

Zeigler-Royalton Elementary/Junior High

Return to School Plan

In Accordance with Guidance From IDPH and ISBE



2020-2021

In Response to COVID-19 Pandemic

Dear Zeigler-Royalton School Community,

Zeigler-Royalton CUSD 188 understands the difficulties and challenges that are presented with the COVID-19 Pandemic. The health and safety of our school community has been and will continue to be the number one priority of our district. There will be challenges in the weeks and months ahead, but the Zeigler-Royalton School District has no doubts that our students and their families will overcome these challenges and persevere.

With that being said, Zeigler-Royalton CUSD 188 will begin the 2020-2021 School Year on August 10, 2020 via the “Blended A/B Learning Model”. The following details regarding the procedures and guidelines that will be in place are divided by grade levels. **Elementary (K-4) will attend school Monday-Thursday, while Junior High students (grades 5-8) will operate on the “A/B schedule”.** Additional details regarding the “Blended A/B Learning Model” are listed below. Listing of students and the days that they are assigned to will be released in the weeks ahead. At this time, we do not know how long we will be on the “Blended A/B Learning Model”, but this approach will allow us to welcome our students back to in-person instruction while evaluating the feasibility of having all of our students back in session while also following the guidance that is in place from the IDPH and ISBE. **Families will have the option to opt-in to Full Remote-Learning, but there are guidelines that will need to be agreed to and followed. Details regarding that opportunity can also be found in this document.**

I would like to take this opportunity to say THANK YOU to the Zeigler-Royalton School District communities for their patience and understanding over the past five months. We appreciate your continued support as we prepare for the upcoming school year.

Sincerely,

Sarah Geiger

Zeigler-Royalton Elementary/Junior High School Principal

Zeigler-Royalton Elementary/Junior High School Return-to-School Summary: 2020-2021 School Year

I. GENERAL GUIDANCE

A. Social Distancing

1. Per ISBE Guidelines, Zeigler-Royalton CUSD 188 students and staff are encouraged to maintain social distancing (6 feet separation) throughout the school day. Signage reminding staff, visitors and students to maintain social distancing will be placed at all entrances, in classrooms and throughout other common areas. Social distancing applies to all areas including the classroom, common areas and the main office. Student interaction and associating should be reduced to a minimum. Students should remain in their assigned areas for that time period and reduce close person-to-person interaction as much as possible. Social Distancing measures are key for us to continue to provide a safe and healthy learning environment for the entire educational family and community.

B. Gatherings

1. Per ISBE Guidelines, the gathering of 50 or more individuals in one space will not be permitted. The school district will work to ensure that guidelines regarding capacity limits are followed.

C. Health Screenings

1. Per ISBE Guidelines, Zeigler-Royalton Elementary/Junior High School will conduct daily temperature and/or self-certification checks before individuals are allowed to enter the building.

D. Face Coverings and PPE

1. Zeigler-Royalton CUSD does understand that social distancing may not be possible for all circumstances. **Per ISBE Guidelines all individuals in school buildings, including all public and nonpublic schools that serve students in prekindergarten through grade 12, must wear face coverings at all times unless they are younger than 2 years of age; have trouble breathing; or are unconscious, incapacitated, or are otherwise unable to remove the cover without assistance.** Face coverings must be worn at all times in school buildings even when social distancing is maintained. Face coverings do not need to be worn outside if social

distance is maintained. **Physicians notes will be required for students and staff who are not able to wear a face covering due to trouble breathing.**

2. The district will provide disposable facemasks for students if a student does not have one.
3. A student that does not wear a facemask will be in violation of the school guidelines and procedures as set forth and will be subject to disciplinary action.

E. Handwashing/Sanitation

1. Handwashing:
 - a. Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Staff members must clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff should avoid touching their mouth, eyes or nose as much as possible. Staff and students should use hand sanitizer upon entering the classroom each and every time. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing or sanitizing should be done before and after contact with students.

