacher.

Monday	Tuesday	Wednesday	Thursday	Friday
Remote or In-Person Learning	Remote or In-Person Learning	Remote or In-Person Learning	Remote or In-Person Learning	Remote Learning for all Faculty Meetings PLC Meetings

Student Attendance

During 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 the student. However, we recognize that this method is not available or practical for all districts and student scenarios under the COVID-19 conditions. We encourage and suggest several 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.

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- Phone calls coupled with a question on student engagement/participation in lessons.
- Text messages or email communications coupled with a question on student engagement/participation in lessons.
- Packet collections by school personnel.

Grading

Jersey #100 will use the district's traditional grading policy for both in-person and remote learning. Students will be expected to complete all assignments, assessments, and projects in a timely manner. All assignments will be graded when appropriate and students will be provided with feedback on each graded assignment. The district will provide teachers and students with the appropriate resources to complete assignments. Students will receive a midterm grade and follow the district's grading calendar. K-4 students will use the Standards Based Model and only be evaluated on the standards that are taught during that term.

Incomplete

Students can only receive an incomplete grade when a situation occurs that is beyond their control. Students who encounter long-term illness while engaged in remote only learning will have an opportunity to make up their assignments, assessments, and projects. The student may need to provide documentation to support their inability to complete the class.

Teachers will create an individualized plan for the student and the student will be given one full term to make-up the assignments. Once the work is complete, the student will receive the grade earned. Students who do not complete the assignments by the end of the term will receive a failing grade for the class. Students should start this process with their guidance counselor or assistant principal.

Child Care/Latchkey Programs

The district is partnering with local daycare providers allow families access to child care and/or latchkey services. Everyone will be responsible for following State and School District protocols while in the buildings.

Instruction

Classroom instruction during remote learning will emphasize quality over quantity, be data-driven and based on the student's individual needs and abilities. Teachers will use instructional strategies to differentiate and address students' needs through small group instruction and course placements. Technology integration will be consistent in every classroom to provide resources to meet those needs. At the elementary level, instructional coaches will provide support and resources to assist teachers by modeling lessons, analyzing data, and implementing professional development.

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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?

Illinois State Board of Education Engagement Suggestions

The State Superintendent has determined that days of instruction during a public health emergency must include at least 5 clock hours. In-Person and Remote Learning Plans must ensure that at least 5 clock hours of a combination of instruction and school work for each student participating in In-Person or Remote Learning Days occurs. Schools and districts should include as much face-to-face or synchronous instruction as possible students learning in-person. Districts can be flexible in determining how to best meet the requirement in their own context by counting all learning activities toward the 5 clock hour expectation. Learning activities may include, but are not limited to, in-person instruction, the teacher delivering instruction via recorded video or synchronous platform, remote small group work via breakout room or conference call, or independent/flexible student work time, and virtual/telephone teacher-student check-ins.

- *All students have opportunities for continued learning that focuses on high-leverage Illinois Learning Standards;*
- *Students are given routines and structures to ensure they stay connected to schools and are provided opportunities to learn regardless of the delivery model;*
- *All students and caregivers should have access to quality educational materials and to the supports needed to successfully access those materials.*
- *All remote learning, including implementation of quality remote learning tools, must comply with existing children's privacy laws (e.g., Family Educational Rights and Privacy Act and the Children's Online Privacy Protection Act). Implement high-quality remote learning tools that do not invade privacy and comply with children's privacy laws.*
- *It is still possible and imperative that students access meaningful and high-quality educational materials that align to the most critical standards;*
- *It is essential that students and schools/teachers maintain a personal connection that supports necessary, rigorous academic work in a manner that is respectful of students' contexts (their mindset, feelings, responsibilities, etc.);*
- *Simplicity is best during this time -- simplicity of the framework, of communication structures, of expectations; and*
- *We must all support the whole child -- their mental health, nutritional needs, and safety needs.*

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Communication and Engagement

1. Principals/Assistant Principals

- Send announcements via email, Facebook, and/or twitter.
- Meet with teachers and staff using Google Meet
- Send quarterly surveys to parents and teachers
- Share daily activities and creative lessons that your teachers are posting with the rest of your staff and community via social media, Google+, and/or email.
- Share professional development, educational articles and/or conduct book study
- When invited, attend IEP meetings via Google Meet.
- Attend PLC meetings when available
- Utilize Instructional Coaches, Coordinators and Department Chairs for projects you are working on. They can assist with data analysis, research, resources and/or professional development.

2. PreK-4 Elementary Teachers

- Send announcements to parents via email, Skyward, Seesaw, or Google Classroom. Announcements should include weekly lessons and activities, including activities for students without internet access.
- Recorded lessons should be shared and teachers should connect with students using Google Meet several times a week. Lessons and activities should reinforce skills that have already been introduced in addition to teaching new material.
- Have one-on-one digital tutorials with students who need extra support.
- Special Education teachers check in regularly with the students on your caseload, collaborate with your general education colleagues and related service providers, and continue to document all contacts home in the contact section of Skyward.
- When invited, attend IEP meetings via Google Meet.
- Title teachers should provide services with individual students on a rotating schedule.
- Attend scheduled meetings with your administration and coordinators using Google Meet.
- PLC teams should meet weekly, to discuss lesson plans, activities, digital and non-digital communication and share ideas. This time is flexible and can be determined by the team. Please keep agendas for these meetings.
- Utilize your Curriculum Director, digital and data coaches and coordinators as a resource for lesson planning, professional development and instructional resources.
- Share ideas via social media and Google+

3. Middle and Secondary Teachers Grades 5-12

- Send announcements to students via email or Google Classroom. Announcements should include weekly assignments.
- Send announcements and updates to parents.
- Post recorded lessons and engage with students.
- Have one-on-one digital tutorials with students who need extra support.

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- Special Education teachers check in regularly with the students on your caseload, collaborate with your general education colleagues and related service providers, and continue to document all contacts home in the contact section of Skyward.
- When invited, attend IEP meetings via Google Meet or in-person.
- Assign group activities to encourage student engagement.
- PLC teams should meet weekly for 1-hour to discuss lesson plans, activities, digital and non-digital communication and share ideas. This time is flexible and can be determined by the team. Please keep agendas for these meetings.
- Attend scheduled meetings with your administration and coordinators using Google Meet or in-person.
- Share ideas using social media, Google +, and email.

District, School Teacher, Student and Family Responsibilities

Responsibilities	
District Responsibilities	<ul style="list-style-type: none"> • Develop thoughtful, accessible remote learning plans using stakeholder input, when possible. • Support schools in planning and implementing remote learning plans. • Help schools identify needed resources in the community (academic, health, social, emotional).
School Responsibilities	<ul style="list-style-type: none"> • Implement remote learning plans • Communicate regularly with all stakeholders. • Support teachers in planning and implementing remote learning plans. • Help families find needed resources in the community (academic, health, social).
Teacher Responsibilities	<ul style="list-style-type: none"> • Make remote learning activities available in a timely manner. • Be available at scheduled times to answer student/caregiver questions. • Provide timely feedback on student work. • Communicate regularly with students. • Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure. • Provide regular feedback to students on progress related to learning activities.

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Other Staff Responsibilities	<ul style="list-style-type: none"> • Conduct regular wellness checks via phone and in person, when possible, on teacher-identified groups of disengaged students. • Deliver instructional materials, digital devices, etc. to transportation-students and families • Form support groups to encourage social interactions for students struggling with the change in learning environment. • Conduct small-group, research-based counseling sessions to support students' social, emotional, and behavioral health. • Form student support groups to help them navigate in-person and remote learning expectations, technological challenges, employment challenges, etc. • Provide academic and emotional support to students before, during and after class sessions. • Assist classroom teachers with relevant educational duties (attendance, organization, small/large group instruction, etc.). • Participate in virtual/remote classrooms to better assist students during class times or online availability.
Student Responsibilities	<ul style="list-style-type: none"> • Review assigned work. • Complete your assigned work by the due date. • Ask clarifying questions when you need help or don't understand • Be respectful to yourself, teachers and peers.
Parent/Caregiver/ Family Responsibilities	<ul style="list-style-type: none"> • Review work assigned to the student. • Reserve a space for students to complete remote learning work. • Encourage students to get enough sleep. • Set sensible time limits for technology use. • Talk to students about their work every day. • Help students establish and follow regular daily routines.

SEL and Relationships

The health and mental well-being of students is our top priority. Accommodations and modifications can and should be done when appropriate for students and their mental health.

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Social Emotional Activities for Remote Learning

Suggestions for Additional Activities				
<i>Mind</i>	<i>Body</i>	<i>Spirit</i>	<i>Environment</i>	<i>Family</i>
<ul style="list-style-type: none"> • Reading, e.g., independent reading, listening to someone else read, audiobooks • Puzzles, Word Searches • Write a story or in a journal • Count money • Draw a map of your neighborhood • Building with blocks or Legos • Listen to a podcast • Watch a documentary • Practice another language • Invent something 	<ul style="list-style-type: none"> • Take a walk • Dance • Exercise • Fine/gross motor activities • Stretch or do yoga • Play a sport 	<ul style="list-style-type: none"> • Listen to music or sing • Playing (inside or outside) • Creative arts • Coloring or drawing • Imaginative play • Meditate • Do something you've been avoiding 	<ul style="list-style-type: none"> • Clean up your room • Do age-appropriate chores • Gardening • Fix something broken • Take care of pets or plants • Cook or bake 	<ul style="list-style-type: none"> • Write a letter to someone • Play board games with a family member • Tell jokes or riddles • Build a fort and tell stories in it • Offer to help someone

V. OPERATIONS

Food Services

The following plan outlines meal distribution for the blended/hybrid learning model. This distribution plan is dependent on approval from the U.S Department of Agriculture or USDA.

Cafeterias/Food Service Schools should consider the number of students and adults in the cafeteria during each breakfast and lunch period and ensure that it does not exceed that maximum gathering size per the Restore Illinois plan (no more than 50 individuals during Phase 4, if possible). To ensure the maximum occupancy is not exceeded, alternate scheduling or the addition of meal service times may be considered to adhere to capacity limits.

