

Brown County CUSD #1

Return to Learn Plan



Approved July 29, 2020

PHASE 4 OVERVIEW

Under Phase 4 implementation, Illinois school district must follow the following Illinois Department of Public Health guidelines:

- Require use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed, **as much as possible**
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings;
- Require an increase in schoolwide cleaning and disinfection

These guidelines are subject to change according to updated public health guidance and changing public health conditions.

A return to remote instruction remains an ever-present possibility in the event of a resurgence of the virus or a second wave of it in the fall.

LIABILITY EXPOSURE FOR COVID-19 RELATED ISSUES

Because the COVID-19 virus and its effects are not yet adequately researched and documented, and because it is difficult to attribute COVID-19 exposure to any one source or environment, the district will consult with legal counsel in the event any claims of liability exposure are presented. In lieu of a residential setting in which safety and health variables could be further controlled, there is a calculated risk in attending a public school setting whose occupants are interacting daily with the public before and after school hours. Therefore, isolating a source of contagion for COVID-19 will not be possible. However, the district is committed to creating a safe environment for all students and staff and will work to that end daily.

COMMUNICATION WITH FAMILIES

All communication to/from school and parents is encouraged to be done via phone, email, Skyward or the Remind application available for free. All parents are asked to download the Skyward app to their phone or most used communication device so that they can more easily perform the required daily certification of their student(s)' health BEFORE each student arrives as school.

Ongoing communication will be conducted through Skyward communication and the district and each respective buildings' social media and/or Facebook pages.

PARENT ACADEMY

Parents will be invited to participate in an optional Parent Academy where they will be oriented and trained on various aspects of online-learning for their student(s) should complete remote learning be necessary.

TECHNOLOGY

Devices

If needed, all remote learners will be assigned a device that they may utilize at home. These devices will be the responsibility of the student and parent and all Brown County CUSD #1 acceptable use policies will be in effect. The district will retain ownership. Any damage to the school-issued device will be the responsibility of the student/parent and appropriate fees will be assessed. There will be no exceptions or waivers for the charges associated with damaged devices.

Remote Learning Technology Needs

Students and families who choose the remote learning option should do so with the knowledge that students will need to be able to access an appropriate internet connection and have, or be able to obtain, an internet-capable device (which could include the school-issued device). Concerns over these requirements should be directed to the building principal. Students choosing this option, but who do not have internet access, will need to plan accordingly (i.e. Hot Spot access; alternate site, etc.)

HEALTH AND SAFETY PROTOCOLS

Brown County CUSD #1 is committed to the safety of students and staff as our number one priority. Based on guidance from the Illinois State Board of Education and the Illinois Department of Health guidelines, measures have been put into place with the health and safety of all students and staff in mind; however, the safety and health of all are contingent on each person individually as well. There is a level of responsibility on each individual who chooses to return to the building and it is imperative that personal accountability play a role in Return to Learn plan. Students and staff must adhere to the guidelines and report any concerns to the building principal or their immediate supervisor.

Hand Hygiene

Brown County Schools will encourage frequent and proper handwashing. Handwashing with soap and paper towels is the preferred line of defense, but the use of hand sanitizer with at least 60% alcohol may be used. The district will ensure availability of supplies.

Face Coverings

Because physical distancing will not be possible in all situations, staff and students will be **required** to wear a mask/face covering. Any exceptions to this rule will be at the discretion and direction of the Illinois State Board of Education and the Illinois Department of Health. It is contingent on each individual to adhere to this guideline at all designated times. All students and staff will receive two face coverings provided by the district. Students and staff may choose to provide their own face covering, provided it meets safety requirements.

Social Distancing

Students and staff are directed to keep a distance of six feet throughout the school day. Every effort will be made to physically distance students at the high school level and still keep a semblance of a scheduled high school day. Students will be assigned seats in the classroom, lunch areas and buses and will be required to enter and exit through designated doors. Students will be assigned an individual spot in the gym and will report there before school and/or during passing periods as directed. “When possible,” the directive of physically distancing will be diligently observed.