II. SCHOOL DAY MODEL

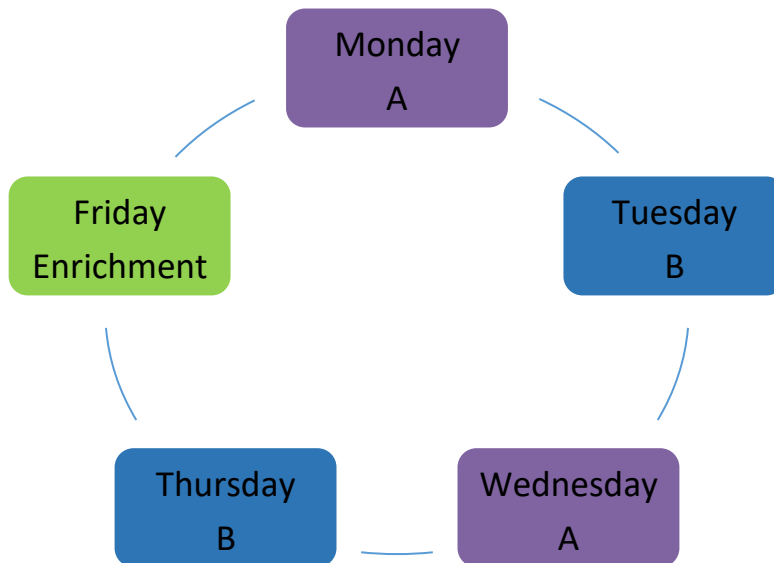
1. **Blended Learning Model (8:00 am - 2:00 pm):** All information and procedures in this section will be accompanied by guidance from the IDPH and ISBE.
 - a. Zeigler-Royalton Elementary/Junior High School has developed a blended learning model which places student and staff safety as a priority. The intent of the blended model is to allow students in person while maintaining CDC and IDPH guidelines for social distancing through a reduced number of students in each building. By reducing student numbers, social distancing will have the best opportunity for success. This can reduce the risk of an increase in the spread of COVID-19 to students and adults throughout the community. Each school would be responsible for developing their own unique social distancing plans for their building. Face coverings for all staff would be required as specified by

the Return to School Wellness Subcommittee. Classrooms will be cleaned and disinfected daily. Emphasis will be placed on high touch surfaces and common areas. Restrooms, cafeterias, and other common areas will be cleaned throughout the day.

- b. **Students in grades K-4** will be in attendance Monday - Thursday (8:00 a.m.-2:00 p.m.). Friday will be remote learning/enrichment day.
- c. **Students in grades 5-8** will follow an A/B style schedule Monday through Thursday. Students on the A schedule will attend school in person on Mondays and Wednesdays. Students on the B schedule will attend in person on Tuesdays and Thursdays. Friday will be a virtual half-day for all students with teachers having PLC's and planning time. This will include special education inclusion students. Families will be assigned the same schedule for student continuity across schools.

In-Person Learning (Blended Day) - General Education and Inclusion Schedule

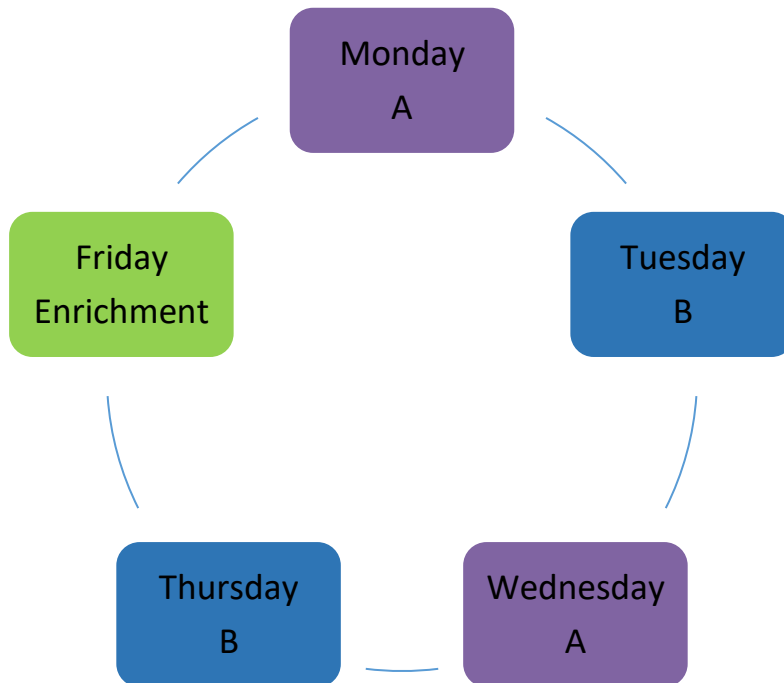
Monday: "A" Day	Tuesday: "B" Day	Wednesday: "A" Day	Thursday: "B" Day	Friday: Enrichment Day
---------------------------	----------------------------	------------------------------	-----------------------------	-------------------------------------



- d. Students who are attending school in self-contained classrooms will be attending in person Monday through Friday 8am-1pm.
- e. Prekindergarten students will attend in person. More details will be outlined in the near future.

