

# Sandwich CUSD 430 Return to Learn Plan 2020-2021

(All plans outlined are subject to change upon further guidance from local, state or federal agencies)



# IDPH & ISBE Guidance Document

## Key Points

Mandates included in that document are as follows:

- \*Require use of appropriate personal protective equipment (PPE), including face coverings;
- \*Prohibit more than 50 individuals from gathering in one space;
- \*Require social distancing 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; and
- \*Require an increase in school-wide cleaning and disinfection.

# A & B Grouping & Scheduling & Full Remote Option

- For students choosing in-person/blended instruction, they will be assigned to an “A” day schedule or a “B” day schedule.
- Students with last names beginning with A-K will be assigned “A” day and students with last names beginning with L-Z will be assigned “B” day.
- The District will make accommodations for families with different last names so they may be together.
- Students assigned to “A” day schedule will attend school in person on Mondays and Wednesdays. While at home on Tuesdays and Thursdays, A group may be assigned classroom expectations such as viewing a previously recorded lesson, completing an assignment or project, etc. Attendance and participation is required and work will be graded.
- Students assigned to “B” day schedule will attend school in person on Tuesdays and Thursdays. While at home on Mondays and Wednesdays, B group may be assigned classroom expectations such as viewing a previously recorded lesson, completing an assignment or project, etc. Attendance and participation is required and work will be graded.
- For A/B students, Fridays will be designated as remote learning days from home, and all students will be required to be in attendance and participate remotely.
- Students choosing the full remote option will be provided instruction remotely Monday-Friday.

# First Few Weeks of School

- September 1<sup>st</sup> - Teacher Institute in person at building level – no school
- September 2<sup>nd</sup> - Teacher Institute in person at building level – no school
- September 3<sup>rd</sup> - Teacher Remote Planning Day in person at building level – no school
- September 4<sup>th</sup> - Teacher Remote Planning Day in person at building level – no school
- September 7<sup>th</sup> - Labor Day - no school
- September 8<sup>th</sup> - B Group begins in person attendance (full day)
- September 8<sup>th</sup> - Full Remote Learning begins (for families that have chosen this option)
- September 9<sup>th</sup> - A Group begins in person attendance (full day)
- September 10<sup>th</sup> - B Group - in person attendance (full day)
- September 11<sup>th</sup> – A Group – in person attendance (this Friday only – full day)
  
- Starting the week of September 14<sup>th</sup>, the district will continue to follow the schedule of “A Group” students attending school on Mondays and Wednesdays and “B Group” attending school on Tuesdays and Thursdays. On days students are not in person in our school buildings, they will be learning in the remote fashion. All A/B students will receive remote learning from home on Fridays.
  
- Families that have chosen the full remote learning option will begin on September 8<sup>th</sup> and receive instruction remotely Monday-Friday. Additional information regarding the K-12 full remote plans are located on the Districts webpage under the Return to Learn section.
  
- The Fall 2020 Learning Calendar (A/B days) is located on the district’s webpage.
  
- **Note:** No School on November 3, 2020 as this is a state-wide election day holiday.

# Procedures and Protocols

- The Procedures and Protocols committee examined the different policies and plans to ensure the safety and wellbeing of our students and staff.
- The committee addressed areas including but not limited to personal protection equipment or PPE, proper hand washing, physical distancing for different circumstances, social distancing and classroom re-configuration, wellness checks, face coverings, sanitation plans, and transportation and foods service procedures and protocols.
- The plan was developed with guidance from the CDC, the IDPH and the ISBE. This plan is subject to change as these guidelines evolve.
- The District's Procedures and Protocols have been reviewed and approved by the DeKalb County Health Department and are located on the district's webpage.

# Procedures and Protocols

Buses will be deep cleaned one time daily and cleaned between trips. They will be disinfected using a Victory 200ES electrostatic hand held sprayer. The disinfectant being sprayed will be Bioesque botanical disinfectant which is sprayed on and must remain wet for 4 minutes. Bioesque is on the CDC list of approved products for killing the coronavirus.

School classrooms, surfaces, etc. will be cleaned and disinfected using a Victory VP300ES backpack electrostatic sprayer using the same Bioesque product as the buses.

The benefit of the sprayer is the electrostatic charge given to the disinfectant allows it to wrap around smaller items and into hard-to-reach areas. Bioesque is a product that does not leave a residue that is required to be wiped off like most disinfectants and because of that is an enormous time saver.

There will also be spray bottles of bioesque and microfiber rags in every classroom for disinfecting surfaces in classrooms.

