



Unity Junior High School

Return to School

Fall 2020

Daily Schedule

8:00	Classrooms Open
8:15	Warning Bell
8:20	Tardy Bell
12:30	Dismissal
1:40	Remote Instruction begins
3:00	End of School Day

Important Dates

August 4 & 5 -
Registration

August 19 - First
Day for Students

Prepared and presented by

Tolono CUSD #7
Board of Education
& Administrative
Team

Based on guidance
from the ISBE,
IDPH, CDC &
Restore Illinois Plan

July 31, 2020

Unit Seven Schools has been preparing and planning for a safe and healthy reopening of schools. Our educational plans and operational protocols are based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH) and the Restore Illinois plan.

UJHS administration, faculty and staff have been working hard to develop protocols that prioritize safety with a focus upon return to rigorous core instruction and clear expectations for all. Our plan takes into consideration the unique needs of middle level learners. Embedded in our plan is an overarching recognition that the student-teacher connection and opportunities for students to form friendships and to learn and to practice prosocial skills with their peers are the keys to the social emotional well-being of young persons.

In-Person Guidelines

The safety and well-being of all our community members is our priority. Here are some measures we will be taking to help mitigate risk while on school grounds.

Masks & Face Shields

Per ISBE Return to School guidance, face masks must be worn at all times, by students, staff, and visitors while in the school building. In addition, they must be worn in the following circumstances: when walking into or out of the building with other students (i.e. before/after school); while riding the bus or other school transportation, and in public; and they must be worn anytime it is not possible to stay at least six feet away from other people. A doctor's note is required for any modification to the face mask requirement.

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Face masks will be available for all students and staff who forget or need a replacement during the day. **No one will be allowed into the building without a face mask.** A refusal to wear a mask will result in medical exclusion from school.

IDPH has indicated face shields are not effective protection against coronavirus and should only be used in situations when other methods of protection are not available. In general, face shields will not be used without masks at Unity Junior High School.

Hand Washing or Sanitizing

Hand washing is the best way to prevent the spread of COVID-19 and when hand washing is not available, hand sanitizer will be used. Frequent hand washing and hand sanitizing are key to helping prevent the spread of COVID-19. Here are some of the ways we will promote hand washing and sanitizing:

- Signs posted throughout the building promoting clean hands and good personal hygiene
- Instruct students and staff on the proper way to wash hands (CDC guidelines)
- Remind students and staff to avoid touching their eyes, nose, and mouth
- Provide additional time to wash hands or sanitize before or after classroom activities
- Provide hand sanitizer to classroom, offices, library, etc.
- Both hand dryers and paper towel dispensers are available in student and staff restrooms

Transitions

To the greatest extent possible, student movement will be limited during the day at UJHS. Students will report to their first hour class and grade level teachers will rotate classrooms. Transitions for bathroom breaks, library use, intervention, counseling, Title I social work, and special education support will be scheduled at each grade level.

Drinking fountains will be used to refill water bottles only. Students will be allowed to keep water bottles with them while at school. During this unprecedented time, disposable water bottles are recommended. Glass/breakable bottles are not allowed.

Hall lockers will not be utilized to start the year. Students will keep their backpack, books,

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and supplies with them during the day. Students will not change clothes for PE. PE lockers and locker rooms will not be used.

Social & Physical Distancing

Six feet of social distancing will be utilized whenever possible. This includes hallways, classrooms, cafeteria, gymnasium, main office, and other common areas. Signs and other visual reminders (tape, stickers, etc) will be used to help indicate the appropriate distance. Extra furniture, chairs, and fabric couches have been removed to increase social distancing space in the room. Groups will be limited to fifty (50) or less in a space.

Health Screenings

Anyone over the age of eighteen entering a Unit 7 building will be asked to self-certify. Students will need to have a parent initial the COVID Symptom Parent Certification card daily. Students will need to present this information upon arrival to school. Students who ride buses or other school transportation will have to show their card to a driver before getting on the bus. Students who arrive at school without certification will report to a designated space for health screening and temperature check. Students will be asked if they have any of the following symptoms:

Fever /Chills	Cough	Muscle Aches	Sore throat
Runny Nose	Loss of taste or smell		Nausea and vomiting or diarrhea
Shortness of breath	Headache		Close contact w/ someone with COVID-19

(More information about how health issues will be addressed can be found in the appendix)

Volunteers and Guest Speakers/ Visitors

At this time, we will maintain a closed campus. Until further notice we will not be using volunteers or guest speakers. Only essential visitors will be allowed in the building. Parents/visitors who have appointments scheduled at the building will be asked to wait in their vehicles until their exact appointment time. All visitors will be asked to verify that they are COVID-19 symptom free and fever free. Temperature will be taken before entering the building. Authorized visitors must sign in and wear a mask or face covering while in the building. Hand sanitizer will be provided at sign in, and six foot distance must be maintained between individuals.