In-Person Learning (Blended Day) - Self-Contained Elementary/Junior High School Students Schedule

Monday: All Day	Tuesday: All Day	Wednesday: All Day	Thursday: All Day	Friday: Enrichment Day
---------------------------	----------------------------	------------------------------	-----------------------------	----------------------------------



2. * Full-Time Remote Learning Opt-In Option*****

- a. Beginning on July 23, 2020, parents will be allowed to register students online. Parents will indicate whether they will be attending in-person learning or remain home for all virtual learning. **Any family that chooses to enroll in the all virtual learning option will do so for the entire grading period or nine (9) weeks.** Families will be allowed to change to in-person learning at the end of the nine (9) week period only. In

order for a family to enroll in the all virtual learning option, they will need to have an internet capable device for their student(s) to use. If the family does not have a device, one can be checked from the student's home school as per our device distribution plan. The family must confirm that an appropriate internet connection is available for students to access with their district device. Parents/Guardians should call the elementary/junior high office to schedule a meeting with Principal to discuss Remote Learning Plan expectations and guidelines.

III. Classroom Guidelines

A. K-8th Grade Details

- Seating should be arranged 6 feet apart and should all be facing the same direction as feasible
- Common/Cafeteria areas and tables should be clearly marked to show where to sit, stand or line-up for 6 foot spacing
- Windows should remain open for increased ventilation as much as possible
- Staggered transitions times and schedules should be reviewed
- Students should remain in the same classroom group throughout the day, teachers will change rooms rather than students during passing time
- Restroom and hand washing breaks should be scheduled and coordinated throughout the day
- Recess should be scheduled and coordinated by grade level to minimize student mixing
- Hand sanitizing should occur whenever anyone enters the classroom
- School supplies should not be shared between students or staff
- Classrooms will be cleaned daily

B. Grading Procedures

- a. Previously, ISBE placed the guidance of "No Harm" as it related to academic standing during Remote Learning. However, with the new guidance for the 2020-2021 School Year, this stipulation is no longer in place. Students will be responsible for the work assigned to them during all learning models (Full In-Person Traditional Learning, Blended A/B Learning, Remote Learning)
- b. While the district will be continually monitoring its traditional grading policies and procedures to ensure that

there is a fair and equitable educational opportunity for all, it is important to understand that students will be expected to complete work and will be held accountable for their work or lack thereof.

- a.) During the “Blended A/B Learning Model” work that is assigned during a student’s Remote Learning day must be turned in per teacher’s timeline that is in place.

IV. OPERATIONS / MISCELLANEOUS INFORMATION

A. Health Screenings

1. Procedures for Blended Learning Days

- a. Students will be required to enter the building using the doors on the northeast side of the building. Faculty/Staff members will be conducting temperature and/or self-certification checks prior to students being admitted to the building. Appropriate social-distancing marks will be located on the concrete to ensure that students follow social-distancing guidelines.
- b. Any student or staff member who begins to exhibit a high fever (100.4) associated with COVID-19 like symptoms should report to the designated area, following the building procedure and will remain in the quarantine area until a parent or guardian picks the student up or alternative transportation home is arranged. Staff will remain in the quarantine area until they are able to leave. These individuals should self-monitor and return to school according to the IDPH guidelines. A doctor’s note may be required for staff returning to work.
- c. If the sibling of a student or someone that shares a household with a student is found to be symptomatic or answers yes to any of the questions on the self-certification check then all siblings or same household students will be required to be picked-up that day as well.
- d. Individuals who did not have close contact with a person who is sick can return to work/school immediately after disinfection. Those who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days. Close contact means the individual was within 6 feet of the individual with symptoms for more than 15 minutes.