Hand sanitizer will be available in all classrooms and areas throughout the building.

# Procedures and Protocols

- Per the IDPH, face coverings will be required for all students, staff and visitors. Staff and students are encouraged to bring their own face covering. To start the year, the district purchased face coverings for use and the IDPH stated they will provide one cloth face covering per student. Face shields may be used for instruction requiring facial expressions such as speech therapy, therapist sessions, etc.
- Procedures to address 6-foot physical distance from other persons as much as possible.
  - Drinking Fountains - students & staff are encouraged to bring their own water bottle; bottle filler fountains may be used.
  - Entrances and Hallways - traffic flow patterns will be developed and explained by building administration.
  - Lockers - we will not use hall or PE lockers - backpacks will be allowed.
  - Restrooms - student numbers will be limited in the bathroom and bathrooms will be cleaned and disinfected daily.
  - Recess – students will be limited to recess at 50 individuals per group with at least 30 feet distance apart. Playground equipment will not be used.
- BTW Driver Education – vehicles will be disinfected after each lesson (wiping seats, steering wheel, handles, etc.).
- Physical Education – Lockers will not be used, and instruction will take place outside as much as possible (no changing of clothes).

# Procedures and Protocols

- Temperature and Symptom checks:
  - All staff will self-certify daily they have checked temperature and COVID-19 related symptoms.
  - All students will have parents certify daily temperature and COVID-19 related symptoms prior to boarding the bus or entering the building. Procedures & forms will be forthcoming.
  - Thermometers have been purchased when needed for schools, buses, activities, etc.
- Plexiglass shields will be installed at front offices and other locations such as point of sales in cafeterias, individualized therapy, etc.
- Individuals who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or currently known symptoms of COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, nausea, vomiting, or diarrhea, may not enter buildings.
- Individuals who exhibit symptoms will be referred to a medical provider for evaluation, treatment, and information about when they can return to school.
- Schools will provide a quarantine space for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup.

# Procedures and Protocols

Once learning of a COVID-19 case in someone who has been in a school, the District will immediately notify local health officials. These officials will help administrators determine a course of action for the school and programs.

The District will notify the DeKalb County Health department of the positive case of COVID-19.

The two entities will collaborate to confirm the positive COVID-19 case and to what degree the District's Positive Case Plan will be implemented.

# Procedures and Protocols

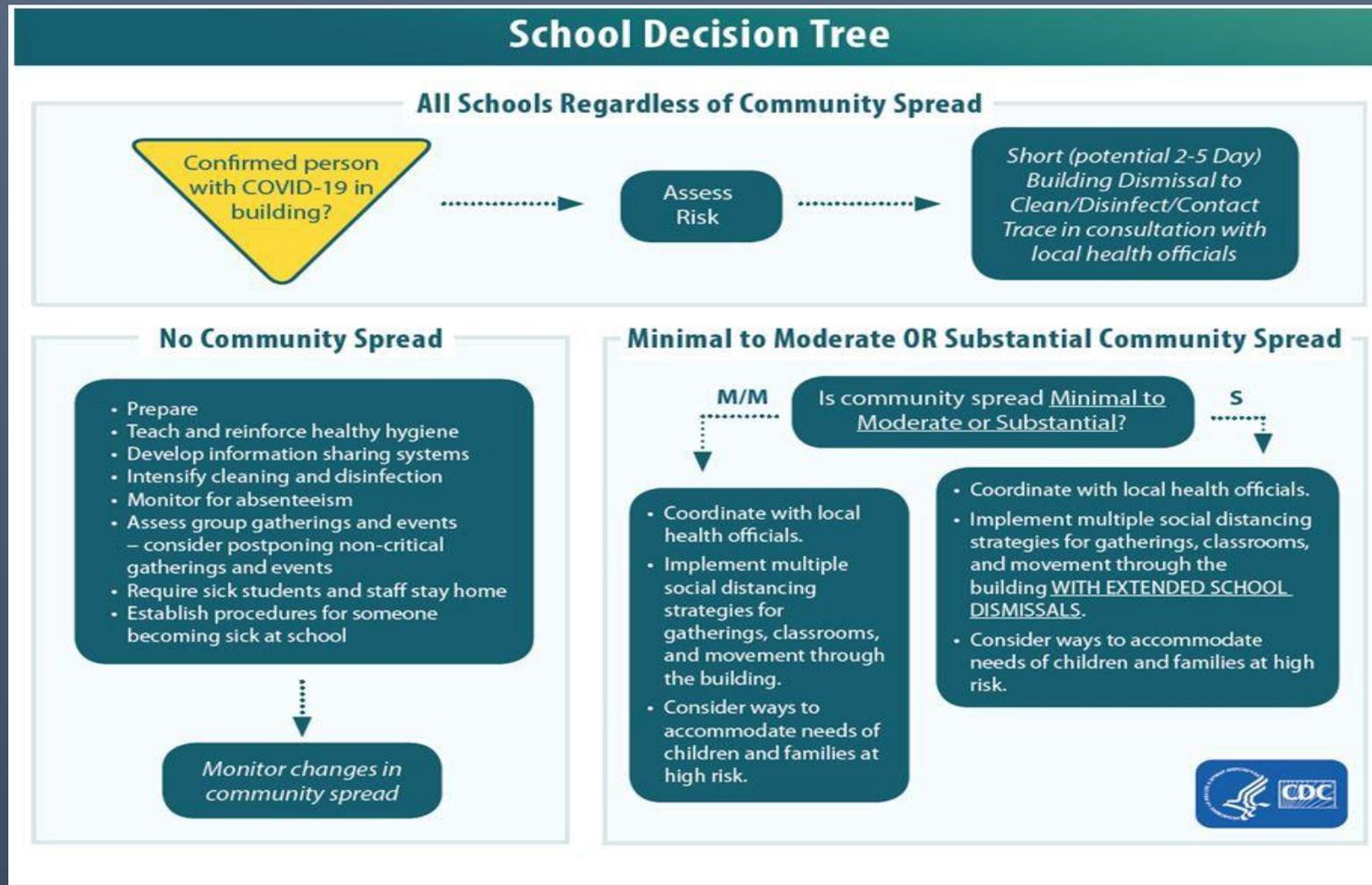
Schools are not expected to make decisions about dismissal or canceling events on their own. The District along with the DeKalb County Health Department recommendations for the scope (e.g., a single school, multiple schools, or the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