The release of classrooms to the cafeteria may be considered to help ensure social distancing while students wait in line. Plans to deliver meals to classrooms and/or having students in areas that will

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ensure social distancing can be maintained to the best of their abilities. Areas where students consume meals should be thoroughly cleaned and disinfected between groups and after meals. Meals will be individually plated. Buffets, salad bars, and the sharing of food and utensils will be prohibited. The use of disposable food service items (e.g., utensils, dishes) 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 6-foot distance between individuals as much as possible. Considerations also should be given to food consumed during times other than mealtimes, such as by preschool students.

The following options will be considered for meal logistics:

1. GRAB and GO:
 - a. Meals Packaged and Delivered to designated pick-up locations
2. Grab and Go selected by the student or handed out by a Opaa attendant
3. In Classroom Service of Prepackaged Meals
4. Traditional Service from behind the sneeze guards while students practice social distancing during queuing. Maybe dine-in or take away (this may vary by building).
5. Meals packed cold for students to take home (High School only due to earlier dismissal).

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 any food items. Each building will design their own unique meal distribution plan for their location in conjunction with the Food Services Team and according to USDA standards.

Transportation

Jersey #100 Transportation Department will play a critical role in the operations for many aspects of our student's education. The Transportation Department has developed several safety protocols to keep the staff and students safe during the COVID-19 pandemic. Jersey #100 encourages parents/guardians to transport their child(ren) to and from school when it is possible.

Student transportation procedures have been developed to assure compliance with all applicable expectations under state and federal guidelines,

- All individuals on a bus must wear a face covering,
- No more than 50 individuals should be on a bus at one time,
- ***All Prekindergarten through 1st grade students must have a parent/guardian/caregiver present at pickup and drop off.***
- ***All 2nd through 4th grade students MUST have a parent/guardian/caregiver present at their morning pick up.***
- Social distancing must be maintained to the greatest extent possible,
- Students must undergo temperature checks before boarding a bus,
- Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene,

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- Drivers and monitors must undergo temperature checks or self-certify and verify that they are free of symptoms before the start of each workday,
- Drivers and monitors who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or symptoms of COVID-19 may not work,
- Drivers and monitors who become ill during their route should contact their supervisor immediately.

The Transportation Department protocols should apply the most feasible social distancing guidelines. The CDC recommends that entities should “create distance between children on school buses ...when possible.” No more than 50 individuals may be on a vehicle at any one time during Phase 4. All physical changes to school transportation vehicles must meet Illinois Department of Transportation (IDOT) and Secretary of State rules and regulations. All required IDOT inspections should occur.

Physical Distancing During Transport

Following the CDC guidelines, school buses must be allowed to have no more than 50 students on board. As a result of these guidelines designed to protect students and staff from the spread of COVID-19, the capacity on our school buses may be reduced. We will be prioritizing students who have transportation written into their IEP and students identified through the McKinney Vento Act. These students will be given priority regarding transportation needs. With in-person learning model, the number of students attending school each day may be reduced. Therefore, we anticipate to be able to accommodate most all student transportation requests.

School Bus Sanitation

The transportation sanitation plan will include daily disinfection of the bus fleet. Bus garage facilities will be cleaned daily (or between use on all vehicles) with emphasis on high touch surfaces and restrooms. A physical distancing and PPE plan has been developed for the transportation staff when they are at the bus garage. Schools buses will be disinfected daily at the end of routes using only products that meet the EPA criteria and manufacturers’ guidelines and allowed to sit overnight for maximum disinfectant dwell time.

VI. Planning Document

This section is specifically for building principals HOWEVER, it has been shared as part of it pertains to parents/guardians too. It is important that parents/guardians know the safety measures that will be taking place to protect their child(ren).

Standard Operating Procedures for Return to School Checklist for Principals

This Standard Operating Procedure has been designed to be used with the Return to School (RTS) Principal Checklist. This procedure will take you through the checklist step-by-step and assist in identifying any areas in your building that are in need of preparation/procedure prior to students and staff returning to school in the fall. You are asked to prepare your building and complete the checklist by implementing all steps and processes necessary to meet the guidelines set forth by the Return to Learn Plan. With the tools provided, you will be able to assure that your building is ready for students and meets or exceeds all health and safety expectations this fall.

Getting Prepared

Please read the RTL Plan thoroughly that was put together by the various District stakeholders: teachers, staff, administrators, School Board members and parents. Emphasis must be placed on reading and understanding the school closure plan. Address any questions you may have with your building principal and/or District Office Staff. You may want to re-familiarize yourself with your building layout, staff and student numbers, any schedule changes (student arrival and departure plans, student services, lunch schedules etc.) and any other information that will be important in determining the Return to Learn Plan specifically outlined for your building.

You may also want to consider starting consistent communication with the building staff and students and their families prior to the start of school to ensure everyone will be familiar and comfortable with the health and safety expectations and guidelines for the coming school year. Weekly messages to parents for the first few weeks should begin the week prior to school beginning on August 20, 2020 for students. Please include any updates or changes relevant to the start of the 2020-21 school year.

Signage and PPE

Ensure all signage and supplies needed to meet or exceed the health and safety guidelines set forth by the Return to Learn Committee are placed appropriately prior to students and staff returning to the building.

Make sure all building staff is aware of PPE expectations and procedures. Create action steps to follow should a staff member forget to bring their face covering. Extra face coverings available for such cases and how to get the mask to your staff prior to building entry. In some special cases, additional or specialized PPE may be needed, such as special needs classrooms. Please coordinate these specialized PPE requests to the Special Education Department. Be sure that orders for PPE are placed through the standard requisition process. Please have PPE available and on hand for visitors and staff as applicable.

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Student Enrollment & Registration

Students who are NEW to Jersey #100 (did not attend last year) are required to **enroll** online through [Skyward Family Access](#) or in person at the child's specific school. When completing the enrollment process in-person, a parent or guardian must be present and will be asked for proof of residency and a copy of the child's birth certificate. Once enrolled, students are required to **register** each year.

STUDENT ENROLLMENT

New Student Information

Families may enroll NEW STUDENTS TO THE DISTRICT for the 2020-2021 school year ONLINE through Skyward Family Access. If you do not already have a Skyward Family Access account, please create an account by clicking here: [Student Enrollment Account Request](#) to sign up for an account and begin the enrollment process. Please note that a valid email address is required. If you do not have a valid email address, you may obtain a free one through Gmail, Yahoo mail or Outlook.

Returning Student Information

If you currently have a student attending school in the Jersey #100 School District, please use your Skyward Login to complete the New Student Online Enrollment Application.

If you currently have a student attending school in Jersey #100, please use your current [Skyward Login](#) to complete the New Student Online Enrollment Application (i.e. if you have a child entering kindergarten and already have an older child that attends school).

As you are completing the enrollment process, you will have the opportunity to scan and attach (as pdf or photo) the required documents as part of the enrollment application. This step is required to complete the enrollment application.

- Parent/Guardian Photo ID
- Child's Birth Certificate (Official)
- Parent/Guardian Proof of Residence within the CUSD10 School Boundary (Evidence from Category I and Category II – See Document Attached).

Additional Documents to Provide if Applicable

- Parenting Plan/Court Order
- Proof of guardianship (or completed Affidavit) if the child is living with an adult other than the legal guardian(s).
- Foster Parent Placement Forms

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STUDENT REGISTRATION

The on-line Registration window is now open and you can access this on the District webpage at jersey100.org.

Parents/Guardians of new students who have enrolled into the Jersey #100 District (attending school in the District for the first time this school year) will receive a letter that will outline directions for completing the Online Registration process and include your Family Access Username and Password for your child's Skyward Family Access Account.

Parents/Guardians of returning students to the Jersey #100 District (students who attended a school in Jersey #100 last year) should complete the registration process through your existing Family Access Account.

Parents/Guardians will need the Family Access Username and Password to log into the Skyward Family Access Account. If you have forgotten your username and/or password, you may retrieve this information via the Family Access Link on the jersey100.org website

Student Bus Information

Students may access their bus transportation information via the Skyward Family Access Portal. Parents/Guardians may log into their account (using their Username and Password) and access their child's bus information via the Student Information menu link (on the left). On the Student Information screen, parents/guardians will click View Bus Schedule to view the assigned bus number. Parents/Guardians should then click the View Pickup/Drop-off Bus Stops link to see detailed information regarding the bus stop. This information will be communicated with parents/guardians as soon as it becomes available.

Building Arrival and Dismissal

As mentioned in the Return to Learning Plan, attempting to maintain physical distancing is an important step to help keep your staff and students safe. In order to do so, you will need to complete several steps throughout your building, starting with all entrance/exit points.

For this area, you will need to identify which classrooms or grade levels will be entering/leaving your building and which doors they will be using to do so. If certain doors are only to be used by certain grade levels or classes, this will need to be clearly indicated at each entrance/exit. You will also need to clearly mark the areas outside your building where students will be waiting prior to the start of school. Doorstops may be used to keep doors propped open if possible to discourage unnecessary touching of these high-use surfaces. In addition, signage will need to be posted at each door to direct visitors where to go and what to expect (Visitor Policy). Signage with PPE and Health Procedures will also need to be posted at each entry/exit door. You are also encouraged to review your student pick-up and drop-off procedure to ensure the physical distancing and health guidelines can be met with your current process and update/change it as necessary. Depending on your building needs, you may want to assign staff to monitor students prior to entering the building to encourage social distancing.

