

Chadwick-Milledgeville CUSD #399

2021-22 School Year

ESSA III COVID-19 Safety Protocols and Academic Procedures

Chadwick-Milledgeville CUSD #399 safety plan is based on guidance from the Illinois Department of Public Health, Center for Disease Control, Illinois Department of Public Health, and the Office of Governor of the State of Illinois. As a district we will conduct full in-person instruction for all K-12 students. Below you will find the procedures that student and staff will adhere to in order to maintain a safe and productive learning environment for all students. This document is intended to communicate to students and families the districts COVID-19 Safety Protocols and Academic Procedures for in-person instruction during the 2021-22 school year. *Please note that these safety protocols and mitigations may change in response to changing public health conditions and guidance from state and county agencies i.e. IDPH, CDC, ISBE, Carroll County Health Department, etc...*

School Day:

Chadwick-Milledgeville C.U.S.D. #399 will run a traditional full length school day from 8:10 a.m.-3:10 p.m.

- The school building will not open until 8 a.m.
- Any students arriving before 8 a.m. must remain outside.
- It is required that students and staff wear masks regardless of vaccination status.

Visitors:

Until the end of the COVID-19 Pandemic, Chadwick-Milledgeville C.U.S.D. #399 will not allow visitors during the school day, unless pre-approved by the administration.

Daily Health Screening:

- Students will be temperature checked daily prior to entering the building.
- Staff and students will be asked to self-certify that they are symptom free prior to entering the building.
- Parents will be provided a symptom checklist and encouraged to take their child's temperature prior to putting them on the bus or sending them to school. **If you are sick stay home. (See Appendix A at the bottom of the document for a list of COVID symptoms checklist)**

Students Exhibiting Symptoms:

- Student will be isolated immediately.
- Parents will be contacted.
- Any child exhibiting symptoms will be required to see a doctor and obtain a release to come back to school.

Student Transportation: procedures for entering busses.

- Drivers will wear PPE and perform regular hand hygiene.
- Drivers will self-certify that they are not experiencing COVID like symptoms.

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- Student temperature will be taken, by bus driver/monitor, prior to entering the bus. Student temperatures must be in an acceptable temperature range to ride bus. If a student is found to have a temperature, they will either stay at home if a parent/guardian is present or be isolated on the bus. If students ride the bus to school, they will be sent to the designated quarantine area.
- Student will be assigned a seat based on how they are picked up on the bus route and fill in from the back of the bus.
- All bus passengers must wear a mask while on the bus.
- Students will exit the bus in an orderly fashion starting from the front of the bus.
- Drivers will have masks available for students that do not have them on hand.

Pickup/Dropoff:

- Route buses will drop off at the northeast corner of the building (Door #8).
- Parents in cars will drop off at the main rear entrance.
- No cars will be allowed to travel past the northwest corner of the gym.
- Parents when picking up your child early for any reason please come to the main rear entrance and remain in your vehicle. Call the office at 815-225-7141 and request your child. DO NOT enter the building a staff member will escort your child to your car and confirm your identity prior to releasing the student.

Arrival at School:

- K-6 will report directly to their rooms and wash their hands.
- 7-12 will report directly to their 1st hour class if it has a sink or to the nearest restroom to wash their hands.
- Staff will wash their hands prior to starting work.

Classroom: Classroom procedures will vary slightly based on each individual teacher.

- It is required that students and staff wear a mask while at school regardless of vaccination status.
- Seats will be assigned to each student exercising acceptable social distancing standards when possible.
- Social distancing will be encouraged in the classroom.
- Regular hand washing and sanitizing will be encouraged.
- Students will clean desks and frequently touched surfaces with sanitation wipes at the direction of the teacher.
- HVAC filters will be changed monthly.
- Each classroom will be sanitized using an electrostatic fogger or RZero UV light on a regular basis.

Special Education Accommodations:

- IEP accommodation and requirements will be met.

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- Students who receive special education services and accommodations will receive them regardless of whether our district is in-person or remote learning status.
- Special education teaching staff will be provided the tools necessary to meet all students IEP goals and accommodations in a free and appropriate least restrictive environment.
- The district will ensure that all barriers to access learning are removed. These include but are not limited to: providing electronic device, wireless internet hotspot, instructional supports outside of the school day, etc.

Remote Learning Availability:

- Students who are quarantined due to testing positive for COVID-19 or being determined as a close contact will engage in remote learning.
- Students who receive a doctor's determination that they have a medical condition that makes their participation in in-person learning unsafe due to possible complications from contracting COVID-19.
- If the district has an extended school interruption due to a COVID-19 outbreak.

Remote Learning Expectations:

- Full participation.
- Logged in for every class period with video and audio enabled.
- Same accountability as in person instruction.
- Grading the same as in person instruction.
- Conduct expectations same as in person instruction.
- Due dates the same as in person instruction.

Individual Student Remote Learning Plan:

- Student, utilizing school provided technology, will video conference into the classroom and receive the same direct instruction as in-person students.
- All materials will be available for the students/parents to pick up at school.