Symptom Screenings

All students and staff must be certified “healthy” **before entering** the building or boarding the bus at the beginning of the school day. Only those who are healthy should report to the building. If any of the following symptoms of COVID-19 are present, students or staff must stay home:

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

Students and staff will certify their health each day through the use of the Skyward app **and** through temperature screenings before entering the building. **Failure to certify each morning** will result in an unexcused absence and the student will be marked truant according to the Illinois State Board of Education. Students **will not be marked** unexcused for absences due to reported symptoms.

Any student or staff member who begins to exhibit a high fever or other symptoms associated with COVID-19 must report to the designated quarantine area and follow building protocols. Return to school will be according to local and state department of health directives.

Any staff member who has had contact with someone who is positive for COVID-19 must notify their building principal immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.

Personal Protective Equipment

The district will ensure that appropriate personal protective equipment (PPE) is made available to and by staff, as needed, based on exposure risk. Trainings for staff will be provided.

Schoolwide Cleaning and Disinfection

Brown County CUSD #1 custodial and maintenance staff will follow cleaning and disinfecting protocols set by the Illinois State Board of Education and Illinois Department of Public Health. When possible, teachers will assist in daily classroom cleaning between student groups. The building will be thoroughly cleaned and disinfected at the conclusion of each day. Each classroom or office will be provided with a cleaning kit that will include disinfecting wipes, hand sanitizer and spray cleaner and paper towels for students and teachers to use on a regular basis within the classroom. Each kit will be refilled as needed.

Illness and Diagnoses Monitoring

IDPH are releasing this information this week.

Library Areas

The Library area will be utilized in a limited manner to minimize student contact and allow for frequent sanitizing.

Nurse's Office

Each school building will have a nurse's station and a quarantine space. At the HS this will be located off the cafeteria, in the areas formerly known to students as the Guidance Counselor's office and the ISS room and at the Elementary School it will be located in the area already designated for the nurse. The Middle School will determine and designate this space before school begins on August 17.

Extracurriculars

TBD

Playgrounds

Access and usage of the playground area will be in accordance with ISBE and IDPH guidelines.

Visitors

Visitors will not be allowed in the building. The outside lobby doors will remain locked and will be opened at the discretion of the building principal and secretary. Anyone entering the building will be required to undergo the same health screening as students and staff. The school reserves the right to refuse admittance to any party. It is advised that any outside party with business to conduct at school should call or email ahead of arrival to ensure entry.

Shared Objects and Supplies

Students will not be allowed to share objects with other students. Classroom teachers will not be able to provide supplies as students may have been accustomed to in the past. All students must provide their own supplies. If there is a need for supplies that a student/family cannot fulfill, students or parents should contact the school office or tell their classroom teacher so that the need can be addressed.

Communication with Local Health Department

Brown County CUSD #1 will communicate all school closings and possible COVID-19 exposures to the local Brown County Health Department. All FERPA and ADA guidelines will

be followed. The district is committed to working with the BCHD to ensure student and staff safety and health.

INSTRUCTIONAL RECOMMENDATIONS

I. BROWN COUNTY HIGH SCHOOL

Option 1—Remote Learning to Start with plan to return to In-Person Learning*

Students would attend school **remotely** every day in a modified block setting (A-Day: Blocks 1-4; B-Day: Blocks 5-8). Students would log on to receive instruction with their classroom teachers in real time per the block schedule. Students would be attending 5 clock hours each day (approximately 1 p.m. dismissal) with teachers offering office hours during the afternoon to meet with students remotely or “in-person” by appointment.

Meals would be available for pickup using the same method of distribution that was utilized during the summer food program.

Self-contained special education students could attend in-person each day per State of Illinois recommendations.

Staff would meet with students and/or parent in-person for “remote” orientation to acclimate students to technology procedures and expectations and to give students an opportunity to pick up devices and materials.

* Beginning school in this manner does not equate a full semester of remote learning; instead, this plan remains the best option for a hybrid approach moving forward.

OPTION 2 – REMOTE LEARNING (SEE TECHNOLOGY SECTION)

PLAN A—a third party provider of online learning, preferably the Illinois Virtual School (only available to Grades 6-12)

- i. Requires a commitment by the student and parent of the term/semester
- ii. District will pay for five courses per semester per student (student credits will be adjusted for graduation and class rank).
- iii. Students must pass each course with a D grade or better to count as completion of that coursework for the 2020-2021 designated term (semester or quarter as applicable). Students who do not pass will have to retake the coursework at their own expense until passing and will not move to the next grade the following school year.