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Hallways and Passing Times

Your building hallways and high traffic areas will need special consideration in preparation for student return as many mitigation options are not achievable here. It is recommended that you create a hallway roadmap or plan to determine the path(s) each class or grade level will take to the various locations students may need to travel to (bathroom, office, cafeteria, etc.). Hallways must be clearly marked with direction of travel, if applicable as well as clearly indicated 6-foot spacing on hallway floors outside bathrooms, building doors and other waiting areas to show students and staff where to wait. Throughout your hallways, signage reminding everyone of physical distancing and face coverings usage will need to be posted and clearly visible. In high traffic areas, creation of a hallway usage schedule may be beneficial to avoid any unnecessary congestion; this may include but is not limited to scheduled restroom breaks, travel to/from cafeteria, playground etc.). If hallways in your building are completely off-limits, they must also be clearly marked and/or cordoned off. Locker usage must be avoided if at all possible. If lockers must be used, they must be assigned with as much distance between students as possible.

Main Office Areas

Your building's office may be a high-traffic area even with a reduced number of students in your building. Staff, students and visitors may be coming through this area at various points of the school day. You may need to rearrange your main office area so that office staff is able to work at least 6-feet apart from each other. Waiting areas for students and visitors must be clearly marked to encourage physical distancing. Signage reminding everyone of physical distancing guidelines and face coverings usage must be posted.

The Visitor Policy and Health Screening Procedure must be posted in an area highly visible as visitors enter the office, such as the entry door. You will need to determine which office staff member(s) will be performing the Health Screening and take each visitor's temperature with the no-touch thermometer. The thermometer, PPE and Visitor Health Questionnaire must be stored in an area that is easily accessible for your office staff.

Cafeteria

Opaa, the building principal and District Office Staff will need to determine if and how each cafeteria will be used during Phase 4 of the Governor's Restore Illinois Plan. Any decisions, changes or alterations to your meal distribution plan **MUST** be coordinated with Opaa and District Office Staff. This group **MUST** be involved and consulted during this planning phase.

The following plan outlines meal distribution for the blended/hybrid learning model. This distribution plan is dependent on approval from the U.S Department of Agriculture or USDA.

- Cafeterias/Food Service Schools should consider the number of students and adults in the cafeteria during each breakfast and lunch period and ensure that it does not exceed that maximum gathering size per the Restore Illinois plan (no more than 50 individuals during Phase 4, if possible). To ensure the maximum occupancy is not exceeded, alternate

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scheduling or the addition of meal service times may be considered to adhere to capacity limits.

- The release of classrooms to the cafeteria may be considered to help ensure social distancing while students wait in line. Plans to deliver meals to classrooms or having students eat indoors while ensuring social distancing is implemented 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. Buffets, salad bars, and the sharing of food and utensils will be prohibited.
- The use of disposable food service items (e.g., utensils, dishes) 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 6-foot distance between individuals as much as possible.
- Considerations also should be given to food consumed during times other than mealtimes, such as by preschool students.

The following options will be considered for meal logistics:

1. GRAB and GO:
 - a. Meals Packaged and Delivered to designated pick-up locations
2. Grab and Go selected by the student or handed out by a Opaa attendant
3. In Classroom Service of Prepackaged Meals
 - a. Traditional Service from behind the sneeze guards while students practice social distancing during queuing. May be dine-in or takeaway. Meals packed cold for students to take home (for High School only).
4. 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 any food items.
5. Each building will design their own unique meal distribution plan for their location in conjunction with the Food Services Team and according to USDA standards.
6. Signage reminding everyone of physical distancing and face coverings usage will need to be posted throughout the room.
7. Breakfasts and lunches will be handed out each Friday for both those who choose to learn in-person and remotely. Full remote learners will be given five breakfasts and lunches each Friday for the following week. Food distribution sites will be communicated the week prior to school beginning.

Classrooms

Classroom set-up will differ from building to building and maybe even from room to room. We do encourage you to incorporate as many health guidelines as possible to create consistent student groups to ensure the health and safety of all students and staff.

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To avoid student mixing as much as possible, students need to try to remain with the same classroom group throughout the day with teachers changing classrooms during passing time when possible. Classroom areas will need to be clearly marked to let students know where to sit, stand or wait with social distancing; off-limit areas must be clearly marked as such. Students' desks must be spaced apart and facing the same direction. If tables are being used instead of desks, they must be clearly marked to indicate where students can or cannot sit.

If a classroom doesn't have its own bathroom, a bathroom schedule will need to be created to avoid congestion in the hallways and bathrooms. The same applies to recess which must be limited to one grade level on the playground at a time.

Classrooms must have hand sanitizer available at each door and students must be encouraged to use hand sanitizer each time they enter the room. Signage reminding everyone of handwashing and sanitizing expectations must be posted throughout the classroom. If a sink is present in the classroom, a sign reminding students of proper handwashing techniques must be posted near it. Students must also be reminded not to share school supplies (refer to the 'Shared Objects' section of the Return to Learn Plan).

Music related education will follow the most current IDPH/ISBE guidelines for student and staff safety measures. The District will consider moving music and band-related courses outside when feasible. Music and band classes may be organized into smaller classes, minimizing the number of students for sectional or group rehearsal to provide for social distancing. Where possible, separate partitions may be used in open spaces; utilize markings on classroom floor/wall/practice field.

Students should wear face coverings while singing and avoid touching, choreography, and singing/playing in circles. Students should sanitize hands prior to handling instruments. Instruments should not be shared at any time. Sanitize hands after using instruments. It is permissible for band members to remove their masks during the time they are playing, but only if necessary. Students should provide their own equipment for class; sharing of equipment between students should be prohibited. Long-term rentals are permitted; however, instruments should be properly cleaned and sanitized between rentals. Students should disinfect musical instruments between classes, if possible. Instruments should be cleaned using approved disinfectant and recommended cleaning guidelines (National Federation of State High School Associations, National Association of Music Merchants, and National Association for Music Education instrument cleaning). Special care shall be taken with instrument mouthpieces; it is recommended that reed players use plastic instead of cane reeds.

Conductors should face students from more than 10 feet away from the first row of singers/band members. Where possible, conductors are encouraged to wear glasses/goggles or install a Plexiglas shield.

Physical Education, Gymnasiums, and Locker Rooms

Physical activity can support students' overall health and help reduce stress and anxiety. Whenever feasible and weather permitting, schools must select outdoor PE activities that allow physical distancing. If physical education must be taught inside, consider using separate partitions in open

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spaces, utilizing markings on the gymnasium floor/wall/field to maintain distance between participants. Hand shaking, high fives, or other physical contact is prohibited. It is recommended that PE teachers use a megaphone or microphone to maximize physical distancing.

The use of shared equipment is *NOT* recommended. Any shared equipment must be cleaned between each use and disinfected at the end of each class. Fitness centers with equipment such as treadmills, elliptical, stationary bicycles, weights, etc., must be cleaned and sanitized before and after each class. Focus on frequently touched surfaces such as keypads, hand weights, handles, etc. Students and staff must wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty. Students must perform hand hygiene after the use of each piece of equipment.

Please see your child's school specific plan regarding physical education requirements. Schools will consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing.

Restrooms

Restrooms in each school building will be high-traffic areas. The area immediately outside the door must be clearly marked to show students where to wait or stand with 6-foot spacing, including sinks if necessary.

Signage reminding everyone of proper handwashing techniques, physical distancing and face coverings usage must be clearly posted. Sufficient amounts of hand soap and paper towels need to be available at all times.

Common Areas

Common areas must be prepared for student use prior to the start of school. As with the other areas, they will need to be clearly marked to show students where to sit, stand or wait with 6-foot spacing. Signage reminding everyone of physical distancing and face coverings usage must be posted throughout the room.

Student Services

Your special needs students will need to receive services when they return to your building. Determine which services can be provided in the classroom and designate and clearly mark those areas. If you determine that not all services can be provided in the classrooms, designate a room or rooms and create a schedule. A cleaning procedure and/or schedule for these rooms will need to be developed. Signage to remind everyone of physical distancing and face coverings usage will need to be posted here as well.

Sick Student/Staff

Please familiarize yourself with sick student/staff guidelines as much as possible and communicate it to your building staff so everyone will know what to do in case of a sick student or staff member.

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You will need to designate an area in your building as the ***Sick Student/Staff Quarantine Area*** and it will need to be clearly marked as such. Any sick person must wait in this quarantine area until they can go home. If you have a sick student, a staff member must be supervising the student until they are able to leave. Action steps need to be set in place in case a parent/guardian is not reachable or able to pick-up their student.

Hand sanitizer and/or PPE must be available in your quarantine area. Signage reminding everyone of physical distancing and face coverings usage must be posted.

Facial Coverings

Current guidance from ISBE and IDPH is facial coverings ***MUST*** be worn by students and staff throughout the school day. Clearly articulate this to students and staff throughout the school day and place signage throughout your building. Staff are encouraged to remind students frequently throughout the school day. Staff will also be encouraged (weather permitting) to take students outside and allow them to social distance and remove their masks for a short break.

COVID-19 Policy & Procedure Building Compliance Principal Checklist

Checklists are provided below to help ensure you have covered each area of your buildings Return to Learn plan and procedures.

Building Arrival & Dismissal

Designate Entry & Exit doors for each grade level

- Acquire signage for each door to clearly indicate entry/exit usage by classroom, grade level or as determined by building principal to accommodate building
- Schedule and coordinate staff to ensure proper supervision
- Create/post signage to let visitors know where to go and what to expect (Health Screening) at each door
- Create/post signage with PPE and Health Procedures
- Clearly mark outside area to show students where to wait with 6-foot spacing

COVID-19 Policy & Procedure Building Compliance Principal Checklist

Hallways & Passing Time

- Create a roadmap for each classroom to determine navigation of the building (to bathrooms, recess, office etc.)
- Communicate roadmap to teachers and other staff, as necessary
- Mark direction of travel on hallway floor, if applicable
- Clearly mark 6-ft spacing on hallway floor, as applicable (outside restrooms, building exits and other waiting areas)
- Create/post clearly visible signage reminding everyone of physical distancing and face coverings usage
- Schedule and coordinate staff to ensure proper supervision

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- Create classroom/grade level specific schedule for hallway usage (scheduled restroom breaks, travel to cafeteria, playground etc.)
- Allow time for desks to be cleaned for classes that change
- Create/post signage for hallways that are completely off-limits

Notes/Comments:

Office Area

- All staff should practice social distancing
- Clearly mark office area to encourage physical distancing for staff, students and/or visitors who need to come to the office
- Create/post clearly visible signage reminding everyone of physical distancing and face coverings usage
- Create/post clearly visible signage with Visitor Policy and Health Screening Guidelines
- Determine which staff person will perform Health Screenings
- Determine storage location for no-touch thermometer, if applicable
- Clearly communicate the health screening process and health questions to ask visitors to staff performing screenings.