Parents/guardians who are picking up or dropping off students will call the front office, upon arrival and someone from the office will provide further instructions.

School Day

Instruction Options

In-Person/In-School Plan Option Summary

- 6-8 grade students will attend 8:20-12:30 Monday through Friday.
- Students will receive a total of 4 hours and 10 minutes of clock hours in math, English/language arts, social studies, science and PE daily. When feasible, band opportunities will be scheduled. No other exploratory classes will be offered. This will be reassessed as the year progresses.
- Each student will receive 50 minutes of clock hour remote learning opportunities from 1:40-2:30 daily. At the end of each week, grade levels will communicate with parents and students as to how this time will be structured in the next week to maximize student learning. Attendance will be taken daily.
- In the event that in-person instruction moves to high quality remote instruction due to a school closure, students will continue to follow their schedule in the same manner as described for in-person learning. Students will continue to receive educational services through Unit 7 teachers via our online curriculums and other online tools.
- The daily schedule takes into consideration opportunities for teachers to respond to students who have absences due to quarantine or related issues. The schedule provides time for check in/check out, intervention, special education services, Title I social work and school counseling, library, SEL and health activities to take place during the school week. It allows for daily planning for both in-person and remote instruction.

Choosing Remote Option when In-Person is Offered

- Provided through Educere and paid for by Unit 7 Schools.
- For information about Educere, visit their website at [Educere.net](https://www.educere.net)
- Parents/guardians will make a choice for in-person or all remote at registration. Choosing all-day remote learning will be a decision that is in place for the entire first semester (through the last day of school in December).
- At the end of first semester, parents/guardians will have the opportunity to choose in-person learning for their students during the second semester.

All Remote Learning

If in-person instruction is begun at the beginning of the year, any student who chooses remote learning/virtual learning at registration will remain with the district selected vendor for the semester. If the year starts with remote learning, then instructions will be provided for all students by Unit Seven Schools employees in the following format:

Students are expected to attend and participate in remote learning just like they would during a typical school day.

Students will follow their assigned schedules for UJHS with a combination of Google Classroom, online textbook work, teacher-made Google Slides, video lectures, and Google Meets and/or Zoom for Education interactions.

Grade level teams will post a cohesive set of weekly information, expectations and assignments on the last day of the school week for the following week.

All students' work will be assigned and turned in through the Google Classroom. Grades and attendance will be required.

Families who do not have Wi-Fi access will be provided with information as to how to access free Wi-Fi in the community and when feasible, hot spots will be made available.

The school will coordinate Chromebook checkout for those families who have indicated a need at registration. Logins, passwords, and instructions to help students access email, online textbook codes, etc. will be provided to parents/guardians.

Arrival and Breakfast

Please help us maintain social distancing and supervision requirements by not sending your child to school before 8:00am whenever possible. Breakfast will not be served until after 8:00am.

Bus riders: Staff members will meet buses at the circle drive each morning and escort groups into the East Rocket Center doors (between high school and junior high) for temperature checks and transition to supervised classrooms.

Car drop-off and walkers will arrive at the back of the UJHS building. Staff members will

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meet students at the south Rocket Center entrance (outside door labeled R) and conduct temperature checks and transition students to supervised classrooms.

- COVID parent certification cards must be signed before entering the building.
- Temperatures of all students will be taken prior to entering the classroom.
- Any bus students who arrive before 8:00am will be assigned to spaces in the building in groups of fifty (50) or less.
- All students who arrive before 8:20am will report to their first hour classes beginning at 8:00am.
- Students who purchased breakfast will be provided breakfast in their classrooms.
- The instructional day begins at 8:20am. Students will be counted as tardy after 8:20am .