DRIVER'S EDUCATION

In order to provide behind-the-wheel training to students in driver's education in compliance with all Secretary of State and IDPH safety requirements, the following procedures must be followed:

- Allow only two students and one instructor per vehicle.
- Face coverings must be worn, unless medically contraindicated.
- Prohibit eating and drinking in the vehicle.
- Open the windows whenever possible.
- To reduce the amount of time in the vehicle, do not make any stops during the training that are not applicable to driver's education.
- Complete hand hygiene with soap and water or hand sanitizer, as appropriate, before and after driving and, at the minimum, upon completion. Hand sanitizer should be placed in each vehicle.
- Clean and disinfect the steering wheel, door handles, seatbelt fastener, controls/dials that the driver would come in contact with, keys, etc. in between each behind-the-wheel session.
- Conduct regular routine cleaning and disinfecting of the seats.

BAND/CHOIR (when return to in-person)

Band and choir at the high school level will follow directives from the Illinois State Board of Education and the Illinois Department of Public Health. Access to these classes may be limited due to the physical distancing requirements. Music education will be encouraged to include instruction in music theory, music history, instruction on piano/keyboarding, percussion and guitar/strings. Any use of instruments that require the use of the mouth will be highly discouraged. Any singing must require the use of a mask and social distancing and should be limited in use.

PHYSICAL EDUCATION (when return to in-person)

Per ISBE and IDPH guidelines, students will not dress out for physical education class. Locker rooms will not be used. A fitness-based approach to learning may be utilized in all classes. No contact sports will be allowed.

II. BROWN COUNTY MIDDLE SCHOOL

OPTION 1 -IN-PERSON LEARNING

BC Middle & Elementary School will be implementing a more restrictive schedule that allows for less movement between students/rooms/teachers than a traditional schedule would allow. Class sizes will be limited with the attempt to make classes as small as 12 if possible based on staff availability. The fewer the number of students in a class, the greater the attempt to implement social distancing to the extent possible in every setting. The teaching of English Language Arts including reading and writing along with Social Studies will be grouped together for a block of time where the same students and teacher(s) will be in one classroom without moving to/from lockers or different classrooms. Likewise, the teaching of Math, Science and Computers will be blocked together for a contiguous period of time with the same students in the same room with the same teacher(s) without moving to/from lockers or different classrooms. **The State requirement for 8th grade Health class will be provided to all students remotely via the Illinois Virtual School. Students will be responsible for completing the class requirements over the course of the entire semester and will be monitored by BCSD staff.** This is all in the effort to mitigate the possibility of the spread of the virus.

OPTION 2 – REMOTE LEARNING (SEE TECHNOLOGY SECTION)

PLAN A—a third party provider of online learning, preferably the Illinois Virtual School (only available to Grades 6-12)

- i. Requires a commitment by the student and parent of the term/semester
- ii. District will pay for five courses per semester per student (student credits will be adjusted for graduation and class rank).
- iii. Students must pass each course with a D grade or better to count as completion of that coursework for the 2020-2021 designated term (semester or quarter as applicable). Students who do not pass will have to retake the coursework at their own expense until passing and will not move to the next grade the following school year.

PLAN B—local teacher led-remote learning

- iv. This is would only be available to students if they have been required to quarantine due to exposure to or testing positive to COVID.
- v. This would only be in a temporary situation which could, in some cases, due to the health needs of the person, become long-term based on a case by case basis and need.
- vi. This is the only option for Pre K-Grade 4 if remote learning is preferred by parents for a student and will be available on a case-by-case basis.

PLAN C--(available for 5th graders only)

- i. Requires a commitment by the student and parent of the term/semester.
- ii. Students will use Google Classroom to receive instruction and turn in assignments.

