

**Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) RETURN TO SCHOOL Plan/Guidelines**

Contact information for questions concerning the Illinois State Board of Education guidance:

- IDPH Coronavirus hotline: 1-800-889-3931 or email - [DPH.SICK@ILLINOIS.GOV](mailto:DPH.SICK@ILLINOIS.GOV)
- ISBE: email - [covid19@isbe.net](mailto:covid19@isbe.net) or 1-866-262-6663
- Governor's office constituent affairs helpline: (217) 782-0244

*Update 9/16/20*

## Flanagan-Cornell Unit #74 Return to School Plan

### 2020-2021

The safety of our students and staff remains the number one priority of the school district as we transition back to in person instruction. It is our belief that students learn best and are the most engaged when they are comfortable, safe, not distracted, and on campus. If students/families do not feel comfortable attending school, the option to engage in remote learning will be made available to them. In addition, remote learning students will have the same full expectations of attendance and completion of assignments as if they were on our campus.

With that in mind, Flanagan-Cornell Unit #74 has adopted the following plan to safely return to school for the 2020-2021 school year that follows the guidelines set forth by the local health departments, the CDC, and the Illinois State Board of Education.

### HEALTH AND SAFETY MEASURES:

The following safety measures are required by the Illinois State Board of Education and Illinois Department of Public Health and will be implemented by the district to promote the safety of our students, staff, and community:

- Masks/Face Coverings must be worn at all times unless outside or eating.
  - Refusal to wear a mask in the building may lead to the student being redirected and then sent home if refusal occurs.
  - If refusal continues the student may be placed into the Remote Learning program.
  - A note from a physician will be required to be on file at the school if a student or staff member can't wear a face mask. If the student or staff member doesn't have a note from a physician they will be required to wear a face mask
  - A face mask will be provided for each student and staff member. Members of the school may bring and wear their own mask as long as **it is first approved by school administration and conforms to the district/school dress code.**
  - Staff will provide "mask breaks" with proper social distancing enforced and every attempt will be made to have those breaks outside.
- Prohibit more than 50 individuals from gathering in one space.
- Require social distancing be observed, as much as possible.

- Flanagan-Cornell Unit #74 will conduct symptom screenings and temperature checks as all students and staff enter the building. District staff will check for a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius and currently known symptoms of COVID-19, such as:

<ul style="list-style-type: none"> <li>● Fever</li> <li>● Cough</li> <li>● Shortness of breath</li> <li>● Difficulty breathing</li> <li>● Chills</li> <li>● Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>● Muscle and body aches</li> <li>● Headache</li> <li>● Sore throat</li> <li>● New loss of taste or smell</li> <li>● Congestion or runny nose</li> <li>● Nausea</li> <li>● Vomiting or diarrhea</li> </ul>
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- If students or staff have a temperature or show any signs of illness they will be sent home. **If you are showing any signs of illness, please stay home.**
- At this point and until further notice, we will only be admitting necessary staff and personnel into the building. This includes not hosting events such as Parent Teacher Conferences, Meet the Teacher Night, etc. These events will be replaced with virtual or digital supplements. Visitors will be allowed by appointment only.
- Drop boxes for materials that need to be left will be placed at the entrance of each building.
- Flanagan-Cornell Unit #74 will increase school wide cleaning and disinfection practices. Building will be cleaned and disinfected daily.
- Limit the number of persons within hallways at any given time to the greatest extent possible.
- Limit required movement of students between classes. Teachers and staff will rotate through classes rather than requiring movement/mixing of student groups as much as possible.
- Provide hallway supervision using hall and bathroom monitors to ensure a limited number of persons enter bathrooms at one time.
- We will use markings to designate one-way paths in hallways and designate certain staircases one-way only, as possible.
- Place floor markings to delineate 6-foot distance between students in locations where they line up.
- Remove furniture or other items that may encourage congregating in certain areas. Desks will be spread out as much as possible in each classroom.
- Suspend the use of lockers to help with social distancing, students will take backpacks to their “home” classroom. Students are asked to leave personal items at home--only bring to school what you need: lunch, school books, etc.