Notes/Comments:

Cafeteria

- Determine where and how meal consumption will occur, implement social distancing and limit student numbers in the cafeteria (no more than 50 or every other seat)
- Will additional seating be needed
- Clearly mark areas to show students where to wait, sit or stand with social distancing
- Lunch line, if applicable
- Outside cafeteria, if applicable
- Lunch tables
- Create/post clearly visible signage reminding everyone of physical distancing and face coverings usage
- Coordinate breakfast and lunch plans with Opaa
- Schedule and coordinate staff to ensure proper supervision

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Notes/Comments:

Classrooms

- Clearly mark areas to show students where to wait, sit or stand with 6-foot spacing
- Desks should be spaced apart facing the same direction
- Clearly mark tables to indicate where students can and can't sit
- Create a restroom schedule, if necessary
- Create a recess schedule, if necessary
- Ensure hand sanitizer is readily available at all classroom entrance doors
- Create/post signage for each classroom reminding students of handwashing/-sanitizing process and expectations
- Create/post signage to remind students not to share school supplies, if applicable
- Schedule midday cleaning of classroom hard surfaces and/or cleaning between classes that change
- Establish a cleaning regimen for equipment (playground, weight room, educational materials used by multiple groups, sensory room, etc.)
- If meals will be eaten in the cafeteria or other designated area, create delivery or pick-up plan for each classroom or grade level
- If meals will be delivered, designate delivery staff and create schedule
- If meals will be picked up from cafeteria, designate person and create schedule

Notes/Comments:

Restrooms

- Clearly mark areas to show students where to wait or stand with 6-foot spacing, including sinks if necessary
- Create/post clearly visible signage reminding everyone of handwashing procedure, physical distancing and face coverings usage
- Schedule and coordinate staff to ensure proper supervision
- Schedule regular cleaning of restrooms throughout the day
- Ensure hand washing supplies are readily available

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Notes/Comments:

Common Areas

- Clearly mark areas to show students where to wait, sit or stand with 6-foot spacing
- Schedule and coordinate staff to ensure proper supervision
- Create/post clearly visible signage reminding everyone of physical distancing and face coverings usage

Notes/Comments:

Services

- Determine which services can be provided in classrooms
- Designate and clearly mark area in classroom
- Determine which services can't be provided in classrooms
- Designate room(s)
- Create schedule
- Create/post clearly visible signage reminding everyone of physical distancing and face coverings usage
- Schedule and coordinate staff to ensure proper supervision

Notes/Comments:

Sick Student/Staff Procedures

- Clearly communicate Sick Student/Staff Procedure to staff
- Designate Sick Student/Staff Waiting Area

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- Determine which staff member will be waiting with sick student until parent pick-up
- Ensure hand sanitizer and/or PPE is readily available in designated waiting area
- Create action steps if parent of sick student can't be reached or is unable to pick-up student
- Create/post clearly visible signage reminding everyone of physical distancing and face coverings usage

Notes/Comments:

Signage and PPE

- Ensure all necessary signage has been created and/or ordered and posted
- Ensure staff is aware of PPE procedure and expectations
- Have a plan if staff forgets to bring their face covering
- Have extra face coverings to be made available for employees and students
- How will staff retrieve extra face covering/enter building w/o one?

Notes/Comments:

Hygiene and Cleaning

- Schedule staff and student training regarding social distancing and hygiene with Nurse
- Schedule Maintenance Department to provide staff training on proper use of cleaning products (i.e. wipes, spray solutions, etc.)

Notes/Comments:

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Appendices

In the following Appendices are building specific plans. Please read and review your child's school plan in its entirety. If you have questions and/or concerns please contact your child's school.

Please remember Jersey Community Unit School District #100 is working diligently to ensure the safety, health and welfare of your child. We truly appreciate your help, patience and support through this unprecedented time in our lives.

- ***Appendix A-Jersey Community High School Return to Learn Plan***
- ***Appendix B-Jersey Community Middle School Return to Learn Plan***
- ***Appendix C-Grafton Elementary School Return to Learn Plan***
- ***Appendix D-East Elementary School Return to Learn Plan***
- ***Appendix E-West Elementary School Return to Learn Plan***
- ***Appendix F-Prekindergarten/Early Childhood Special Education***

APPENDIX A

JCHS

Jersey Community High School

RETURN TO LEARN PLAN 2020-2021

Remote learning will be VERY different from the remote learning experience last spring. Last spring, students were provided activities and assignments to maintain learning and engagement. This fall, we will be introducing new material and expectations for all learning will be more rigorous and will require significant effort from students and families. Students will be expected to complete activities and assignments daily. Families that lack appropriate internet access will need to be committed to finding hotspots throughout the communities and make a consistent effort to download material and submit assignments in advance and communicate with teachers regularly. Families that chose remote learning will also be expected to drop off and pick up assignments on a regular and consistent basis to evaluate and monitor the learning of students. It might be possible to utilize students that are neighbors and attending school to transport assignments to and from school.

Ultimately, students will be held responsible for their assigned work and if they fail to meet expectations, standards, and requirements, they may face retention.

Parent Options

Every day in-person learning is scheduled to begin on August 20, 2020. Families will also have the option to have their student receive their instruction remotely. Any family who chooses to enroll their child into remote learning must commit for the entire first quarter. Families will have the option to change for the second quarter. While JCHS will do its best to offer as many courses as possible via remote learning, some courses may not be able to be taught virtually.

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Details/Logistics

- The academic day at Jersey Community High School will be from 8:30 am to 12:30 pm Monday through Thursday.
 - As part of the student's in-person school day, one (1) hour of additional remote learning will be expected in addition to time spent in class. The state expects 5 clock hours of instruction per day.
- Teachers will work in-person, Monday - Friday, from 8-3:30. They will communicate with remote learners as often as possible throughout the day electronically (posting lessons, videos, utilizing Google Classroom) and will make efforts to be available by phone or email when they have time at the beginning or end of the day. Please remember, the teachers are responsible for the supervision of in-person learners and may not always be available or able to communicate at certain times during the day.
- Students will take six 75 minute classes over a two day period. Students will take three classes on "A" days and three classes on "B" days. (Example listed below)
- Fridays will be Remote Learning days for all students who choose in-person learning.
 - Teachers will be available to meet remotely with students between the hours of 8:00 am - 3:00 pm on Fridays.
- Students will be permitted to stay after school to participate in tutoring with a teacher, small group instruction, athletics, or other extra-curricular activities. Students who stay after school will be able to eat lunch at school and maintain social distance.
- Teachers will be available during designated, scheduled times in the afternoon to work with small groups of students in-person or remotely.
- Early Bird classes will NOT be offered through at least the first semester.

Parent Choice

- Parents/Guardians should review the details of this publication and make a decision for In-person or Remote Learning by August 7, 2020.
- Choice will be in effect for one quarter and could be revised for the next quarter.

Open House/Parent Meetings

- JCHS will make every attempt to offer several small sessions for an Open House for families, if allowable, prior to the start of school. New students to JCHS will be offered tours and a revised orientation.

Student Safety / Wellness

- All staff will have their temperature checked upon arrival.
- Students must wear a mask that covers their nose and mouth. We will have masks available for students that need one.
- Parents will acknowledge the absence of symptoms when they send their student to school.
- Bus Riders will have their temperature taken before boarding the bus. Students with a temperature above 100.4 degrees will not be allowed on the bus. Adult supervision at bus stops may be required and would be helpful.
- Car Riders will have their temperature taken prior to entering the building. Students with a temperature above 100.4 degrees will be isolated in a specified location and the parents/guardians will be notified.

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- Students must be fever free for 72 hours before returning to in-person learning.
- Hand sanitizer stations or devices will be installed at every classroom.
- Restroom use will be restricted to a limited number of students at a time.
- Classrooms will be set up in a manner that promotes distance between students as much as possible.
- Student supplies will not be shared between students.

Student Arrival

- All faculty and staff will enter through the main lobby entrance.
 - Temperatures will be scanned prior to entering the building.
- Lobby Doors will open at 7:45 am for everyone else.
- Bus riders will enter the building upon arrival.
- Unless students are receiving instructional tutoring/interventions, car riders, walkers, drivers are encouraged to arrive after 8:00.
- First hour class. On “B” days, students will go to their 4th hour class. (More information regarding scheduling is detailed below.

Breakfast/Lunch

- When students are dismissed at 12:30, they will have the option of purchasing a “grab and go lunch” prior to leaving the building.
- Students will also be able to purchase breakfast for the following day.
 - Breakfasts will not be provided in the morning.
 - Students eating breakfast at school will be assigned to a large space with 50 people or less to eat.
- Students who qualify for the free/reduced meal program will receive free or reduced breakfast and lunch each day.
- Students who remain at school until 2:00 pm will purchase/receive a lunch and will be assigned a place to eat.
 - Students eating lunch at school will be assigned to a large space with 50 people or less to eat.
 - Students who remain at school until 2:00 pm will not have the option to leave campus for lunch.

Student Dismissal

- Drivers, car riders/walkers, and bus riders will be dismissed in a safe and orderly manner, social distancing to the greatest extent possible.
 - Doors will be designated for Exit.
 - Signage will be displayed
 - Students will exit the building at an assigned, staggered, time.

Sample Schedule 6 Block Student In-Person/Blended Schedule

Students will attend six (6) classes every other day. They will attend each class two (2) days per week. Friday will be a remote learning day for all classes. Please see the example below.