Dismissal and Grab & Go lunch

- Grab & go lunches are available for purchase through Mealtime or at the school office. Bagged lunches will be delivered to students' classrooms. Lunches are intended to be eaten off campus. Food cannot be eaten on the buses.
- Classroom dismissals will be staggered using all-call or radios beginning at 12:30 pm.
- Walkers and car riders will be dismissed to the back parking lot.
- Bus riders will exit through the front entrance and Hall of Champions when their buses are called. Please make sure dismissal arrangements have been made before students arrive at school each day.
- Drivers are asked to pay attention to the coned off areas in the back of the building and not obstruct the view of students exiting the building.

Classroom Protocols

- Carpets, curtains, fabric and extra furniture within classroom areas have been removed.
- Students will be assigned Chromebooks to use at school. Shared items will be limited with students washing hands or hand sanitizer before and after use.
- If an item or area is shared, it will be cleaned with an approved cleaner.
- Opportunities for students to go outside, social distance, and remove masks will be provided as weather permits.

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Remote Learning Expectations

(For those attending In-Person in the event of a school closure)

- Students will be expected to complete all assignments using online textbooks and Google Classroom.
- Daily attendance will be monitored through Google Classroom.
- Students who do not complete the activities will be coded as unexcused absence.
- If your student is ill and unable to complete the work for a day, a parent or guardian must call the school office to report a sick day. It will not be sufficient to “tell the teacher.”
- Students are expected to attend and participate in virtual class sessions.
- Students are expected to have video and microphones enabled on their devices during virtual class sessions and meetings.
- Students will be instructed in Net etiquette and will be expected to follow all school rules when online, whether learning at school or at home and/or using school devices and resources.

Technology

UJHS will be using Google Classrooms this year to facilitate online learning. Students will be required to use Google Classrooms for both in-person and remote learning.

A Chromebook will be assigned to each student for the school year. Students whose families indicated that they need devices to participate in remote learning (afternoon session or all day in the case of a school closure) will be allowed to take their Chromebooks from school to home provided that students and their parents/guardians have signed an agreement to comply with district guidelines and policies. Students who have their own devices available at home will not take school Chromebooks home.

Google Meets and Zoom for Education will be used to facilitate instructional groups.

Instructions for accessing accounts will be explained on the first day of school. In the event that UJHS is all remote on the first day of school, this information will be provided to guardians.

The district will make a limited number of hotspots available for students whose parents/guardians indicate that their families require this level of support in order for their students to participate in remote learning. Please contact a building administrator

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with questions.

Grades

UJHS will issue grades as outlined in the UJHS 2020-21 Handbook.

Other Information

Teacher lunch and prep period will be daily from 12:40-1:40. During this time, teachers will not be available for student contact.

Until further notice, field trips will be suspended.

If open house/back to school nights are held, they will be conducted virtually or in small groups.

Students who participate in-person learning or virtual/remote learning will be allowed to participate in extracurricular activities and athletics. Clubs and extracurricular meetings will be held remotely to start the year. This will be reassessed and subject to change based upon health data and the success of in-person schooling.

UJHS Library Reopening Plans

General Protocols - In Person

1. Masks will be required for anyone entering the libraries and for the entire time they are in the room.
2. Before coming to the library, students can use their own personal Chromebook to look up books on the online catalog. Once in the library, Mrs. Wickline can look up materials for the students using her circulation computer.
3. Marks will be placed on the floor to socially distance the students who are waiting to check out.
4. We will have “hands free” checking out of books under the supervision of Mrs. Wickline, who will be the only person to use the circulation computer in the library.
5. If a student takes a book off of the shelf and changes his/her mind, he/she will place it on the reshelving carts for quarantine and reshelving by Mrs. Wickline.
6. Materials that are returned by students will be quarantined for a minimum of 96 hours before reshelving.
7. The computer print lab will not be utilized to start the school year.
8. The front doors will be propped open to minimize touching of the door handles.

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9. Students will not use the iPads for taking AR quizzes. They will take quizzes on their own Chromebooks.

10. Tables, chairs, and countertops will be cleaned after each class leaves and before the next class comes in. Any furniture with fabric covering will not be used.

11. All teachers can bring classes to the library to check out books. Classes will be given ½ of a period to check out. The remainder of the time will be used for sanitizing the area. Only one class at a time will be scheduled for each period.

12. Efforts will be made to encourage students to know what they want before coming to the library to maximize students' time in the library.