- Extra cleaning supplies: wipes, hand sanitizer, etc. will be available in each room.

### TRANSPORTATION:

- Transportation for our students will be provided as previous years with updated guidelines from the ISBE and IDPH.
- All individuals on a bus must wear a face covering.
- No more than 50 individuals should be on a bus at one time.
- Every attempt will be made to promote social distancing on the bus.
- Students must undergo symptom and temperature checks, which may include self-certification, before boarding a bus.
- Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene.
- Drivers and monitors must undergo symptom and temperature checks or self-certify and verify that they are free of symptoms before the start of each workday.
- Drivers and monitors who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or symptoms of COVID-19 may not work.
- Drivers and monitors who become ill during their route should contact their supervisor immediately.
- All individuals on a bus must wear a face covering. Student transportation should apply the most feasible social distancing guidelines.

### ILLNESS AND DIAGNOSTIC MONITORING :

- District #74 will track and maintain ongoing monitoring for:
  - Individuals that have been diagnosed with COVID-19.
  - Students/staff that have COVID-19-like symptoms.
  - Students/staff that have been exposed to someone with COVID-19 and are in quarantine.
- Tracking ensures CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school.
- Tracking methods include checking in with the school administration/staff upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met.
- Tracking should take place prior to a return to the classroom.
- Employees and families are encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

- District staff can assist individuals seeking a current list of community testing sites.
- Flanagan-Cornell Unit #74 is prepared to offer assistance to local health departments when contact tracing is needed after a confirmed case of COVID-19 is identified. This may include activities such as identifying the individual's assigned areas and movement throughout the building.
- Confirmed cases of COVID-19 will be reported to the local health department by school officials as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.
- District #74 will inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights.

### *IF I AM SICK :*

Individuals who have tested positive for COVID-19 or who are suspected of having COVID-19 infection or symptoms should seek medical attention, self-isolate, and follow CDC guidelines for discontinuation of isolation. Individuals who have had close contact with an individual who has tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days. Individuals who did not have close contact can return to school immediately after disinfection.

### *COMMUNICATION :*

This year, more than ever, it is vital that lines of communication remain open between the school and families. We need a commitment from every member of our school community (staff, families, students) to remain vigilant in monitoring symptoms of COVID-19. When in doubt, please keep your child at home. We understand that this has the potential to cause inconvenience to everyone; however, it is our hope that a temporary inconvenience will prevent long-term impact to our students, staff, and community members.

## MONITORING OF SYMPTOMS :

You know your child best. It is expected that you will screen your child for symptoms and use common sense to determine whether the symptoms are normal for your child or possibly indicating more serious illness. For example, if your child has seasonal allergies, you are best served to determine whether the symptoms are normal for your child or something more serious.

## COMMUNICATING IF STAFF OR STUDENTS TEST POSITIVE :

The district will be using the guidance from the IDPH and our local health department on the procedures if a staff or student tests positive. We will follow proper protocol and communicate with all necessary parties, while maintaining a respect for privacy and confidentiality. Click [here](#) to see the decision tree that the district will be using.

## IF I BECOME ILL AT SCHOOL:

If Staff or Students Exhibit Symptoms of COVID-19 at School:

- They will be separated from the rest of the population immediately.
- They will be sent home; students will need to be picked up within 30 minutes from being called. The district will provide a supervised quarantine space for students/staff who are experiencing COVID-19-like symptoms that are waiting to be picked up. Students will never be left alone and will be supervised at all times while maintaining necessary precautions within the quarantine space.
- Areas of contact will be disinfected.
- Anyone exhibiting symptoms of COVID-19 MUST stay home and may return to school after being symptom-free for 72 hours, without the use of medication like fever-reducing drugs. Students should see a physician for evaluation.