JERSEY COMMUNITY UNIT SCHOOL DISTRICT #100 RETURN TO SCHOOL PLAN 2020-21

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Homeroom	Homeroom	Homeroom	Homeroom	Remote Day
8:30-9:50	1st Period	4th Period	1st Period	4th Period	Remote Day
9:55-11:10	2nd Period	5th Period	2nd Period	5th Period	Remote Day
11:15-12:30	3rd Period	6th Period	3rd Period	6th Period	Remote Day

Each class will last approximately 75 minutes and will require students to spend, at a minimum, 20 minutes of time working on coursework after school each day and on remote learning days. Successfully passing each class will count as ½ of a credit towards graduation. Physical Education and Strength and Conditioning courses for 9th - 12th grade students will NOT be offered first semester. 8th grade students will have the option to take PE as an elective.

Early Bird will not be offered through at least the first semester.

Seniors will have the option to enroll in only the courses required for graduation and will not be required to carry a full load. If IHSA activities resume, students must be enrolled in at least five classes to participate.

Assessment and Grading

- The Illinois State Board of Education encourages districts to return to regular grading practices with the ability to modify those practices as needed.
- Grading practices prior to last year's school closure will resume in 2020-2021 and continue in the event there is a resurgence of the virus resulting in another school closure.
- Grades will be recorded and will impact students' cumulative grade point average.

Student Attendance

- Daily attendance will be expected whether students are participating in classes in-person and remotely.
- Teachers will record attendance at the beginning of each class period for in-person.
- Remote learners would have a daily check in to count for attendance. Teachers have the ability to monitor students' computer use and their access to curriculum and will be easily able to track if a student has been working remotely.
- JCHS will discontinue any practices or rewards that encourage perfect attendance that may discourage individuals from staying at home when they are ill.

Classrooms

- Seating charts are required
- Seating will be arranged to practice social distancing to the greatest extent possible
- Desks will be disinfected/cleaned by students at the end of each class period
- No sharing of school supplies
- There will be a thorough cleaning of the classrooms at the end of every school day.

JERSEY COMMUNITY UNIT SCHOOL DISTRICT #100 RETURN TO SCHOOL PLAN 2020-21

Lockers

- Students will not be assigned regular, physical education, or athletic lockers to begin the year.

Water Bottles

- Students will be allowed to bring clear, plastic water bottles to school. These can be bottles that you fill on your own or purchase in a store.
- Per state guidelines, water fountains will be turned off.

Hallways

- To the greatest extent possible, JCHS will continue to develop procedures to ensure as much social distancing takes place in the hallways. Visual reminders will be placed where students and staff can readily view them.

Bathrooms

- Six feet physical distancing or to the greatest extent possible
- Face coverings are required
- Areas will be clearly marked to indicate safe distancing for students
- Clearly visible signage reminding everyone of physical distancing and face coverings
- High touch areas will be cleaned throughout the day
- Restrooms must be assigned to student groups as feasible

Graduation Credits

- Based on the conditions caused by COVID-19, JCHS will be moving the credits required to graduate from high school to 22 for incoming 9th(Class of 2024) - 12th(Class of 2021) students.

Visitors

- Visitors must be restricted to authorized personnel only. 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. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet visitors to conduct business as needed. Visitors will not have access to the building in general in order to maintain physical distancing. The above procedures will be in addition to the normal sign in procedures.

Extracurricular Activities

- Extracurricular activities must follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of PPE, limiting the number of individuals in one space to 10 individuals during Phase 3 and to 50 or fewer in Phase 4, and cleaning and disinfecting to prevent the spread of Covid-19.
- For those who participate in extracurricular activities, they can stay in a supervised, assigned classroom until practice begins.

JERSEY COMMUNITY UNIT SCHOOL DISTRICT #100 RETURN TO SCHOOL PLAN 2020-21

Remote Learning Option

Families who chose Remote Learning will do so by quarter. Students must remain in remote learning status for the entirety of the first quarter. Course options for Remote Learning will be limited as compared to attending classes at JCHS. Students that choose Remote Learning will be provided instruction by JCHS faculty through Google Meets, Khan Academy, Edgenuity, worksheets, writing samples, and projects. JCHS will use the Google Classroom online learning platform and Gmail to ensure efficient, effective communication between parents and the teachers regarding assignments and lesson submission.

Similar to the in-person option, Remote Learners will be assigned to specific classes at specific times. Students will attend six (6) “remote” classes every other day. They will attend each “remote” class two (2) days per week. Friday will be a remote learning day for all classes.

Grading/Due Dates - The grading scale and due dates will be determined by the remote learning teacher and will be consistent with the typical classroom grading scales, due dates, and late policies. Remote learners will receive letter grades that will affect their final transcripts and overall grades. Students will be expected to engage and complete work consistent with in-person instructional expectations.

Students are expected to be present every attendance day as outlined in the school calendar. Parents must report absences following the JCHS Handbook. The current attendance policy applies.

Course Offerings:

- **Math:** 8th Grade Math, Pre-Algebra, Algebra I, Geometry, and Algebra II, Pre-Calculus, and Statistics
- **English:** 8th Grade English, English I, English II, English II, English IV, and Introduction to Communications and Speech
- **Science:** 8th grade Science, Biology, Physical Science, and Environmental Science, Chemistry, and Physics
- **Social Studies:** Middle School World History and Geography, World History, US History, Geography, Law, Economics and Personal Finance, and Civics/Government
- **Electives:** Spanish 1, Spanish 2, Psychology, Health, Drivers Ed, Intro to Art, Adobe Photoshop, Business Concepts.

APPENDIX B

JCMS

Jersey Community Middle School

RETURN TO LEARN PLAN 2020-2021

Remote learning will be **VERY** different from the remote learning experience last spring. Last spring, students were provided activities and assignments to maintain learning and engagement. This fall, we will be introducing new material and expectations for all learning will be more rigorous and will require significant effort from students and families. Students will be expected to complete activities and assignments daily. Families that lack appropriate internet access will need to be committed to finding hotspots throughout the communities and make a consistent effort to download material and submit assignments in advance and communicate with teachers regularly. Families that chose remote learning will also be expected to drop off and pick up assignments on a regular and consistent basis to evaluate and monitor the learning of students. It might be possible to utilize students that are neighbors and attending school to transport assignments to and from school.

Ultimately, students will be held responsible for their assigned work and if they fail to meet expectations, standards, and requirements, they may face retention.

Details/Logistics

- In-person learners will attend Monday - Thursday, between the hours of 8:30-2:00, and remotely on Friday.
- Remote learners will be expected to actively engage in lessons and complete assignments daily, Monday - Friday. The state expects five (5) clock hours of work from students per day.
- Teachers will work in-person, Monday - Friday, from 8-3:30. They will communicate with remote learners as often as possible throughout the day electronically (posting lessons, videos, utilizing Google Classroom) and will make efforts to be available by phone or email when they have time at the beginning or end of the day. Please remember, they are responsible for the supervision of in-person learners and may not always be available or able to communicate at certain times during the day.

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- Students will have access to Breakfast & Lunch daily. Please refer to the district website at jersey100.org for additional details regarding lunch and breakfast procedures for remote learners and in-person learners on Friday's.
- Parents will be asked to drop off students as close to 8:30 as possible. We will still allow families to drop off kids starting at 7:30 BUT we would prefer as late as possible to limit exposure.
- We will have paraprofessionals on duty in the morning in addition to our normal staff to handle the early drop offs.
- Latchkey services provided by Sonshine kids may be offered pending guidance and mandates. Please contact Sonshine Kids or stay tuned for future information that will be released as we receive it.

Parent Choice

- Parents/Guardians should review the details of this publication and make a decision for In-person or Remote Learning by August 7, 2020.
- Choice will be in effect for one quarter and could be revised for the next quarter.

Open House/Parent Meetings

- JCMS will make every attempt to offer several small sessions for an Open House for families, if allowable, prior to the start of school. New students to JCMS will be offered tours and a revised orientation.

Student Safety / Wellness

- All staff will have their temperature checked upon arrival.
- Students must wear a mask that covers their nose and mouth. We will have masks available for students that need one.
- Parents will acknowledge the absence of symptoms when they send their student to school.
- Bus Riders will have their temperature taken before boarding the bus. Students with a temperature above 100.4 degrees will not be allowed on the bus. Adult supervision at bus stops may be required and would be helpful.
- Car Riders will have their temperature taken prior to entering the building. Students with a temperature above 100.4 degrees will be sent back to the car with a parent/guardian. Parents should wait in the car line until given the okay after temperature checks.
- Hand sanitizer stations or devices will be installed at every classroom.
- Restroom use will be restricted to a limited number of students at a time.
- Classrooms will be set up in a manner that promotes distance between students as much as possible.
- Student supplies will not be shared between students.

Student Attendance

- In-person learner attendance on Friday will be recorded on Monday after completion of Friday's work is turned in.
- Remote learners would have a daily check in to count for attendance. Teachers have the ability to monitor students' computer use and their access to curriculum and will be easily able to track if a student has been working remotely.

JERSEY COMMUNITY UNIT SCHOOL DISTRICT #100 RETURN TO SCHOOL PLAN 2020-21

Student Arrival and Breakfast

- We will have faculty and staff available to supervise students as they arrive.
- We will limit groups to 50 in large spaces while practicing social distancing as much as possible. We will also use small groupings in classrooms, under supervision, until students move to their homeroom class at 8:00 until core class instruction begins at 8:30.
- We prefer car riders and walkers arrive as close to 8:30 as possible but understand if they must arrive earlier.
- Students, if desired, will eat breakfast upon arrival in a designated area and practice social distancing guidelines. After eating, they will go to a supervised, designated area until proceeding to their homeroom as early as 8:00.
- While in the homeroom, students may participate in social emotional learning activities, morning meetings, or have academic support sessions until 8:30 or core academic instruction begins.