During any school dismissal, all activities and school-based afterschool programs will be cancelled.

During any school dismissal (either district wide or isolated by building), full remote learning will continue for all students as scheduled.

# Procedures and Protocols

- Students or staff that were in close contact (with or without a mask, within six feet, for a cumulative of 15 minutes) of someone that tested positive for the virus must self-quarantine based on contact tracing and IDPH guidelines.



# Entering and Exiting the Building Plans

Individual plans for each school will be distributed explaining what doors to use when entering and exiting the school.

Individual plans for each school will be distributed explaining what doors to exit the school prior to students picking up Grab and Go meals while they are home on remote learning.

# Foods Service

- To allow time to adjust and for efficiency, food service will look different at the beginning of the year.
- To start, Grab and Go meals will be served cold.
- No cash will be accepted or given (student ID's & bar codes used for all students; students choosing to pay for a meal will need their online lunch account replenished).

# Foods Service

- **Breakfast and Lunch service** - All meals will be pre portioned and full serve (meaning we will have all 5 components in the bag for both Breakfast and Lunch)
- All meals will be served to the students, there will be no opportunity for a student to pick up anything except their full bagged meal.
- For free and reduced students that have chosen blended learning, breakfast and lunch will be combined in one bag and will be picked up at the end of their in person day for the day(s) they are remote learning.
- For students purchasing Grab and Go that have chosen blended learning, both the breakfast and lunch will be combined in one bag and need to be purchased and picked up at the end of their in person day for the day(s) they are remote learning. When purchasing, both the breakfast and lunch will be charged to the account and cannot be separated out.

# Platforms Used & Parent/Student Training

- For any learning that will take place in a remote fashion, the platform "Seesaw" will be used for grades Pre-K-2, and "Google Classroom" will be used for grades 3-12.
- Technology devices will be provided to students in August (touch screen tablets will be distributed for grades K-2 and Chromebooks for grades 3-12).
- Seesaw and Google Classroom tutorials and help videos for both parents and students may be found on our district webpage under "Parent Resources" - Remote Learning Help
- [https://www.sandwich430.org/parents/technology\\_help](https://www.sandwich430.org/parents/technology_help)

# Full Remote Plan

(Student Expectations)

The District will shift to full remote learning should the State of Illinois declare Phase 3 for our region.

**Student Work Day:** Students will be expected to fulfill a daily attendance requirement. For students Pre-Kindergarten through second grade, this requirement will be completed through a Seesaw activity. Students in grades three through twelve will fulfill their attendance requirements through Google Classroom.

