

## Lick Creek CCSD #16 Safe Return to School Plan

Reviewed and updated 09/06/2023

This document serves as a plan for all employees and students of Lick Creek CCSD#16 for in person, remote, and e-learning days. In person learning is learning that occurs in the traditional classroom setting. Remote learning is learning that happens outside of the traditional classroom because the student and teacher are separated by distance or time. When the school district deems that remote learning days are necessary or acceptable, participation in remote learning days will count as full student attendance days. E-learning is learning that takes the place of an emergency day, such as a snow day. E-learning days can count for up to five student attendance days.

### In Person Learning Schedules

Students enrolled in “in-person” learning will attend school from 8:00 a.m. until 2:25 p.m. on Monday and 8:00 a.m. – 3:25 p.m. Tuesday through Friday unless otherwise noted on the school calendar.

The following mitigations will be followed:

- Hand washing will occur before and after P.E., Lunch, Recess and as often as the as possible.
- Hand sanitizer will be available for students to use as needed.
- Classrooms are equipped with water dispensers and students are encourage to bring their own water bottle.
- Social distancing of at least 3 feet will be maintained in all possible areas. More than 3 feet of distancing is recommended when possible. We will continue to social distance to our maximum ability.
- Classrooms will be sanitized each evening using a sanitizing spray.
- Cafeteria tables will be cleaned and disinfected between classes.
- Students will have assigned seating and will remain with cohort groups in the classrooms and cafeteria.
- Hallway traffic will be scheduled to decrease the number of students in the hallway at one time.
- Dismissal will be staggered to control the number of students in one area at one time.
- Students and staff riding a bus for any reason will be required to wear a mask while on the bus.
- Water fountains will not be used. Students will have access to water bottle filling stations and should bring a plastic water bottle daily.
- Masking is ***recommended*** by the CDC. Lick Creek will continue to have masks available for students.

\*Lick Cree CCSD # 16 has the right to reinstate or change safety mitigations as needed based on community transmission, school transmission, vaccination status, and other metrics associated with COVID 19.

### Health Certifications

All staff members are required to do a self-check to ensure they have no symptoms of COVID 19. These symptoms include fever of 100.4 or greater, chills, cough, shortness of breath, fatigue, muscle aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Any staff member displaying any of these symptoms should remain home.

Parents are asked to screen their children daily for symptoms of COVID 19. These symptoms include fever of 100.4 or greater, chills, cough, shortness of breath, fatigue, muscle aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Any student displaying any of these symptoms should be kept home from school.

It is recommended that staff or students displaying these symptoms should be seen by a physician or undergo testing for COVID 19. Lick Creek will follow the most recent IDPH Exclusion Guidance Decision Tree to determine when it is appropriate for anyone showing symptoms of COVID 19 to return to school. No written or digital certification needs to be turned into the district.

### Arriving at School

Buses will drop students off at 7:30am. Students should put their belongings in their locker and report to the cafeteria at that time. Students will be released to the classroom at 8:00 am.

### Classrooms

Students and staff will continue to social distance as much as possible throughout the days. In most areas, it is expected that 3 feet of social distancing between each student and staff member will be maintained. However, if more room is available, students and staff will be encouraged to spread out.

### Remote Learning

Parents/guardians may request remote learning for their students at the beginning of the year and at semester break by completing a REMOTE LEARNING APPLICATION. This application requires a note from a doctor stating that the student or a family member has an underlying health condition and that being exposed to COVID 19 would be detrimental to the child's health.

Lick Creek will provide a subscription to Edmentum for students who are accepted into remote learning through the application process. These students will not have a Lick Creek teacher and will need someone to serve as a learning coach at home. Grading will also be completed by the Edmentum program. Due to the cost of these subscriptions, parents/guardians who apply for and are accepted into this program will not be able to sign up for in-person learning until semester break.

Lick Creek CCSD #16 can switch to full remote learning if there is a spike in community transmission or in school transmission of COVID 19. In this event, students will bring home their Chromebook in order to participate in remote learning. Students are expected to complete work daily during remote learning and turn it in via Chromebook. Remote learning procedures will be taught to the students at the beginning of the year.

### Illness

If a student or staff member has a fever of 100.4 degrees or more or starts to exhibit symptoms of COVID 19 while at school, he or she will be issued a mask and immediately go to the office. The office will assess the student and contact parents/guardians. This student will be quarantined at the school until parents arrive and all areas of the school where this student or staff member made contact will be disinfected with a sanitizing spray before students and other staff members are allowed to return to that area. Students and staff members who exhibit symptoms are encouraged to be seen by a physician or undergo COVID 19 testing as soon as possible.

The school will follow the IDPH Exclusion Decision Tree to determine when a student or staff member who exhibited symptoms is allowed to return to school. The school will be in contact with the local health department as needed and will assist in the contact tracing process for any individual who tests positive for COVID 19. Students and staff who have been vaccinated and want to follow the exclusion requirements for vaccinated individuals must show proof of vaccination. Otherwise, the district will assume that the individual is unvaccinated and will follow the Decision Tree guidance accordingly.