Lunch

- Students will eat in the cafe, gymnasiums, and possibly the IMC under the supervision of faculty and staff. We will practice social distancing and students must drastically limit their socialization and talking at this time.

Special Classes

- JCMS will make every attempt to offer a version of Band and/or Chorus for all interested students and Art for fifth grade students. The sessions may be shorter than normal or adjusted to meet mandates and ensure student safety.

Recess

- Fifth grade teachers will make every attempt to offer a recess or break during the day. Recess will likely be limited to one classroom at a time.
- All other grades may have time devoted to recess or physical activity during small sessions as the schedule allows.

Student Dismissal

- Bus Riders stay in classrooms under the supervision of their teacher until their bus arrives. The number of students riding a bus has been adjusted to follow mandates and guidelines.
- Car Riders can move to the outside pickup area or the cafeteria so they are in close proximity as parents arrive for pickup. Parents should have a last name displayed in their window to expedite pickup. Please understand that this may take more time than normal as we practice social distancing and maintain order as students wait.

JERSEY COMMUNITY UNIT SCHOOL DISTRICT #100 RETURN TO SCHOOL PLAN 2020-21

In-Person Learning Plan

- We are committed to making every attempt to limit student contact given the current mandates and regulations. We are planning on limiting the number of transitions students will have, the number of classes they take daily, and the various combinations of different groups to ensure safety and wellness.
- Fifth grade students will remain in their self-contained classrooms and follow a semi-regular schedule, like we have traditionally used.
- Sixth and Seventh grade students will utilize an A/B schedule where they attend three classes each school day for a longer period of time. For example, they may engage in a Math, Social Studies, and Science class on Monday/Wednesday for an extended period of time and then engage in an English Language Arts, STEM and Panther Time class on Tuesday/Thursday with the offering of PE, Band, or Chorus during part of the Panther Time class. The purpose of such a schedule is to limit transitions and exposure.

Remote Learning Plan

- Every attempt will be made to give remote learners a similar experience to in-person learning.
- Students may have the ability to attend and participate digitally through Google Meet with the in-person lesson, in real-time, if they login during the lesson and activities.
- Students will engage in lessons and assigned activities throughout the week digitally and are expected to complete on a daily basis. Teachers are available via email or phone calls daily and will have much more availability on Friday's.
- Lessons and activities will be recorded in class and shared with students as often as possible.
- Video-conferencing using Google Meet will be available daily during the regular class times, for interactive lessons on Friday, and possibly on a more individualized basis during other days of the week.
- Students and families must be committed to accessing Wi-Fi areas to download materials in advance if they lack internet access. A list of available areas for completing this will be shared with all remote learners and families. Paper Packets are less likely to be used and are not preferred. Teachers will work extensively with families to plan a way for them to utilize available internet access to improve their remote learning experience.
- Edgenuity is a digital platform that may be used remotely in addition to the remote learning experience. If a student is failing to respond and keep up with remote learning, Edgenuity may be exclusively used. All efforts will be made to offer a similar learning experience for both in person and remote learners but the remote experience will inevitably be different.

Additional Notes and Information

- Recess Materials will be cleaned prior to use and every attempt will be made to limit the sharing of equipment.
- Custodians will be following an extensive and thorough regiment to clean up after students and maintain clean common surfaces throughout the building. Teachers and students will also have access to supplies to maintain clean surfaces within classrooms.

APPENDIX C

Grafton Elementary

Grafton Elementary

RETURN TO LEARN PLAN 2020-2021

Important Parent Information:

- This plan outlines two options for learning. At this time parents may choose either In-Person Learning or Remote Learning. PLEASE KNOW THAT AT ANY TIME, all learning may need to shift to Remote Learning based on guidance provided by the Illinois State Board of Education, the Illinois Department of Public Health, and the Jersey County Health Department.
- Remote learning will be VERY different from the remote learning experience last spring. Last spring, students were provided activities and assignments to maintain learning and engagement. This fall, we will be introducing new material and expectations for all learning will be more rigorous and will require significant effort from students and families. Students will be expected to complete activities and assignments daily. Families that lack appropriate internet access will need to be committed to finding hotspots throughout the communities and make a consistent effort to download material and communicate with teachers regularly. Families that chose remote learning will also be expected to drop off and pick up assignments on a regular and consistent basis to evaluate and monitor the learning of students. It might be possible to utilize students that are neighbors and attending school to transport assignments to and from school. Ultimately, students will be held responsible for their assigned work and if they fail to meet expectations, standards, and requirements, they may face retention.
- The Grafton Elementary Office will reopen on Monday, August 3. Beginning August 3, please call 618-786-3388 or email michelle.brown@jersey100.org if you have any questions regarding the information outlined in this plan.

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Details/Logistics

- In-person learners will attend Monday - Thursday, between the hours of 8:30-2:00, and remotely on Friday. The first day of attendance will be Monday, August 24th.
- Remote learners will be expected to actively engage in lessons and complete assignments daily, Monday - Friday. Remote Learning will begin on Monday, August 24th.
- Teachers will work in-person, Monday - Friday, from 8-3:30. They will communicate with remote learners as often as possible throughout the day electronically (posting lessons, videos, utilizing SeeSaw) and will make efforts to be available by phone or email when time allows. Please remember, teachers are responsible for the instruction of in-person learners and may not always be available or able to communicate at certain times during the day.
- In-person learners will have access to breakfast & lunch daily. Information will be shared on the district website at jersey100.org regarding lunch and breakfast procedures for remote learners and in-person learners on Fridays.
- Parents will be asked to drop off students as close to 8:30 as possible. We will allow families to drop off students starting at 7:45; however, we would appreciate arriving as close to 8:30 as possible to minimize exposure to other students. Students arriving after 8:00am will go directly to their classroom.
- For more information regarding special services, please refer to the Special Education Services section of this plan.
- Students enrolling in Jersey 100 Prekindergarten programs should refer to the PreK section of this plan.
- Latchkey services provided by Sonshine kids may be offered pending guidance and mandates from IDPH and ISBE. Please contact Sonshine Kids for more information.

Parent Choice

- Parents/Guardians should review the details of this publication and make a decision for In-person or Remote Learning by August 7, 2020.
- All parents will be required to select either In-Person or Remote Learning via Skyward Family Access. The online form is student specific and will need to be completed for each student in the family. Information regarding this process will be sent via email.
- Choice (In-Person or Remote) will be in effect for one quarter and can be changed for the next quarter.

Open House/Parent Meetings

- Open House/Parent Meetings for KDG-4th Grade In-Person learners will take place on August 20 & 21. Parents, caregivers, and students will be invited to have a one-on-one meeting (typically 20-30 minutes long) to allow for families and students to acclimate to our building, meet their teacher, and to cover a number of learning topics. Families will be contacted during the week of August 10 to set up their appointments.
- August 28 & Sept 4 will be reserved for family meetings of remote only students (KDG-4th Grade) to meet their teacher in person and to discuss expectations of the remote learning process. Families will be contacted during the week of August 17 to set up their appointments.
- PreK Families: Please consult the PreK plan for more information.

Student Safety / Wellness

- All staff will have their temperature checked upon arrival.

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- Parents acknowledge the absence of symptoms by sending their student to school.
- Bus Riders will have their temperature taken before boarding the bus. Students with a temperature above 100.4 degrees will not be allowed on the bus.
- *All Prekindergarten through 1st grade students must have a parent/guardian/caregiver present at pickup and drop off.*
- *All 2nd through 4th grade students MUST have a parent/guardian/caregiver present at their morning pick up.*
- Car Riders will have their temperature taken prior to entering the building. Students with a temperature above 100.4 degrees will be sent back to the car with a parent/guardian.
- Students must wear a mask that covers their nose and mouth. We will have masks available for students that need one.
- Outdoor activities will be scheduled as weather allows. Students are NOT required to wear face-coverings during these activities as long as social distancing guidelines are followed.
- Hand sanitizer stations or devices will be installed at every classroom.
- Restroom use will be restricted to a limited number of students at a time.
- **Classrooms will be set up in a manner that promotes distance between students as much as possible.**
- Student supplies will not be shared between students.

Student Attendance

- In-person learner attendance on Fridays will be recorded on Monday after completion of Friday's assigned work.
- A daily check in will be required for Remote Learners.

Student Arrival, Breakfast and Lunch

- Faculty and staff will be available to supervise students as they arrive.
- Groups will limited to 50 people in any space while practicing social distancing as much as possible.
- Car riders and walkers should arrive as close to 8:30 as possible. Car Riders should not arrive before 7:45am.
- Students, if desired, will eat breakfast upon arrival in a designated area and practice social distancing guidelines. After eating, they will go to a supervised, designated area until proceeding to their classroom at 8:00.
- While in the classroom, students may participate in social emotional learning activities, morning meetings, or have academic support sessions until 8:30 when core academic instruction begins.
- Students will eat in the cafeteria in groups under 50 with the supervision of faculty and staff. Social distancing will be practiced and students must drastically limit their socialization and talking at this time.

Special Classes

- Special classes will continue to be provided on a 6-day rotation (1 Art, 1 Music, 1 Library, and 3 Physical Education). Students will remain in their classrooms or go outside with their class for Art,

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Music, Library, and Physical Education. The special class teacher will come to them, rather than groups traveling throughout the building. The sessions may be shorter than normal or adjusted to meet ISBE/IDPH mandates and ensure student safety.

Recess

- Recess will be provided outside, weather permitting. There will be no intermingling of classes during recess, and each classroom teacher will supervise their own recess. Masks will not be required during recess as long as social distancing guidelines are followed.

Student Dismissal

- Students who are car riders will remain in their classroom until their ride arrives. Parents/guardians are asked to have their students' first and last name displayed in their window to expedite pickup. Please understand that this may take more time than normal as we practice social distancing and maintain order as students wait.
- Bus Riders will be supervised in the gymnasium in a group of less than 50. Students who ride the first bus will be dismissed from their classroom directly to the bus. The number of students riding a bus has been adjusted to follow mandates and guidelines.