Per the Illinois State Board of Education, there is a minimum of a five hour day required for remote learning. This includes student work time, students viewing pre-recorded lessons, web-based and non-web based skill practice, etc. Students will be expected to complete daily work and turn in assignments as they are assigned.

At the high school level, students may be given homework assignments that take them over the five hour day.

# Grading Expectations

Phase 4 guidelines are different this fall from the remote learning during spring of 2020

The “Do No Harm” clause from the Governor is not part of the return to learn plan. Grades will be starting fresh and not based on previous work

Work will be counted, whether it is in person or remote

The focus will be on learning reported standards within all content areas. Students and staff will be reflecting and receiving feedback on progression of these standards during both online sessions and face to face sessions

# Suggested Elementary Student Structure: Grades K-2 Weekly Basis (for Full Remote Learning)

Time	Topic
9:00-9:15 a.m.	<b>Daily Warm-Up/Attendance...</b> Question of the day for attendance- Overview of the day's Must do's and May do's
9:15-10:15 a.m.	<b>English Language Arts/Social Studies...</b> Reading curriculum mini-lesson and independent work, Scholastic News and ReadyGen for SS
10:15-11:15 a.m.	<b>Math/Science...</b> Envision mini-lessons and independent work, extra student work on basic facts/ basic fact strategies. Science can be part ReadyGen, Science Spin, Scholastic News, Mystery Science
11:15-11:30 a.m.	<b>**Typing...</b> Will need to choose one web-based website to utilize K-5, sites to research: typing.com, typing club etc...Here is a link to some <a href="https://www.todayparent.com/family/fun-typing-games-for-kids/">https://www.todayparent.com/family/fun-typing-games-for-kids/</a>
11:30 a.m. - 12:30 p.m.	<b>Lunch/Recess</b>
12:30-1:00 p.m.	<b>Physical Education/Music...</b> pre-recorded lesson and independent activities. Potentially a lesson choice board
1:00-1:30 p.m.	<b>Independent Reading</b> - Actual Books, Storyline Online, Epic, YouTube books, Vooks
1:30-1:45 p.m.	<b>Independent Writing...</b> This can be related to the week's SEL topic, writer's workshop mini-lessons,
1:45-2:30 p.m.	<b>Free Choice**</b> .....Coloring, time to play outside, cooking/baking (with assistance of course), build a fort, walk, bike ride, puzzles, board games, Playdough, Lego's, crafting, drawing, STEM activities
2:30-3:00 p.m.	<b>Web-based reading practice (up to 30 min.)...</b> Lexia, Raz Kids, etc.
3:00-3:30 p.m..	<b>Web-based Math practice (up to 30 min.)...</b> Reflex, XtraMath, Math Playground, IXL
<b>** Video Conferencing**</b>	<b>**Videoconferencing- either whole or small group.</b> This will supersede the need to complete the topics above that are designated with an asterisk**

## Suggested Elementary Student Structure: Grades 3-5 Weekly Basis (for Full Remote Learning)

<b>TIME:</b>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9:00-10:00	Math	Math	Math	Math	Math
10:00-11:30	SEL 10-10:30 PE 10:30-11 Music 11-11:30	ELA	ELA	ELA	ELA
11:30-12:30	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
12:30-1:30	Reflex 12:30-1 Lexia 1-1:30	Writing/Grammar	Writing/Grammar	Writing/Grammar	Writing/Grammar
1:30-2:15	Science (Mystery Science)	Social Studies	Science (Myster y Science)	Social Studies	Science (Mystery Science)
2:15-2:45	Social Studies (Scholastic)	PE Music	PE Reflex/Lexia	PE Reflex/Lexia	PE Reflex/Lexia
2:45-3:00	Scheduled Video Conferencing with specific students	Scheduled Video Conferencing with specific students	Video Conferencing	Video Conferencing	Video Conferencing

# Suggested Middle School Student Structure (for Full Remote Learning)

Time	Periods
9:00am-9:30am	Period 1-Advisory Period/Band/Chorus Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class, video conferencing with small groups, video conferencing individually, etc. Complete the daily attendance requirement. Review work completed the day before and submit work through Google Classroom. Look over the requirements for each period for the day. Email teachers any questions that a student may have from the day before.
9:30 am-10:10 am	Period 2-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class, video conferencing with small group, video conferencing individually, etc.
10:10 am-10:50 am	Period 3-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class, video conferencing with small group, video conferencing individually, etc.
10:50 am-11:30 am	Period 4-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class, video conferencing with small group, video conferencing individually, etc.
11:30 am-12:30 pm	Lunch and Attendance Check
12:30 am-1:10 pm	Period 5-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class, video conferencing with small group, video conferencing individually, etc.
1:10 pm-1:50 pm	Period 6-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class, video conferencing with small group, video conferencing individually, etc.
1:50 pm - 2:30 pm	Period 7-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class video conferencing with small group, video conferencing individually, etc.
2:30 pm-3:10 pm	Period 8-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class, video conferencing with small group, video conferencing individually, etc.
NOTE:	Each team will notify students on a specific class schedule.