## MENTAL HEALTH:

Flanagan-Cornell Unit #74 understands the possible impact that COVID-19 has had on the mental health of faculty, staff, students, and their families. The district will provide access to counselors and social workers and these individuals will be readily available as much as possible for our students and families. The health and safety of our students remains the top priority.

## EXTRA-CURRICULARS :

Extracurricular activities must follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of PPE, limiting the number of individuals in one space to 10 individuals during Phase 3 and to 50 or fewer in Phase 4, and cleaning and disinfecting to prevent the spread of COVID-19. Please click [here](#) to review the IHSA Phase 4 return to play guidelines.

## FIELD TRIPS:

At this time, field trips will not take place.

## GRADING:

FC #74 will return to traditional grading policies, as recommended by ISBE, and make modifications as necessary. As we return to traditional grading policies, District #74 will ensure that students have all the necessary tools, technology, and teacher support at school and at home to complete all assignments, take assessments, and complete projects in a timely manner.

## FOOD SERVICE/RECESS:

- Cafeteria will have a capacity of 50 people.
- Families who are 100% remote will have the option to pick up a daily breakfast and/or lunch during specified hours.

## K-8:

- Regular breakfast/lunch schedule:
  - Social distancing and washing hands will be emphasized at all times.
  - K-8 will eat breakfast in the cafeteria, we will maintain a capacity of 50.
  - All Kindergarten students will eat lunch in the cafeteria.
  - All hot lunches will eat in the cafeteria, we will maintain a capacity of 50.
  - If capacity goes over 50 the 1st and 2nd grade “cold lunch” students will eat in the East Gym.
  - If capacity goes over 50 the 3rd, 4th, and 5th grade cold lunch students will eat in the East Gym.

- If capacity goes over 50 the 6th, 7th, and 8th grade cold lunch students will eat in the East Gym..
- Recess will be held outside as much as possible, please dress accordingly:
  - If inside, gym curtain will be used to separate classes
  - Time will be given to wash hands and sanitize equipment if used

### 9-12:

- **9-12 will eat breakfast in the cafeteria and staff will ensure proper social distancing and occupancy requirements are met.**
- 9th-12th grade will have two possible lunch periods in order to maintain social distancing and a cafeteria capacity of 50.
- Students who bring their own lunch will eat in the west gym bleachers or other high school classroom.

### REMOTE LEARNING OPTION:

Flanagan-Cornell Unit #74 believes that it is very important to safely return to in person instruction as soon as possible. We also understand the needs of all of our students and we want to provide an option for students and families to receive remote instruction if necessary:

- All students enrolled in Flanagan-Cornell Unit #74 will have the option of receiving 100% remote instruction:
  - **Must declare remote or in person attendance on a midterm basis (4 ½ weeks)**
  - **Parents/guardians/students must declare remote by Friday, October 2nd, 2020 for the second quarter.**
  - **Students must declare for remote by the following dates:**
    - **Friday, September 18<sup>th</sup>—will remain in remote learning until Friday, October 16<sup>th</sup> 2020**
    - **Friday, October 9<sup>th</sup>—will remain in remote learning until Friday, November 20<sup>th</sup> 2020**
    - **Friday, November 13<sup>th</sup>—will remain in remote learning until Friday, December 18<sup>th</sup> 2020**
  - **If a student declares remote before each deadline, he/she will remain on the remote path until the end of the midterm or quarter.**
    - **A link to the survey to declare the remote learning option for each 4 ½ week period will be on the district website.**



- If a student becomes COVID-19 positive, during the in-person instruction period, they will be placed in the remote learning group until they are cleared by a physician. Once cleared, they will be allowed to return to in person instruction.
- Remote Learning Day and Blended Remote Learning Day activities will reflect the Illinois Learning Standards and will be facilitated by Flanagan-Cornell Unit #74 staff.
- Students will have the ability to contact teachers as necessary.
- Special attention will be given to students in special populations, including but not limited to:
  - Students eligible for special education under Article 14.
  - Students experiencing homelessness.
  - Or vulnerable student populations;
- The district will monitor students' attendance through completed homework each day **to be turned in by 9:30 p.m.**
- If the State Superintendent declares that Remote Learning Days are no longer deemed necessary, the district may change our remote learning policy.