13. A new online survey system will be implemented to help students who don't know what they want to read. Mrs. Wickline will help find a book based on how the student answers the survey. The book(s) will be waiting for the student on the designated "HOLD" shelves.

14. Virtual book clubs will be offered.

If we return to All-Remote Learning:

1. Mrs. Wickline will encourage use of ebooks and digital audiobooks.
2. "Curbside Pick-Up" system will be implemented - students can choose their books online and Mrs. Wickline will have them ready for parents to pick up from the school.
3. Virtual book clubs will be offered.
4. Mrs. Wickline will support teachers with online materials.

Special Education Services

Students who receive special education services will continue to receive those services and support in keeping with Individual Education Plans and Remote Learning Plans. This will apply whether in-person or through remote/virtual learning. Please contact Special Education Director, Jannah Sudduth-Motolla at sudduthj@unity.k12.il.us with any questions.

Social Emotional Learning Supports

Social emotional learning supports will continue to be provided through school counseling and Title I social work programming.

Unit 7 Covid-19 Return to School Health Plan for Families

Updated 7/29/20

The purpose of this policy is to outline health guidelines as they pertain to re-opening of Unit 7 schools after the COVID-19 school closures. These guidelines are designed to ensure and promote the safety, health, and welfare of our community, in accordance with Illinois Department of Public Health (IDPH) and Illinois State Board of Education (ISBE) recommendations. Some components of this document may be altered to reflect current data and recommendations as new guidelines are posted.

Students, faculty and staff will be required to stay home if they are sick. If an individual presents to school with the following symptoms, they will be sent home until return to school criteria is met. Per IDPH-ISBE guidelines posted June 4, 2020, all students, staff and visitors will undergo symptom and temperature screening prior to entering the building.

Symptoms Requiring Absence

Students MUST stay home or will be sent home from school

- A. **COVID-19 like symptoms:** cough, fever, sore throat, shortness of breath, loss of taste and/or smell, fatigue, headache, body aches, congestion, runny nose
 - i. Direct affected staff member or parent/guardian of affected student to call the IDPH COVID-19 hotline at 1-800-889-3931, or the Champaign-Urbana Public Health Department (C-UPHD) hotline at (217) 239-7877 for guidance regarding symptoms to determine if testing for COVID-19 is warranted.
- B. **Exposure to COVID-19**
 - i. Individuals must let the school nurse or an administrator know if they have been in close contact with someone who tested positive for COVID-19.
- C. **Fever/chills/generalized body aches**
 - i. A temperature of 100 degrees or higher.
- D. **Sore Throat** and/or visibly swollen glands.
- E. **Consistent coughing** with or without pain or fever.
- F. **The first 24 hours of antibiotic treatment for contagious illness** (strep throat, pink eye, etc).
- G. **Active vomiting or diarrhea.**

When to Return

A. COVID-19 like symptoms

(Per IDPH and Centers for Disease Control (CDC) guidelines).

1. **Untested with COVID-19 symptoms:**
 - a. At least 10 days have passed since symptoms first
AND
 - b. At least 1 day (24 hours) have passed with no fever, **without use of fever reducing medication (ie. Tylenol and Ibuprofen)** and improvement of symptoms.
2. **Tested positive with symptoms:**
 - a. At least 10 days have passed since first symptoms
AND
 - b. At least 1 day (24 hours) have passed with no fever, without use of fever reducing medications (ie Tylenol and Ibuprofen), and improvement of symptoms.
AND
 - c. No COVID-19 symptoms present
AND
 - d. A doctor's note authorizing student is safe to return to school, or school related activities.
3. **Tested positive without symptoms:**
 - a. At least 10 days have passed since the date of first positive test, and no symptoms have developed.
AND
 - b. A doctor's note authorizing student is safe to return to school, or school related activities.
4. **Tested Negative with symptoms**
 - a. Must have two negative COVID-19 test results in a row, at least 24 hours apart
 - b. Documentation proving negative results is required and must be submitted to the school before student can return
5. **Exposure to COVID-19**
 - c. 14 days have passed since the date of exposure, with no symptoms developing. ***If the exposure was from a member of your household, an additional 14 days have passed since the positive person was released from quarantine.***

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B. Other symptoms/non-COVID-19 illness:

1. At least 24 hours have passed with no fever, without use of fever reducing medications.
2. After 24 hours on antibiotics.
3. After 24 hours since the last episode of vomiting or diarrhea.
4. With the doctor's note of clearance.