# Suggested High School Student Structure (for Full Remote Learning)

Time	Periods
9:00 am-9:30 am	Complete the daily attendance requirement. Review work completed the day before and submit work through Google Classroom. Look over the requirements for each period for the day. Email teachers any questions that a student may have from the day before. Advisory (minimum 2 times per week for 20 minutes-see section after this schedule for clarification) This will involve class meetings with Advisory Teachers, meetings with counselors, meetings with social workers, etc.
9:30 am-10:10 am	Period 1-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class (not live instruction), video conferencing with small group, video conferencing individually,etc
10:10 am-10:50 am	Period 2-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class (not live instruction), video conferencing with small group, video conferencing individually,etc
10:50 am-11:30 am	Period 3-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class (not live instruction), video conferencing with small group, video conferencing individually,etc
11:30 am-12:30 pm	Duty Free Lunch, break, and Advisory (see section below)
12:30 am-1:10 pm	Period 4-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class (not live instruction), video conferencing with small group, video conferencing individually,etc
1:10 pm-1:50 pm	Period 6-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class (not live instruction), video conferencing with small group, video conferencing individually,etc
1:50 pm - 2:30 pm	Period 7-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class (not live instruction), video conferencing with small group, video conferencing individually,etc
2:30 pm-3:10 pm	Period 8-Feedback from teacher, working on assignments, view pre-recorded lessons, video conferencing with whole-class (not live instruction), video conferencing with small group, video conferencing individually,etc
3:10 pm-3:30 pm	Advisory (minimum 2 times per week for 20 minutes-see section after this schedule for clarification) This will involve class meetings with Advisory Teachers, meetings with counselors, meetings with social workers, etc.
NOTE:	Each teacher will notify students on specific video conferencing schedules.

# Comparisons

Spring 2020	Fall 2020
Phase 2	Phase 4
Do no harm clause in place from State, indicating students current grade could not be reduced	Do no harm clause not currently in place, students don't have a current grade to rely on. They must earn a grade standing in every class
State guidance on time students should engage online	State guidance recommending learning time to be equivalent to in-school time – 5 clock hours
Teacher-student relationships built from August to March	No relationships or routines set at this time. Teachers and students will establish routines and relationships
<p>Zoom security not school ready</p> <p>1:1 was not in place (students did not have devices)</p> <p>Common platforms were not implemented</p> <p>Limited PD provided for stakeholders</p>	<p>Zoom established school security measures</p> <p>1:1 being implemented (devices provided to all students and staff)</p> <p>Seesaw platform being implemented for grades PK-2; and Google Classroom for grades 3-12</p> <p>Numerous PD opportunities provided for staff and online training options provided to parents and students</p>

# Blended Plan

- All staff and administration are on campus every day of the week
- In Person Instruction blended with Remote Learning
  - Students with last name beginning with A-K will attend school in person on Monday & Wednesday and follow their regular schedule. While at home on Tuesdays and Thursdays, A group may be assigned classroom expectations such as viewing a previously recorded lesson, completing an assignment or project, etc. Attendance and participation is required and work will be graded.
  - Students with last name beginning with L-Z will attend school in person on Tuesday & Thursday and follow their regular schedule. While at home on Mondays and Wednesdays, B group may be assigned classroom expectations such as viewing a previously recorded lesson, completing an assignment or project, etc. Attendance and participation is required and work will be graded.
  - Friday will be a Remote Learning Day for all students
    - \*\*\*Some in-person instruction could include teacher scheduled interventions, 1:1 instruction, meeting special needs and other related services, student/parent/teacher communications, teacher planning and collaboration, building disinfecting follow-ups, etc.
- Special consideration will be provided for IEP students enrolled in our STAR and 18-21 program regarding attending additional in person days.
- Families of PreK students will be notified of scheduling by the school.
- IVVC and AG students will attend their program in person on their A/B days. IVVC begins on August 20<sup>th</sup> and SHS students will follow IVVC's start schedule. AG students will begin on August 27<sup>th</sup> at Somonauk HS and will be informed of scheduling.