### **Flanagan Junior High/Grade School Remote Learning Option**

The remote learning option will require student cooperation with maximum help from each child's caretaker. The teachers at Flanagan Cornell District #74 will do their best to assist and provide a meaningful, age appropriate curriculum that meets the Illinois Learning Standards. The caretaker will be responsible for assisting with the following:

1. Assisting the student with online learning activities.
2. Monitoring homework and assigned reading materials
3. Assist with scanning/emailing back finished homework
  - a. A drop box for returned homework will be available outside the main entrance to turn in all finished homework, please label homework and worksheets with name and grade level

General Information:

- Remote learning will begin on Tuesday, August 25th.
- Must Declare Remote learning prior to each 4 ½ week period:

**Friday, September 18<sup>th</sup>—will remain in remote learning until Friday, October 16<sup>th</sup> 2020**

**Friday, October 9<sup>th</sup>—will remain in remote learning until Friday, November 20<sup>th</sup> 2020**

**Friday, November 13<sup>th</sup>—will remain in remote learning until Friday, December 18<sup>th</sup> 2020**

- **A student that declares remote, will remain on the remote path for 4 ½ weeks--can change at the midterm**
- If a student becomes COVID 19 positive during the in person instruction period, they will be placed in the remote learning group until they are cleared by a physician.
- Classroom teachers/principal will be contacting students/caretakers through email or phone
  - b. Remote Learning students are eligible to participate in extracurricular activities.

### Pre-K through 4th Grade Students

#### 1. Packets

- a. Students will be given learning packets at the end of each week. Electronic copies will be available upon request. Please email your classroom teacher for that.
- b. Packets will be ready for drive thru pick up just outside the East Gym doors from 2:00pm-3:10pm on **Friday beginning August 28th** or the last day of student attendance that week. Someone will be outside the door to assist with pick up.
- c. Submit a picture through email of completed work by 9:30pm on the day it was assigned. Music, Band, PE, and Art assignments need to be emailed to that specific teacher. Packets of completed work need to be turned in at the next scheduled pick up.

Monday, August 24th	Pickup for week of 8/24-8/28 between 2:00-3:10
Friday, August 28th	Drop off 8/24-8/28 work & Pickup for week of 8/31-9/4
Friday, September 4th	Drop off/Pickup
Friday, September 11th	Drop off/Pickup
Friday, September 18th	Drop off/Pickup
Friday, September 25th	Drop off/Pickup
Friday, October 2nd	Drop off/Pickup ( <b>Last Date to declare in person for 2nd Nine Weeks</b> )
Friday, October 9th	Drop off/Pickup
Friday, October 16th	Drop off/Pickup *End of the first 9 weeks*

## 2. Online Lectures/activities

- a. Teachers may utilize Google Classroom, Google Meets, and Class Dojo to send lessons/lectures.

### **5th-8th Grade Students**

Guardian and student must agree and sign the FC 74 Technology policy [form](#). Each student will be given a Chromebook device, case, and charger to assist them with remote classwork --- please contact [byoder@fc74.org](mailto:byoder@fc74.org) or [mthorson@fc74.org](mailto:mthorson@fc74.org). Several educational technology platforms have been purchased by the district to assist both teachers, parents, and students during remote learning. Qualifying students without access to the internet can also request a district remote hotspot. Remote learning students will receive a variety of different opportunities during the remote learning period that may include:

1. Live video sessions
2. Recorded lectures
3. Virtual Activities
4. Assignments through Google Classroom/email

Teachers and Paraprofessionals will be available on school days from 1:45-3:20 pm to work with remote learning students. Attendance will be tracked daily as assignments are required to be completed and turned in digitally by 9:30pm.