B. Zeigler-Royalton Elementary/Junior High Isolation Room

- a. Isolation room for students, faculty, or staff exhibiting symptoms will be in the Supervised Study Classroom.

C. Food Services

1. Blended Learning - Food Service Schedule

- a. Breakfast and Lunch will be provided at Zeigler-Royalton Elementary/Junior High School for students in attendance that day. The district will be adhering to capacity limits and has alternative plans in place to ensure that students can eat in an adequate space. Students **MAY** be required to eat in the classroom setting under the supervision of a staff member.
- b. The following plan outlines meal distribution for the **Blended (A/B) Learning model**. This distribution plan is dependent on approval from the U.S Department of Agriculture or USDA. Currently, the USDA is allowing non-congregate meals during the summer months. We are anticipating that the USDA will allow for us to provide meals to students for the days they will be in attendance.
- c. The information below outlines meal distribution for the Blended (A/B) Learning Model.

(1) “A Schedule” Students: (5th-8th Grades)

- (a) Monday “Take Home” Includes: Breakfast and Lunch for Tuesday
- (b) Wednesday “Take Home” Includes: Breakfast and Lunch for Thursday

(2) “B Schedule” Students: (5th-8th Grades)

- (a) Tuesday “Take Home” Includes: Breakfast and Lunch for Wednesday
- (b) Thursday “Take Home” – N/A

- d. **Friday Morning Delivery (All Students):** Beginning Friday morning at 8:00 am the district will do breakfast/ lunch deliveries via bus routes. This will take care of the following:
 - (1) “A Schedule Students”- breakfast and lunch for Friday
 - (2) “B Schedule Students”- breakfast and lunch for Friday and Monday

2. Full-Remote Learning - Food Service Schedule

a. Parent Opt-In Full Remote Learning

(1) Parents/Guardians will be expected to pick-up lunch at the school district. More details will be provided to those individuals upon opt-in to Remote Learning

b. School-Wide Remote Learning (**If it occurs**) lunch details for this delivery method are as follows:

(1) Monday Bus Route Delivery: Lunch for Monday and Tuesday; Breakfast for Tuesday and Wednesday

(2) Wednesday Bus Route Delivery: Lunch for Wednesday and Thursday; Breakfast for Thursday and Friday

(3) Friday Bus Route Delivery: Lunch for Friday; Breakfast for Monday

D. Technology

- a. Beginning on July 23, 2020, parents will be allowed to register students online. Parents will indicate whether they will be attending in-person learning or remain home for all virtual learning. **Any family that chooses to enroll in the all virtual learning option will do so for the entire grading period or nine (9) weeks. Families will be allowed to change to in-person learning at the end of the nine (9) week period only.** In order for a family to enroll in the all virtual learning option, they will need to have an internet capable device for their student(s) to use. If the family does not have a device, one can be checked from the student's home school as per our device distribution plan. The family must confirm that an appropriate internet connection is available for students to access with their district device. Parents/Guardians should call the elementary/junior high office to schedule a meeting with Principal to discuss Remote Learning Plan expectations and guidelines.
2. The district will work diligently to ensure that there is equitable access to technology and internet for the students within our district.
3. If the district provides a student/family with technology or connectivity device(s) those devices will then become the responsibility of that

student/family. Students and families will be financially responsible for any technology or connectivity devices that are lost, damaged, or stolen throughout the school year.

E. Social-Emotional Learning and Well-Being

1. SEL supports will be provided for our students and staff. A process to identify students and staff who may be experiencing stress or trauma related to COVID-19 will be developed. Other SEL supports will be developed to add supports to our students as needed. Weekly surveys will be conducted with our students to identify those in need of support.
2. The district and its support systems will continue to provide communications with staff to encourage health, wellness, and self-care.

F. Transportation: Transportation has developed several safety protocols to keep our staff and students safe during the COVID-19 pandemic.

1. School Bus Self-Certification Checks

- a. Bus drivers and/or school staff will be conducting self-certification checks for each student prior to the student being allowed on the bus. If a student or the student's parent/guardian answers "Yes" to any of the questions regarding the student or the student has a temperature above 100.4 then he or she will **NOT** be allowed to enter the bus that day.
- b. It is required that parents/guardians supervise their child and do not leave the pick-up area until self-certification has been completed and the child has been permitted to board the bus.