# Blended Plan

- Music & Choir expectations are being formalized with the administration and music instructors.
- IEP students attending out of district programs will be notified of plans by the school attended.
- Students with IEP's will meet in small groups or 1:1 with their case manager.
- The parents of students with IEP's will be contacted by the applicable case manager to develop their child's Individualized Remote Learning Plan. An individual Remote Learning Plan is an alternative plan for providing students with disabilities IEP services and continuity of learning during the global pandemic. This plan will describe all Remote Learning Days.
- ELL students will meet in small groups or 1:1 with their bilingual teacher.
- 3<sup>rd</sup> grade Project Challenge will be done via scheduled Zoom time.
- 4<sup>th</sup> & 5<sup>th</sup> Project Challenge/AT Novel will be done during school days with activities to be done at home when remote learning.
- Individualized reading instruction will meet in small groups or 1:1 with their reading instructor.
- Additional information regarding the K-12 Blended Learning Plans are located on the Districts webpage under the Return to Learn section.

# Social Emotional Support

The District's related services staff (school psychologists, social workers, counselors, speech pathologists, nurses) have been meeting to develop plans to deliver social emotional programs and services.

SEL supports will be determined based on student needs and developmental level by administration and related service staff

# Frequently Asked Questions

## **Q: When is the start date of the school year?**

September 8<sup>th</sup> - B Day – full day

September 8<sup>th</sup> - Full Remote instruction option begins

September 9<sup>th</sup> – A day – full day

## **Q: Will everyone have to wear a mask?**

A: Yes, all students and staff must wear a mask upon entering the buildings and throughout the school day. Students must also wear a face mask on the bus to and from school.

## **Q: What if my child refuses to a face covering?**

A: The District is funded by the state and the IDPH has required face coverings. Not abiding by the requirement will look very much like if a student refuses to comply with any other school rule. Students or staff who are insubordinate regarding the wearing of masks will be required to leave campus. Those with medical concerns will be addressed on an individual basis

# Frequently Asked Questions

**Q: Will parents be able to enter the school?**

A: To limit exposure, please contact the office rather than entering the building.

**Q: Will I still be able to volunteer in my child's classroom?**

A: No, we will not be allowing any visitors into the school while we are navigating the pandemic.

**Q: Will parents be able to accompany their student(s) to the playground or front door before or after school?**

A: In order to limit exposure, this practice will not be allowed.

**Q: Does the District have procedures and protocols in place to address COVID-19?**

A: Yes, the procedures and protocols were developed by a committee and have been reviewed and approved by the DeKalb County Health Department. After approval, they were shared with all families and staff.

**Q: My student has an IEP, how will his/her IEP be implemented during remote learning?**

A: The parents of students with IEP's will be contacted by the applicable case manager to develop their child's Individualized Remote Learning Plan. An individual Remote Learning Plan is an alternative plan for providing students with disabilities IEP services and continuity of learning during the global pandemic. This plan will describe all Remote Learning Days.

# Frequently Asked Questions

## **Q: Will students have PE and recess?**

A: Yes, students will have PE and recess. Lockers and playground equipment will not be used. Weather permitting, PE and recess will be outside and as long as social distancing is practiced, face coverings are not required. All activities inside will require face coverings to be worn.

## **Q: Will there be Band/Choir?**

A: Music, Band and Choir are classes at school and students will attend these classes with safety measures in place.

## **Q: Will there be high school and middle school sports?**

A: Yes, the IHSA & IESA will be following the ISBE guidelines for “Return to Play”. Please go to [www.ihsa.org](http://www.ihsa.org) or [www.iesa.org](http://www.iesa.org) or <https://www.dph.illinois.gov/> for additional information.

## Frequently Asked Questions

### **Q: What if we have to go back to full remote learning?**

A: This will occur should our region enter Phase 3. We have a plan in place, as a proactive approach, that will allow us to change seamlessly that will reflect feedback from students, parents, and teachers from the spring.

### **Q: Can parents & students receive support for remote learning?**

A: Yes, located on our webpage you will find tutorials for the platforms Seesaw and Google Classroom to assist parents & students in the remote learning process.

### **Q: If remote learning, how will students be graded?**

A: This is the start of a new school year and we will continue to have high expectations. Therefore, daily attendance will be taken and assignments and assessments will all have value for an overall grade in each class.