In-Person Learning Plan

- We are committed to making every attempt to limit student contact given the current mandates and regulations. We are setting up classrooms to allow for as much social distancing as possible and we are limiting the number of transitions students will have outside of their classrooms.
- Please refer to the District Re-Opening Plan for more information on increased cleaning and sanitization policies and procedures.

Remote Learning Plan

- Every attempt will be made to give remote learners a similar experience to in-person learning.
- Students may have the ability to attend and participate digitally through Google Meet.
- Students will engage in lessons and assigned activities throughout the week. Teachers are available via email or phone daily and will have more availability on Friday.
- Lessons and activities will be recorded in class and shared with students as often as possible.
- For households without reliable internet service, it is expected that they will download materials and videos via public Wi-Fi areas. A list of available areas with public Wi-Fi access will be shared with all remote learning households.

APPENDIX D

East Elementary

East Elementary

Return to Learn Plan 2020-2021

Important Parent Information:

- This plan outlines two options for learning. At this time parents may choose either In-Person Learning or Remote Learning. PLEASE KNOW THAT AT ANY TIME, all learning may need to shift to Remote Learning based on guidance provided by the Illinois State Board of Education, the Illinois Department of Public Health, and the Jersey County Health Department.
- Remote learning will be VERY different from the remote learning experience last spring. Last spring, students were provided activities and assignments to maintain learning and engagement. This fall, we will be introducing new material and expectations for all learning will be more rigorous and will require significant effort from students and families. Students will be expected to complete activities and assignments daily. Families that lack appropriate internet access will need to be committed to finding hotspots throughout the communities and make a consistent effort to download material and communicate with teachers regularly. Families that chose remote learning will also be expected to drop off and pick up assignments on a regular and consistent basis to evaluate and monitor the learning of students. It might be possible to utilize students that are neighbors and attending school to transport assignments to and from school. Ultimately, students will be held responsible for their assigned work and if they fail to meet expectations, standards, and requirements, they may face retention.
- The East Elementary Office will reopen on Monday, August 3. Beginning August 3, please call 618-408-3814 or email Kim.anderson@jersey100.org if you have any questions regarding the information outlined in this plan.

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Details/Logistics

- In-person learners will attend Monday - Thursday, between the hours of 8:30-2:00, and remotely on Friday.
- First day of attendance will be Monday, August 24th.
- Remote learners will be expected to actively engage in lessons and complete assignments daily, Monday - Friday. Remote learning will begin on Monday, August 24.
- Teachers will work in-person, Monday - Friday, from 8-3:30. They will communicate with remote learners as often as possible throughout the day electronically (posting lessons, videos, utilizing SeeSaw) and will make efforts to be available by phone or email when time allows. Please remember, they are responsible for the instruction of in-person learners and may not always be available or able to communicate at certain times during the day.
- In-person learners will have access to breakfast & lunch daily. Information will be shared on the district website at jersey100.org regarding lunch and breakfast procedures for remote learners and in-person learners on Friday.
- Parents will be asked to drop off students as close to 8:30 as possible. Students arriving after 8:00 will go directly to their classrooms. We will allow families to drop off students starting at 7:45; however, we would appreciate arrival as close to 8:30 as possible to minimize exposure to other students.
- For more information regarding special services, please refer to the Special Education Services in this plan.
- Latchkey services provided by Sonshine kids may be offered pending guidance and mandates and mandates from ISBE and IDPH. Please contact Sonshine Kids or stay tuned for more information.

Parent Choice

- Parents/Guardians should review the details of this publication and make a decision for In-person or Remote Learning by August 7, 2020.
- All parents will be required to select either In-Person or Remote Learning via Skyward Family Access. The online form is student specific and will need to be completed for each student in the family. Information regarding this process will be sent via email.
- Choice (In-Person or Remote) will be in effect for one quarter and can be changed for the next quarter.

Open House/Parent Meetings

- Open House/Parent Meetings for In-Person learners will take place on August 20 & 21. Parents, caregivers, and students will be invited to have a meeting (typically 20-30 minutes long) to allow for families and students to acclimate to our building, meet their teacher, and cover a number of topics. Families will be contacted during the week of August 10 to set up their appointments.
- August 28 & Sept 4 will be reserved for family meetings of remote only students to meet their teacher in person and discuss expectations of the remote learning process. Families will be contacted during the week of August 17 to set up their appointments.

Student Safety / Wellness

- All staff will have their temperature checked upon arrival.
- Parents will acknowledge the absence of symptoms by sending their student to school.

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- Bus Riders will have their temperature taken before boarding the bus. Students with a temperature above 100.4 degrees will not be allowed on the bus.
- ***All 2nd through 4th grade students MUST have a parent/guardian/caregiver at morning pick up.***
- Car Riders will have their temperature taken prior to entering the building. Students with a temperature above 100.4 degrees will be sent back to the car with a parent/guardian.
- Students must wear a mask that covers their nose and mouth. We will have masks available for students that need one.
- Outdoor activities will be scheduled as weather allows. Students are NOT required to wear face-coverings during these activities as long as social distancing guidelines are followed.
- Hand sanitizer stations or devices will be installed at every classroom.
- Restroom use will be restricted to a limited number of students at a time.
- Classrooms will be set up to promote distance between students as much as possible.
- Student supplies will not be shared between students.

Student Attendance

- In-person learner attendance on Friday will be recorded on Monday after completion of Friday's assigned work.
- A daily check in will be required for remote learners.

Student Arrival/Breakfast/Lunch

- Faculty and staff available to supervise students as they arrive.
- Groups to 50 people in any spaces while practicing social distancing as much as possible.
- Car riders and walkers should arrive as close to 8:30 as possible. Car riders should not arrive before 7:45.
- Students, if desired, will eat breakfast upon arrival in a designated area and practice social distancing guidelines. After eating, they will go to a supervised, designated area until proceeding to their classroom at 8:00.
- While in the classroom, students may participate in social emotional learning activities, morning meetings, or have academic support sessions until 8:30 when core academic instruction begins.
- Students will eat in the cafe, gymnasiums, and possibly the IMC under the supervision of faculty and staff. Social distancing will be practiced and students must drastically limit their socialization and talking at this time.

Special Classes

- Special classes will continue to be provided on a 6-day rotation (1 Art, 1 Music, 1 Library, and 3 Physical Education). Students will remain in their classrooms or go outside with their class for Art, Music, Library, and Physical Education. The special class teacher will come to them rather than groups traveling throughout the building.
- The sessions may be shorter than normal or adjusted to meet ISBE/IDPH mandates and ensure student safety.

Recess

- Recess will be provided outside, weather permitting. There will be no intermingling of classes during recess, and each classroom teacher will supervise their own recess. Masks will not be required during recess as long as social distancing guidelines are followed.

Student Dismissal

- Students who are car riders will remain in their classroom until their ride arrives. Parents/guardians are asked to have their students' first and last name displayed in their window to expedite pickup. Please understand that this may take more time than normal as we practice social distancing and maintain order as students wait.
- Bus Riders stay in classrooms under the supervision of their teacher until their bus arrives. The number of students riding a bus has been adjusted to follow mandates and guidelines.

In-Person Learning Plan

- We are committed to making every attempt to limit student contact given the current mandates and regulations. We are setting up classrooms to allow for as much social distancing as possible and we are limiting the number of transitions students will have outside of their classrooms.
- Please refer to the District Reopening Plan for more information on increased cleaning and sanitization policies and procedures.

Remote Learning Plan

- Every attempt will be made to give remote learners a similar experience to in-person learning.
- Students may have the ability to attend and participate digitally through Google Meets.
- Students will engage in lessons and assigned activities throughout the week. Teachers are available via email or phone daily and will have more availability on Friday.
- Lessons and activities will be recorded in class and shared with students as often as possible.
- For households without reliable internet services, it is expected that they will download materials/videos via a public Wi-Fi area. A list of available areas for public Wi-Fi access will be shared with all remote learning households.

APPENDIX E

West Elementary

West Elementary

RETURN TO LEARN PLAN 2020-2021

Important Parent Information:

- This plan outlines two options for learning. At this time parents may choose either In-Person Learning or Remote Learning. PLEASE KNOW THAT AT ANY TIME, all learning may need to shift to Remote Learning based on guidance provided by the Illinois State Board of Education, the Illinois Department of Public Health, and the Jersey County Health Department.
- Remote learning will be VERY different from the remote learning experience last spring. Last spring, students were provided activities and assignments to maintain learning and engagement. This fall, we will be introducing new material and expectations for all learning will be more rigorous and will require significant effort from students and families. Students will be expected to complete activities and assignments daily. Families that lack appropriate internet access will need to be committed to finding hotspots throughout the communities and make a consistent effort to download materials and communicate with teachers regularly. Families that choose remote learning will also be expected to drop off and pick up assignments on a regular and consistent basis to evaluate and monitor the learning of students. It might be possible to utilize students that are neighbors and attending school to transport assignments to and from school. Ultimately, students will be held responsible for their assigned work and if they fail to meet expectations, standards, and requirements, they may face retention.
- The West Elementary Office will reopen on Monday, August 3. Beginning August 3, please call 618-498-4322 or email kristie.hurley@jersey100.org if you have any questions regarding the information outlined in this plan.