(1) NOTE: If the child answers "Yes" to any of the Self-Certification questions the child will not be allowed at school and will not be the responsibility of the school district.

2. School Bus Sanitation

- a. The transportation sanitation plan will include daily disinfection of our facilities and school bus fleet. Our facilities will be cleaned daily with emphasis on high touch surfaces and restrooms. Schools buses will be disinfected daily at the end of routes and allowed to sit overnight for maximum disinfectant dwell time.

3. Social-Distancing During Transportation

- a. Following the CDC guidelines, school buses should be allowed to have no more than 50* students on board. As a result of these guidelines designed to protect students and staff from the spread of COVID-19, the capacity on our school buses may be reduced.

4. Student Arrival at Zeigler-Royalton Elementary/Junior High School

- a. Students that are riding the bus will all be required to enter the building using the west side (back of school) entrance. Drop-Off students will be dropped off at the northeast entrance of the building. Students will not be allowed to enter the building using the Main Entrance.

5. Lockers

At this current time, students will not be permitted to use lockers during the 2020-2021 school year. Students and parents/guardians are encouraged to purchase a backpack that the student may carry to the classroom with his/her books throughout the day.

G. Transition Times

1. Reminder: Students will not be permitted to use lockers
2. Transition times (Bell Dismissals) will be altered this school year to help the school following IDPH and ISBE guidelines. Guidelines and procedures will be as follows:
 - a. End-Of-Period Bell
 - (1) Dismissal of 5th and 6th grade students into hallways to report to their next class. Students should enter the next classroom quietly and appropriately unless otherwise directed by the classroom teacher
 - b. Tardy Bell
 - (1) Dismissal of 7th and 8th grade students into hallways to report to their next class. Students should enter the next classroom quietly and appropriately unless otherwise directed by the classroom teacher

H. Restroom Procedures

1. Use of restrooms will be permitted but procedures will be in place to promote social-distancing in restrooms.
 - a. Use of every other stall and urinal

I. Water Fountains

1. Use of water fountains will not be permitted.
2. Students are encouraged to bring reusable water bottles to carry with them. Classroom teachers will provide guidance, rules, and limitations regarding use of water bottles on an individual classroom basis

J. School Insight/TeacherEase and School Registration

1. Beginning on July 23, 2020, Online Registration will open for the 2020-2021 school year. Families will have the ability to update their address, contact information and any other relevant information using online registration. Families who do not have the appropriate internet access or a device to update their address using the online registration can come to the administration building to register. Please understand that appropriate IDPH and ISBE measures and guidelines will be in place if you come to the school to register (Facemask Requirement, Social-Distancing, etc.)

K. Communication to the School Community

1. The purpose of our communication plan is to keep families and stakeholders informed of the current phase of the Restore Illinois Plan and how that relates to the return to school in the fall. Communication may occur via the following methods:
 - a. Press-Release(s) & Interviews
 - b. Weekly Social-Media Announcements
 - c. Email Announcements
 - d. All-Call/Text Messages
 - e. School Website
 - f. School-Insight Announcements

V. FACILITIES

- A. All custodial/maintenance staff will be trained on the return to school guidelines, where applicable. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including:
1. Desktops
 2. Door Handles
 3. Countertops
 4. Handrails
 5. Light Switches
 6. Drinking Fountains
 7. Restroom Fixtures
- B. Building custodians and cleaning personnel will conduct daily cleaning and disinfection. An EPA approved cleaner will be used for disinfection along with our standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets) will be cleaned on a regular basis. Restrooms, hallways, cafeterias, and common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be disinfected daily. Items such as cloth toys or other cloth material items that cannot be disinfected should not be used.
- C. On Fridays, a detailed sanitation will occur throughout the facility with extensive deep cleaning of restrooms and other common areas. Cleaning and buffing of areas, ground operations and ROE compliance duties will be occurring on those all virtual learning days. Fridays create an opportunity for staff training and updates. Our custodial staff will support food service operations with trash collecting and cleaning after in-classroom meal consumption.
- D. Signage for handwashing, social distancing and face coverings will be made available through request from the print shop. Social distancing markings within classrooms will be done by designated building personnel.