District-wide Remote Learning:

- During remote learning students will be logged in on video conferencing for direct instruction from 8:30 a.m-2:06 p.m
- Teachers will utilize Schoology for learning management and resources.
- *For specific details refer to Appendix B for the district remote learning plan.*

Hallway Procedures:

- Social distancing will be encouraged.
- Students will be asked to walk on the right side of the hallway
- 7-12 students will be encouraged to limit their use of lockers.
- 4-6 will use lockers as directed by teachers.
- Students will not be allowed to ride elevator unless physically required.

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- Water fountains will only be available for water bottle refills. Students will be required to provide their own reusable water bottles.

Restrooms:

- The number of students allowed to use the restroom will be limited in order to encourage social distancing.
- Restrooms will be cleaned daily.

Lunch:

Elementary

- Students will have assigned seats
- Social distancing will be practiced as much as space allows
- K-6 lunch will be from 12:05-1:00 p.m.

Junior High

- Students will have assigned seats
- Social distancing will be practiced as much as space allows
- JH lunch is from 10:50-11:20 a.m.
- Students will sit in their assigned seats when they arrive to lunch. The lunch supervisor will dismiss by table for students to go through the lunch line.

High School

- Students will have assigned seats
- Social distancing will be practiced as much as space allows
- Supervisors will ensure that each location is equally distributed.
- Students will sit in their assigned seats when they arrive to lunch. The lunch supervisor will dismiss by table for students to go through the lunch line.

Recess:

- Students will be allowed to use the playground equipment and it will be sanitized regularly.
- Students will be encouraged to maintain social distance.
- Students will wash their hand upon reentering the classroom from recess.

Physical Education:

- Will be modified to exercise social distancing.
- Will be conducted outside when weather permits.
- Locker room use will be limited.

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Extra Curriculars:

- Will follow guidelines set forth by the Illinois Department of Public Health (IDPH) and Illinois High School Association (IHSA).
- Procedure for in-school confirmed case:
- Contact tracing will be done immediately.
- All parents of exposed students will be notified
- Any student or staff member exposed will be required to quarantine for 14 days.
- Students in quarantine will receive remote learning instructional services.

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Appendix A:

Family Safety Checklist

To ensure the safety of staff and students the Chadwick Milledgeville CUSD 399 has established this family safety checklist. Please familiarize yourself with and implement these guidelines to help keep everyone in our school safe.

- ✓ Fever or chills
- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fatigue
- ✓ Muscle or body aches
- ✓ Headache
- ✓ New loss of taste or smell
- ✓ Sore throat
- ✓ Congestion or runny nose
- ✓ Nausea or vomiting
- ✓ Diarrhea

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Appendix B:

Chadwick-Milledgeville CUSD #399 E-Learning Plan

Purpose

We believe that it is important for Chadwick-Milledgeville CUSD #399 to have an E-Learning option given the potential for schools to not be in session for snow emergencies or for a prolonged period for a health crisis. Such an instance of prolonged closure without academic activity would negatively impact students in several ways. More importantly, for all students, we believe that having the option of E-Learning days reinforces the fact that teaching and learning are not confined to class periods or physical classrooms. Additionally, the implementation of technology-infused learning and personalized learning used in conjunction with E-Learning days has the ability to build capacity of all stakeholders in our schools and ensure the continuity of learning.

Timing

Snow/Emergency E-Learning Days will be announced as soon as possible but no later than 6:00 a.m. using our School Messenger calling system, social media, local news outlets, and push notifications through our district app, and school website (www.dist399.net). K-12 teachers will share lessons and expectations on district learning platforms (Schoology, Moodle, Teams, Classroom Dojo, Edmodo, etc....), and/or email by 8:30 a.m. on the morning of the remote learning day with students, or they will send instructional materials home with students the evening prior if possible. The following radio/TV stations will be given this information:

WSDR	Sterling	1240 AM
WFRL	Freeport	1570 AM or 98.5 FM
WCCI	Savanna	100.3 FM
KROS	Clinton	1340 AM
WLLT	Dixon	107.7 FM
KWQC TV	Davenport	Channel 6
WQAD TV	Moline	Channel 8
WREX TV	Rockford	Channel 13

Communication/Availability

We expect teachers to provide direct instruction daily to all students through learning platforms and video conferencing. Junior High and High School teachers will follow a remote learning bell schedule in which they virtually meet with each class daily. Elementary teachers will deliver direct instruction daily via video conferencing. In addition, elementary teachers will provide instructional videos to those students who experience barriers to accessing video conferencing. Teaching staff are also expected to monitor their email and learning platforms in order to provide instructional support to students. The purpose of

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the E-Learning day is to foster, and support continued learning in a safe learning environment during a snow emergency or extended school closure.