JERSEY COMMUNITY UNIT SCHOOL DISTRICT #100 RETURN TO SCHOOL PLAN 2020-21

Details/Logistics

- In-person learners will attend Monday - Thursday, between the hours of 8:30-2:00, and remotely on Friday. **The first day of attendance will be Monday, August 24.**
- Remote learners will be expected to actively engage in lessons and complete assignments daily, Monday - Friday. **Remote learning will begin on Monday, August 24.**
- Teachers will work in-person, Monday - Friday, from 8-3:30. They will communicate with remote learners as often as possible throughout the day electronically (posting lessons, videos, utilizing SeeSaw) and will make efforts to be available by phone or email when time allows. Please remember, teachers are responsible for the instruction of in-person learners and may not always be available or able to communicate at certain times during the day.
- In-person learners will have access to breakfast & lunch daily. Information will be shared on the district website at jersey100.org regarding lunch and breakfast procedures for remote learners and in-person learners on Fridays.
- Parents will be asked to drop off students as close to 8:30 as possible. Students arriving after 8:00 will go directly to their classrooms. We will allow families to drop off students starting at 7:45; however, we would appreciate arrival as close to 8:30 as possible to minimize exposure to other students.
- Students enrolling in Jersey 100 Pre-Kindergarten programs should refer to the Jersey 100 Pre-Kindergarten section of this plan.
- For more information regarding special services, please refer to the Special Education Services section of this plan.
- Latchkey services provided by Sonshine Kids may be offered pending guidance and mandates from ISBE and IDPH. Please contact Sonshine Kids for more information.

Parent Choice

- Parents/Guardians should review the details of this publication and make a decision for In-Person or Remote Learning by August 7, 2020.
- All parents will be required to select either In-Person or Remote Learning via Skyward Family Access. The online form is student specific and will need to be completed for each student in the family. Information regarding this process will be sent via email.
- Choice (In-Person or Remote) will be in effect for one quarter and can be changed for the next quarter.

Open House/Parent Meetings

- Open House/Parent Meetings for Kindergarten and First Grade In-Person learners will take place on August 20 & 21. Parents, caregivers, and students will be invited to have a one-on-one meeting (typically 20-30 minutes long) to allow for families and students to acclimate to our building, meet their teacher, and to cover a number of learning topics. Families will be contacted during the week of August 10 to set up their appointments.
- August 28 & Sept 4 will be reserved for family meetings of remote only students (Kindergarten and 1st Grade) to meet their teacher in person and to discuss expectations of the remote learning process. Families will be contacted during the week of August 17 to set up their appointments.
- Pre-K families: please consult the pre-k plan for more information.

JERSEY COMMUNITY UNIT SCHOOL DISTRICT #100 RETURN TO SCHOOL PLAN 2020-21

Student Safety / Wellness

- All staff will have their temperature checked upon arrival.
- Parents will acknowledge the absence of symptoms by sending their student to school.
- Bus Riders will have their temperature taken before boarding the bus. Students with a temperature above 100.4 degrees will not be allowed on the bus. Adult supervision at bus stops may be required and would be helpful.
- Car Riders will have their temperature taken prior to entering the building. Students with a temperature above 100.4 degrees will be sent back to the car with a parent/guardian.
- **All parents/guardians/caregivers *MUST* be present at the bus stop for all Prekindergarten through 1st grade students when dropping off and/or picking up their child.**
- Students must wear a mask that covers their nose and mouth. We will have masks available for students that need one.
- Outdoor activities will be scheduled as weather allows. Students are NOT required to wear face-coverings during these activities as long as social distancing guidelines are followed.
- Hand sanitizer stations or devices will be installed at every classroom.
- Restroom use will be restricted to a limited number of students at a time.
- Classrooms will be set up in a manner that promotes distance between students as much as possible.
- Student supplies will not be shared between students.

Student Attendance

- In-person learner attendance on Fridays will be recorded on Mondays after completion of Friday's assigned work.
- A daily check-in will be required for all remote learners.

Student Arrival/Breakfast/Lunch

- Faculty and staff available to supervise students as they arrive.
- Groups will be limited to 50 people in any space while practicing social distancing as much as possible.
- Car riders and walkers should arrive as close to 8:30 as possible. Car riders and walkers should not arrive before 7:45.
- Students, if desired, will eat breakfast upon arrival in a designated area and practice social distancing guidelines. After eating, they will go to a supervised, designated area until proceeding to their classroom at 8:00.
- While in the classroom, students may participate in social emotional learning activities, morning meetings, or have academic support sessions until 8:30 when core academic instruction begins.
- Depending on in-person enrollment, students will eat in the cafetorium, gymnasium, and the library under the supervision of faculty and staff. Social distancing will be practiced and students must drastically limit their socialization and talking at this time.

JERSEY COMMUNITY UNIT SCHOOL DISTRICT #100 RETURN TO SCHOOL PLAN 2020-21

Special Classes

- Special classes will continue to be provided on a 6-day rotation (1 Art, 1 Music, 1 Library, and 3 Physical Education). Students will remain in their classrooms or go outside with their class for Art, Music, Library, and Physical Education. The special class teacher will come to them, rather than groups traveling throughout the building. The sessions may be shorter than normal or adjusted to meet ISBE/IDPH mandates and ensure student safety.

Recess

- Recess will be provided outside, weather permitting. There will be no intermingling of classes during recess, and each classroom teacher will supervise their own recess. Masks will not be required during recess as long as social distancing guidelines are followed.

Student Dismissal

- Students who are car riders will remain in their classroom until their ride arrives. Parents/guardians are asked to have their students' first and last name displayed in their window to expedite pickup. Please understand that this may take more time than normal as we practice social distancing and maintain order as students wait.
- Bus Riders will stay in classrooms under the supervision of their teachers until their bus arrives. The number of students riding a bus has been adjusted to follow mandates and guidelines.

In-Person Learning Plan

- We are committed to making every attempt to limit student contact given the current mandates and regulations. We are setting up classrooms to allow for as much social distancing as possible and we are limiting the number of transitions students will have outside of their classrooms.
- Please refer to the District Return to Learn Plan for more information on increased cleaning and sanitization policies and procedures.

Remote Learning Plan

- For households without reliable internet service, it is expected that they will download materials and videos via public Wi-Fi areas. A list of areas with public Wi-Fi access will be shared with all remote learning households.
- Every attempt will be made to give remote learners a similar experience to in-person learning.
- Students may have the ability to attend and participate digitally through Google Meet.
- Students will engage in lessons and assigned activities throughout the week. Teachers will be available via email or phone daily and will have more availability on Friday.
- Lessons and activities will be recorded in class and shared with students as often as possible.

APPENDIX F

Pre-K/Early Childhood Special Education

Prek and Early Childhood Special Education

REOPENING PLAN 2020-2021

Prek and Early Childhood Special Education (ECSE) Start Date

- Start Date - August 25, 2020
- August 20th and 21st - Home Visits

Prek and Early Childhood Special Education Daily Schedule

- In Person Instruction Monday through Thursday - Friday Remote Learning
 - AM Session - 8:15 - 10:45
 - PM Session - 11:30 - 2:00
- Prek Snack
 - AM and PM sessions will be offered a snack. Please make sure your child eats breakfast and lunch prior to arriving at school.
- Parents who choose Remote Learning Only will participate Monday through Friday. Your child's teacher will contact you with specific details.

JERSEY COMMUNITY UNIT SCHOOL DISTRICT #100 RETURN TO SCHOOL PLAN 2020-21

Details/Logistics

- In-person learners will attend Monday - Thursday during the assigned AM or PM Session.
- Remote learners will be expected to actively engage in lessons and complete assignments daily, Monday - Friday. The state expects 2.5 clock hours of activities from students per day.
- Teachers will work in-person Monday - Friday from 8-3:30. They will communicate with remote learners as often as possible throughout the day electronically (posting lessons/videos utilizing SeeSaw) and will make effort to be available by phone or email. Please remember that teachers are responsible for the supervision of in-person learners and may not always be available. You will be contacted as time allows.
- Students attend Monday through Thursday for in person instruction and all students utilize remote learning only.

Student Safety / Wellness

- All staff will have their temperature checked upon arrival.
- Parents will acknowledge the absence of symptoms when they send their student to school.
- Bus Riders will have their temperature taken before boarding the bus. Students with a temperature above 100.4 degrees will not be allowed on the bus or attend school.
- **All parents/guardians/caregivers *MUST* be present at the bus stop for all Prekindergarten through 1st grade students when dropping off and/or picking up their child.**
- Car Riders will have their temperature taken prior to entering the building. Students with a temperature above 100.4 degrees will be sent back to the car with a parent/guardian. Parents should wait in the car line until given the okay after temperature checks.
- Students must wear a mask that covers their nose and mouth. We will have masks available for students that need one.
- Outdoor activities will be scheduled as weather allows. Students are NOT required to wear face-coverings during these activities as long as social distancing guidelines are followed.
- Hand sanitizer stations or devices will be installed at every classroom.
- Restroom use will be restricted to one student at a time.
- Classrooms will be set up in a manner that promotes distance between students as much as possible.
- Student supplies will not be shared between students.

Student Attendance

- In-person learner attendance will be recorded on Friday. Your child's teacher will contact you with specific details.
- Remote learners would have a daily check in to count for attendance. Your child's teacher will contact you with specific details.

Student Arrival

- We will have faculty and staff available to supervise students as they arrive.
- We ask for car riders and walkers to arrive as close to 8:15 for AM Session and 11:30 for PM Session.

Student Dismissal

- Parents/guardians are asked to have their students' first and last name displayed in their window to expedite pickup. Please understand that this may take more time than normal as we practice social distancing.
- The number of students riding a bus has been adjusted to follow mandates and guidelines.

In-Person Learning Plan

- We are committed to making every attempt to limit student contact given the current mandates and regulations. We are setting up classrooms in a manner to allow for as much social distancing as possible and we are limiting the number of transitions students will have outside of their classrooms.
- Please refer to the District Re-Opening Plan for more information on increased cleaning and sanitization policies and procedures.

Remote Learning Plan

- Every attempt will be made to offer remote learners a similar experience to in-person learning.
- Students will engage in lessons and assigned activities throughout the week and teachers are available via email or phone calls daily and will have more availability on Fridays.
- Lessons and activities will be recorded in class and shared with students as often as possible.
- Video-conferencing using Google Meet will be available for interactive lessons on Friday. Individualized instruction will take place as needed. Your child's teacher will contact you to make arrangements.
- Students and families must be committed to accessing Wi-Fi areas to download materials/videos in advance if they lack internet access. A list of available areas for completing this will be shared with all remote learners and families.
- Teachers will provide weekly learning packets to all students and contact with families.