Families will be contacted with information regarding COVID 19 frequently. If someone within a classroom tests positive, the school will contact any families that are affected. Please understand that due to HIPPA regulations, we cannot divulge specific information regarding who tested positive or when they tested positive. We can only give information about what is recommended for your family.

### Quarantine or Exclusion

Students who are placed in quarantine by the local health department or excluded from school based on the IDPH Exclusion Decision Tree will be given homework assignments to complete, just as they would during any other illness. The teacher may put helpful information on the remote learning section of the school webpage to assist students with any lessons they are completing at home. The teacher may also offer Zoom calls, Google Meets, or video chats, if needed. If the student or parent/guardian needs guidance regarding any assignment, please contact the teacher by email or phone so that they can schedule a time to provide assistance. Homework assignments will be due within three days of returning to school after a quarantine or exclusion period unless other arrangements with the classroom teacher are made.

### Visitors

Visitors should be kept to a minimum. If you are just dropping an item off for your child let us know and we will be happy to pick it up at the door.

Visitors to the building will need to sign in. Visitors will not be allowed beyond the main office unless approved by an administrator.

### E-Learning Days

Lick Creek CCSD #16 will use E-Learning Days rather than emergency days if and only if it is planned in advance of those days needed for emergencies such as snow days..

Students will be expected to complete assignments using Chromebook and other materials during E-Learning days. Assignments are due upon returning to school. More information on how to complete this work will be taught to the students at the beginning of the school year.

Lunches will be available to any Lick Creek CCSD#16 student who wishes to pick it up on e-learning days. These lunches must be requested by 9:00 a.m. on the e-learning day. There are no exceptions to this rule.

### Activities

Activities that are required during Remote Learning Days and E-Learning days must meet the state learning standards. The State Superintendent has determined that days of instruction during a public health emergency or e-learning day must include at least 5 clock hours with all academic subjects being taught daily. Remote learning and e-learning activities are recommended to teach new content, in efforts to move education forward with the focus of learning being the prerequisite items that are needed for each grade level. Remote learning and e-learning activities can include videos, real time instruction, individual student work, small group work, etc.

### Communication

Teachers must be available for communication with parents and students from 9:00 a.m. to 1:00

p.m. daily during Remote Learning Days and E-Learning Days. Teachers may utilize e-mail, but must have an alternate mode of communication, such as phones, for those without internet access. Staff members will be responsible for checking emails and voicemail messages during this time.

Parents/Guardians and students who need to communicate with teachers should email the teacher or call them during the office hours. The teacher will provide contact information. Because the district understands that parents are still working while remote learning occurs, teachers will do their best to answer emails and voicemails as quickly as possible. However, any calls or emails left after 1:00 p.m. may not be returned until the following day.

### Grades

Teachers are required to take grades during Remote Learning and E-Learning. Teachers can take grades on homework, quizzes, tests, and completed assignments. If a student fails an assignment, they will be given one chance to redo the assignment to raise their grade. It is recommended that the student consults with the teacher before attempting the assignment again. If the student fails a second time, the higher grade of the two will be recorded. While parents are encouraged to help their children with their school work, it is strongly recommended that students complete the given work themselves. If students do not complete the tasks themselves, they will not be prepared for the learning that will occur when in-person learning resumes.

### Special Education and ELL Considerations

Classroom teachers, special education teachers, and the ELL teacher will work together to create remote learning and e-learning materials for students with special needs. Typically, the general education teacher will prepare a packet with all learning information and the special education teacher will remove any subjects they teach and replace it with appropriate work for that child. All guidelines of the students Individualized Education Plan will be followed.

### Lunches

Lunches will be provided during Remote Learning and E-Learning. There will be a variety of hot and cold lunches offered throughout the duration of Remote Learning and E-Learning. Students will be able to pick up their lunches at 11:00am daily at the school. The students will pick up their lunch as well as their breakfast for the next day.

If a student needs a lunch, please call the office by 9:00am so we have time to prepare for distribution at 1:00 am.

### Discipline

During Remote Learning and E-Learning all students will abide by the student handbook rules for behavior. Please remember that online learning is a privilege. We want every student to participate in online learning, if possible. However, disrespect and disruptive behavior online will not be tolerated. If a student does not follow guidelines for behavior, they will face consequences when school is reinstated to in-person learning and may be required to complete learning packets rather than participate in online learning for the remainder of Remote Learning and/or E-Learning. Misbehavior during remote learning or e-learning activities could also have an impact on a student's conduct grade.

### Increased Mitigations

The CDC and IDPH recommend that school use layered mitigations to combat COVID 19. Lick Creek is doing that through social distancing as much as possible, increased cleaning and sanitizing of hands, items, and rooms, contact tracing, and excluding/quarantining individuals with COVID 19 symptoms.

Because the number of cases in the area can quickly increase and decrease, Lick Creek CCSD #16, reserves the right to re-introduce any/all mitigations, such as mask wearing, as needed. These decisions will be made when administration sees an increase in COVID 19 cases and transmission within the school or area. The district will provide this information as quickly as possible, but families should keep masks on hand in case this situation arises.

\*\*This document is merely a summary of regulations and rules regarding remote learning. Lick Creek CCSD #16 administration reserves the right to make changes or additions to this plan at any time if it is deemed necessary.