Nonpharmacological Intervention Recommendations for Communicable Disease

1. Stay home when you are sick.
2. Avoid close contact with people who are sick.
3. Cover your cough or sneeze with your elbow or a tissue, then throw the tissue in the trash. Wash your hands with soap and water.
4. Avoid touching your eyes, nose, and mouth.
5. Wash your hands often with soap and water for 20 seconds, and dry them
6. If soap and water are not available, use hand sanitizer.
7. Clean and disinfect frequently touched objects and surfaces using regular household cleaning sprays or wipes (ex: toys, desks, door handles, counters).
8. Ensure all vaccines are up to date.
9. Promote non-contact methods of greeting.
10. Practice physical distancing (stay at least 6 feet away from other people).
11. Wear a mask or face covering when distancing is not possible.

When to Wear a Mask / Face Covering

1. Per ISBE Return to School guidance, face coverings **must be worn at all times**, by both students and staff, while in the school building
2. When walking into or out of the building with other students (i.e.: before/after school).
3. While riding the bus.
4. In public, anytime it is not possible to stay at least 6 feet away from other people.

Communicable Disease Monitoring

All students PreK- 8th grade will be given a "COVID-19 self-certification card". Parents/Guardians must initial this card every morning before sending or bringing their child to school, certifying that their child does NOT have a fever and is symptom free. This applies to **every student**, Pre-K through 8th grade. High school students will be screened and temperature checked daily.

Visitors to the school buildings and/or student pick up prior to dismissal

1. Limit all non-essential visitors, including volunteers
2. For essential visitors:
 - a. If you have an appointment, please wait in your vehicle until your exact appointment time.
 - b. You will need to buzz into the school using the button by the door.
 - c. Someone will meet you at the door.
 - d. You will be asked to verify that you are COVID-19 symptom free and fever free
 - e. Your temperature will be taken before you enter the building
 - f. If you are picking up your child before dismissal, please wait in your vehicle and call the front office for further instructions
 - g. Authorized visitors must sign in and wear a mask or face covering while in the building.
 - h. Hand sanitizer will be provided at sign in, and 6ft distance must be maintained between individuals.