E-Learning days will have the following schedule:

PERIOD	TIME
1 ST	8:30-9:07
2 ND	9:07-9:44
3 RD	9:44-10:21
4 TH	10:21-10:58
5 TH	10:58-11:35
LUNCH	11:35-12:05
6 TH	12:05-12:42
7 TH	12:42-1:19
8 TH	1:19-1:56

- 8:00-8:30 a.m.-planning and preparation-contact administration for needed support
- 8:30 am-students notified via e-mail and daily activities posted on learning platforms (Moodle, Schoology, Edmodo, Microsoft Teams, etc.)
- 8:30 am-1:56 pm-5-hour block of student engagement, instruction, supervision, monitoring, lunch and support, as needed
- 1:56-2:40 pm-duty free prep
- 2:40-3:45 pm-verification/assessment of student work/engagement; planning/prep for next day; contact with administration as needed
 - Modify lessons for special education students more than normal.
 - Assign meaningful activities that will drive the learning forward, no busy work. Learning can be achieved outside of the actual school building.
 - Have fun and get creative!

Attendance

- K-6 parents must log into Teacherease through their students account to record attendance by 8:30 A.M. each day of E-Learning.
- 7-12 students must log into their Teacherease accounts and record their own attendance by 8:30 a.m. each day of E-Learning.
- K-6 staff will record attendance in Teacherease during each video conference lesson that they conduct.
- 7-12 staff will record attendance in Teacherease during each period of video conference lessons.

*Those student without internet access must call into the school secretary by 9 a.m.

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General Expectations

In general, student work on a E-Learning day will be based upon research informed instructional practices. The following are all effective forms of delivering instruction during E-Learning.

- Video conferencing (Teams, Zoom, Skype, etc.)
- Video lessons (Schoology, Moodle, Teams)
- Choice boards with check-ins (on snow days)
- Email check-ins
- Phone calls from case managers, teachers, related service providers

Some examples of research informed instructional practices appropriate for remote learning include, but are not limited to:

1. Setting Objectives
2. Reinforcing Effort/Providing Recognition and Feedback
3. Cues, Questions & Advance Organizers
4. Nonlinguistic Representations (Graphic Organizers)
5. Summarizing & Note Taking
6. Identifying Similarities and Differences
7. Generating & Testing Hypotheses
8. Homework for later grades with minimal parental involvement with a clear purpose
9. Scaffolding Instruction
10. Student practice
11. Individualized Instruction
12. Inquiry-Based Teaching
13. Concept Mapping
14. Reciprocal Teaching
15. Promoting student metacognition
16. Teacher clarity (learning goals, expectations, content delivery, assessment results, etc.)
17. Setting goals or objectives
18. Higher-level questioning
19. Learning feedback that is detailed and specific
20. The Directed Reading-Thinking Activity
21. Question-Answer Relationship
22. KWL Chart
23. Comparison Matrix
24. Anticipation Guides
25. Response Notebooks
26. Student Reflection
27. Use of software programming vetted and approved for usage by Chadwick-Milledgeville CUSD

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One of the best pieces of advice offered from other states is to not overwhelm students with work on these days. Students will not be expected to complete the equivalent of classwork time and additional homework in our traditional school day during a remote learning day. The law requires 5 clock hours of instruction and appropriate learning opportunities for all students' needs. Student work should be relevant, meaningful, and manageable for them. Should a circumstance, such as a power outage or lack of

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internet access at their home prohibit a student from completing an assignment(s), that student will be given adequate time to make up the assignment *without penalty* once school resumes.

If it is known in advance that a student does not have access to the internet or required technology to complete the work, a non-electronic method of completing the work, if available, should be provided to the student. All students will have five (5) school days to submit any expected work on a remote learning day for full credit.

In the event of a prolonged school closure, the district will provide MiFi cellular hotspot to any family without internet access.

Student Expectations:

- Students will attend every class via video conference each day of E-Learning.
- Students will always have their video on during video conferencing.
- Students will turn their audio on and off at the direction of their teacher.
- Student behavior and conduct expectations are the same as if they were at school for in person learning.
- Students are expected to complete all work and turn it in on time.
- All work will be graded normally and will impact a students academic standing.

Special Education Service Expectations

Students with an IEP must continue to receive their special education services during E-Learning days. To achieve this special education staff must adhere to the following guidelines and expectations:

1. Special Education Teachers must contact students and families daily to assess student special education needs.
2. Special Education teachers who have students that are self-contained, must plan and provide instructional material and activities for their students.
3. Special Education Teachers must document their daily contact through the district provided Microsoft Excel spreadsheet

Support

Should teachers or students encounter any technical issues on an E-Learning day, the technology, office, and administration staff will be available via phone or email to address any concerns.

If you experience technical difficulties use the following steps:

- If email is available, contact teacher directly.
- If not, contact Eric Hernandez through email (ehernandez@dist399.net), phone (815-225-7141 ext. 245), or Microsoft Teams.
- For other issues, contact the school/district offices.
 - School Office 815-225-7141
 - District Office 815-225-5839

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Outside regular business hours:

Parents and students can email questions and concerns regarding E-Learning and completion of assignments to help@dist399.net.