5th-8th Graders may also have to pick up remote learning packets on the Friday pick up dates, this will be communicated by the classroom teacher thru google email/classroom.

### **PRE-K THROUGH 8TH GRADE:**

- School buildings will be open @ 7:30am.
- Pre-K: Students will attend Monday-Friday. The ½ day program will follow the “regular” 1:30pm dismissal times (Morning session from 8:10-11:00am and afternoon session from 12:00-1:30pm).
- K-8th Grade: Students will attend Monday-Friday from 8:15-1:30pm.
- **We will dismiss at 1:30pm until further notice**
- Music, art, and computers will be done in the students’ home classroom as much as possible
- Band students will travel to the music room for class.
  - Instruments should not be shared at any time.
  - Sanitize hands after using instruments.

- It is permissible for band members to remove their masks during the time they are playing, but only if necessary.
- Students should provide their own equipment for class; sharing of equipment between students is prohibited.
- Students will travel to the gym, outside whenever possible, for Physical Education class. PE teachers will meet classes, weather permitting, at their outside exit doors for class.
  - Locker rooms will not be used.
  - Students will not change clothes for PE.
  - If changing shoes is necessary, it will be done in the students' "home" classroom.
  - Every effort will be made to social distance during PE class.
  - Every effort will be made to not share equipment; if equipment must be shared it will be cleaned after each usage.

### HIGH SCHOOL:

- School buildings will be open @ 7:30 am
- 9-12 grade students will attend classes from 8:15-1:30 in a modified block format (schedule below).
- **Students who choose the remote option will not be eligible for the CO-OP work program.**

#### 1:30 DISMISSAL

A Day	Begin	End	Begin	End	Length (min)
1st Period	8:15	9:25			70
3rd Period	9:28	10:38			70
5th Period	10:41	11:51			70
Lunch/7th Period	<b>11:51</b> LUNCH STARTS	12:18	<b>12:21</b> 7TH STARTS	1:30	Lunch = 27 7th P = 69
7th/Lunch Period	<b>11:51</b> 7TH STARTS	1:00	<b>1:03</b> LUNCH STARTS	1:30	7th P = 69 Lunch = 27

B Day	Begin	End	Begin	End	Length (min)
2nd Period	8:15	9:25			70
4th Period	9:28	10:38			70
6th Period	10:41	11:51			70
Lunch/8th Period	<b>11:51</b> LUNCH STARTS	12:18	<b>12:21</b> 8TH STARTS	1:30	Lunch = 27 8th P = 69
8th/Lunch Period	<b>11:51</b> 8TH STARTS	1:00	<b>1:03</b> LUNCH STARTS	1:30	8th P = 69 Lunch = 27

- **During passing periods, some students, depending on their next class, will be able to walk outdoors to get to their next period. Bypassing hallways allows for further increased social distancing.**
- Band/Chorus students will travel to the music room for class.
  - Instruments should not be shared at any time.
  - Sanitize hands after using instruments.
  - It is permissible for band/choir members to remove their masks during the time they are playing/singing, but only if necessary.
  - Students should provide their own equipment for class; sharing of equipment between students is prohibited.
- PE teachers will meet classes, weather permitting, at the outside exit doors for class.
  - Locker rooms will not be used.
  - Students will not change clothes for PE.
  - If possible, class will be held outdoors.
  - Every effort will be made to social distance during PE class.
  - Every effort will be made to not share equipment, if equipment must be shared it will be cleaned after each usage.

### **TECHNOLOGY:**

- 5th -12th grade students will be provided with a Chromebook device, protective case, and charger specifically for school purposes and while attending Flanagan-Cornell Unit #74.
  - ***In order for students to receive these devices, parents and students must sign the district's "Acceptable Use Form" and "Student/Parent District Technology and Equipment Agreement".***
- Students may take these devices home with them or keep them in their 8th period/homeroom teacher's charging cart.
- For students that qualify, mobile internet hotspots are available.