Sources:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

<https://www.isbe.net/Documents/IDPH-ISBE-Summer-Programs-Guidance.pdf>

Covid Symptom Parent Certify

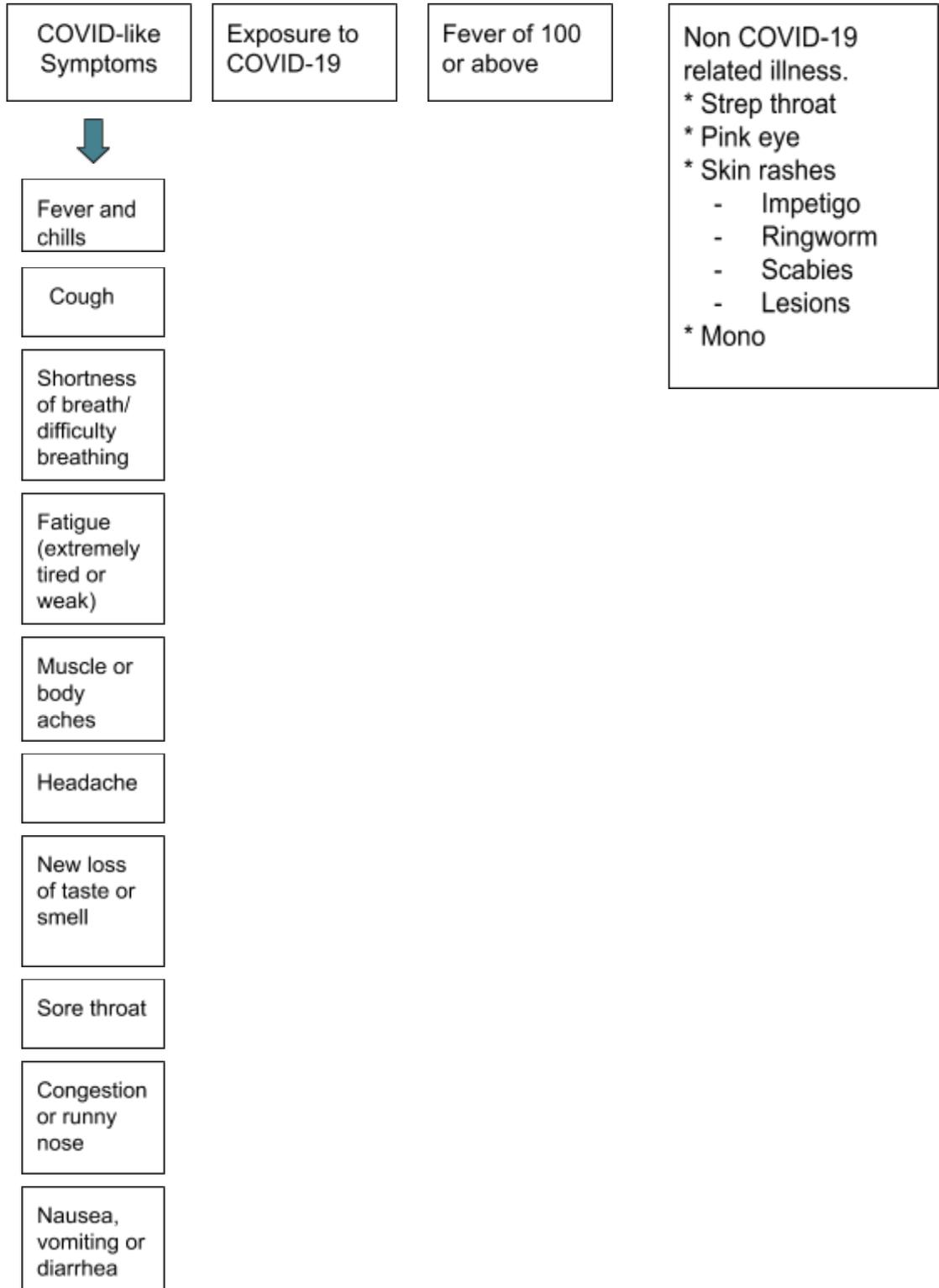
Parents: You will need to initial each day prior to sending your child to Unity High School to self certify he/she is symptom free. Temperatures for students and staff will be taken daily at the doors prior to entering the school, and it must be below 100. All students and staff must wear face masks while in the building.

Symptoms:
 Fever/Chills Cough Muscle Aches Sore Throat
 Runny Nose Loss of Taste or Smell Nausea and Vomiting
 Diarrhea Shortness of Breath Headache
 Close contact with someone with Covid-19

September

Mon	Tues	Wed	Thur	Frid
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Child MUST stay home and/or will be sent home from school for any of the following symptoms



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Updated 7/29/20

When Child May Return to School

Following COVID-19 Symptoms

Tested positive with no COVID-19 symptoms

COVID-19 Exposure

Did not get COVID-19 test

Positive COVID-19 test

Negative COVID-19 test

- * At least 10 days since first symptoms AND
- * At least 3 days (24 hours) with no fever and no fever-reducing medication

- * At least 10 days since first symptoms AND
- * At least 1 days (24 hours) with no fever and no fever-reducing medication AND
- * Two negative COVID-19 test in a row, at least 24 hours apart AND
- * No COVID-19 symptoms AND
- * Doctor's note authorizing safe return to school

- * Must have two negative COVID-19 tests in a row, at least 24 hours apart AND
- * No COVID-19 symptoms AND
- *Fever-free for 1 days (24 hours) AND
- *A Doctor's note authorizing safe return to school

- * At least 10 days have passed since first positive test AND
- * Two negative COVID-19 tests in a row, at least 24 hours apart AND
- * No new symptoms AND
- * A doctor's note authoring safe return to school

- * Stay home 14 days after a known exposure
- * If living with someone who tested positive, stay home 14 days AFTER the person who tested positive meets the criteria to end home isolation

Non-COVID illnesses / symptoms

- At least 24 hours with no fever, **without fever-reducing medications** (ie: Tylenol or Ibuprofen) AND
- 24 hours after first dose of antibiotics AND
- 24 hours after last episode of vomiting and/or diarrhea

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Unit 7 COVID-19 Return to School

Guidelines and plans are subject to change due to order by the Governor, updates to information provided by IDPH or ISBE, and changes to regional/local data.