III. BROWN COUNTY ELEMENTARY SCHOOL

OPTION 1 -IN-PERSON LEARNING

BCES will be implementing a more restrictive schedule to allow for less movement between students/classrooms/ teachers than a traditional schedule would allow. Pre-K students will attend either a morning or afternoon session (8:00-10:30 or 12:30-3:00). There will be NO FULL DAY OPTION for Pre-K. Every effort will be made to limit the number of students in a classroom with the attempt to make classes as small as 12 if possible based on staff availability. The fewer the number of students in a class, the greater the attempt to implement social distancing to the extent possible in every setting.

OPTION 2-REMOTE LEARNING

Remote learning opportunities will be provided by local teachers and available for any student enrolled in PreK-Grade 4. Curriculum for remote learning will be aligned to in-person instruction with students expected to actively participate and complete assigned work. Teachers will establish a plan for contact that will be provided within the instructional day. Families who choose remote learning will be required to continue with this format for the quarter.

OPERATIONS

Student Transportation

Each bus will be thoroughly cleaned and disinfected at the conclusion of each route and will be provided with a cleaning kit that will include disinfecting wipes, hand sanitizer and spray cleaner and paper towels for staff and students to use on a regular basis within the bus. Each kit will be refilled as needed.

- a) Bus—48 max student plus 1 bus driver and 1 bus assistant to take temps and monitor student seating with social distancing and use of masks appropriately
- b) Boarding a bus in the morning—before a student may board a bus on the morning route or the first route of the day for Pre-K students, their temperature will be taken and recorded as above or below 100.4 degrees.
- c) Will request those parents/families who can bring to school and pick up from school their bus student(s), to do so instead of riding the bus – incentive is to have their student interact with fewer people

Food Service

- a) Each cafeteria will be thoroughly cleaned and disinfected at the conclusion of each meal served and will be provided with a cleaning kit that will include disinfecting wipes, hand sanitizer and spray cleaner and paper towels for staff and students to use on a regular basis as needed. Each kit will be refilled as needed.
- b) K-Grade 4 will eat in cafeteria with social distancing in place
- c) Grades 5-8 will eat in their classrooms
- d) Grades 9-12 will be a combination of eating in the cafeteria with social distancing and in the classrooms
- e) Offer versus Serve Meals: ISBE and USDA is relaxing the rules that require offer to HS and allow it to MS, so all three BC schools will be serve only
- f) Water fountains will be inoperable so bottled water will be allowed to be brought to school and one water bottle will be available to every student every day for free
- g) Students may bring their own lunch if they desire as would be possible under normal circumstances.
- h) No food or treats can be brought into the school for the purpose of distribution to a class of students for the purposes of a birthday celebration or other holiday celebration. Any outside food that is brought into the building can only by an individual person for themselves. If a student forgets to bring their lunch with them at arrival, they will have the option of eating school lunch.
- i) Breakfast will be available in every building.

Food Distribution Program for Remote Learners

Lunch and/or breakfast meals will be available for students who are learning in person or remotely. Costs will be dependent upon the status of Illinois State Board of Education funding.

SPECIAL SERVICES

Student Social/Emotional Services and Information

District information to be added

Information Specific to Special Education/IEP'S/504 Plans

IEP/504 Plans will be implemented as determined by the IEP Team or the 504 Plan. Alterations to the plans may be requested by the school or the parents as needed to fully support and educate every student.

Nursing Services/Quarantine Rooms

Brown County CUSD #1 is fortunate to have one full-time school nurse. She is not able to be in every building all the time. Therefore, it will be necessary for various staff members to perform temperature checks and screenings as needed throughout the school day. Each building will have a designated and separate room for students (or staff if necessary) to go to if they begin to feel ill and must wait to be picked up by a parent/guardian or designated person.

EMPLOYEE INFORMATION

Reporting to Work

All staff members must be certified “healthy” **before entering** the building or boarding the bus at the beginning of the school day. Only those who are healthy should report to work. If any of the following symptoms of COVID-19 are present, the staff member must stay home:

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

Staff will certify their health each day through the use of the Skyward app **and** through temperature screenings before entering the building. Any staff member who begins to exhibit a high fever or other symptoms associated with COVID-19 must report to the designated quarantine area and follow building protocols. Returning to work will be allowed according to local and state department of health directives. Any staff member who has had contact with someone who is positive for COVID-19 must notify their building principal immediately.

See flow chart for more detailed information regarding time off work for illness, care of a close relative with an illness and required quarantine.