

New Holland-Middletown ESD #88
E-Learning Plan
2020-2021



HOME OF THE MUSTANGS

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New Holland-Middletown ESD #88

Return to School Protocols/Guidelines

Section I: Introduction

1.1 COVID-19 and Returning to School:

At NHM, we pride ourselves on providing a safe environment where children are engaged in both academic and social experiences that result in growth, confidence, and the ability to be lifelong problem solvers. It is our belief that the best place for students to learn is in a classroom with a certified staff member and other children in order to gain the skills needed to be a successful, high functioning member of society.

Throughout the trying times of the COVID-19 pandemic, NHM remains committed to making decisions that are in the best interest of children and staff members. The following plan lays out how we will meet guidelines set by the Illinois State Board of Education (ISBE) as well as taking into consideration the needs of our students, staff, and parents.

The Illinois State Board of Education (ISBE) strongly encourages the reopening of schools and the return to "in-person" learning. On June 23, 2020, ISBE released guidance for schools to use in planning for "in-person" learning. Please keep in mind that these requirements and guidelines are all subject to change pursuant to changing health conditions and further guidance from ISBE.

1.2 Requirements from ISBE are:

1. Face coverings **MUST** be worn by all;
2. Prohibits gatherings of more than 50 individuals in one space;
3. Require social distancing to the greatest extent possible;
4. Schools must conduct symptom screenings **OR** require self-certification before entering school buildings;
5. Require an increase in schoolwide cleaning and disinfection.

Section II: Health and Wellness

2.1 DISTRICT HEALTH & SAFETY PROTOCOLS

- Training for employees and students that promote behaviors that reduce the spread of the virus.
- Parental self-certification of symptom (checklist handed out during registration)
- Promotion of mitigation practices such as staying home when sick.

- Practicing hand hygiene and respiratory etiquette (including hand washing with soap and water regularly).
 - Please let us know if your student(s) are allergic to any sanitizers/wipes.
- Required use of face masks. Individuals may bring their own mask from home or wear one provided by the district.

- Posted signs throughout buildings promoting safe practices.
- Regular cleaning and disinfecting throughout the building.
- Limiting the sharing of objects and supplies.
- Rearranging seating in classrooms to allow for social distancing to the extent possible.
- Food consumption in smaller, controlled settings to avoid large groups.
- Outdoor physical education when possible.
- Limiting of non-essential visitors and volunteers. All visitors must wear a mask.
- Students will stay in one classroom as much as possible and teachers will move.
- Birthday treats must be individually wrapped (not homemade). Teachers will distribute treats. No cookie cake.
- K-5 classrooms will have a place for student belongings.
- 6-8 will use lockers, but in a limited capacity. Teachers will dismiss students in a rotational order.

2.2 SELF-CERTIFICATION

We are requesting that parents and staff members take a daily temperature reading and check for COVID-19 symptoms each morning your child will be present in our building. Students with a fever or any of the symptoms below should stay home and seek medical advice. By sending your child to school, you are certifying the following:

- That your child does not have a fever over 100.4 degrees.
- That your child does not have any of the following conditions related to
- **COVID-19 Symptoms:**
 - Cough
 - Shortness of breath or difficulty breathing
 - Extreme fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

2.3 SAFETY REMINDERS and SIGNAGE

Safety reminders and signs will be posted throughout the school building reminding to social distance, wear face covering, have good hand hygiene, etc.

All persons in the school building will be asked to maintain a six-foot distance, when possible.

2.4 SOCIAL/EMOTIONAL SUPPORT

All social-emotional support will be available to all students.

2.5 MASKS

Masks are required on the bus or in the building (unless eating breakfast or lunch). Students may wear a mask from home. The district will provide masks as needed for students and staff.

*We understand that it will take training and practice for our students to learn to wear masks all day. We will extend grace to our students and will help them to learn mask etiquette and the importance.

2.6 CLASSROOM HEALTH & SAFETY PROCEDURES

- When entering or exiting the classroom, hand sanitizer will be used.
- Masks will be worn at all times.
- Teachers will not be using community supplies. Students will use supplies assigned to them.
- Desks will be spaced out to the extent possible and facing the same direction.
- If tables are used in a classroom, the number of students will be limited to 2 students facing the same direction.
- Students will have assigned desks.
- Cleaning and disinfecting procedures will be intensified. There will be daily sanitizing of high touch areas.

2.7 ILLNESS:

Parents are encouraged to notify the school anytime their child is sick. For everyone's protection, if your child is sick, please practice common sense and keep them at home. Individuals with COVID-19 experience a wide variety of symptoms. Symptoms may appear 2-14 days after exposure to the virus. Symptoms include fever (100.4 or higher), cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.

2.8 CONFIRMED CASE:

If your child tests positive for COVID-19 (or you think they may have it), they may return to school after...

- 3 days (72 hours) with no fever **and**
- Respiratory symptoms have improved **and**
- 10 days since symptoms first appeared **and**
- Doctor release

If there is a confirmed case of COVID-19 at NHM, the district will send a note and email home notifying anyone that has been in contact with the individual that has tested positive. The district will disinfect and sanitize the building and will also consult the Logan County Health Department for additional guidance.

Anyone that has been in close contact with someone that has tested positive for COVID-19 should stay home for 14 days from the date they had close contact with the individual that tested positive for COVID-19. Close contact is defined as any individual who has been within 6 feet of a person that tested positive for COVID-19 for at least 15 minutes without a face covering.

2.9 QUARANTINE LOCATION:

Per ISBE guidelines, a separate location will be established for any student who becomes ill or exhibits signs and symptoms of illness during the school day. Parents will be required to pick up their child if they become ill.

****ANY CONFIRMED CASE MAY RESULT IN THE CLOSURE OF THE SCHOOL BUILDING FOR AN EXTENDED PERIOD OF TIME AS A SAFETY PRECAUTION.**** If the building is closed, all students will transition to the Remote Learning Plan until the building can be safely reopened.

Section III: Instruction

3.1 ACADEMIC

- Students will be assessed using AimsWeb or STAR upon return using the previous grade spring benchmarks. Grade level AimsWeb or STAR assessment will be administered in September. These assessments will give teachers an idea of where to begin/review.

3.2 GRADING

Traditional grading practices will be utilized during in-person learning. Students will receive grades based on performance (5-8) and/or the mastery of learning standards (PreK-4). Please see the handbook for additional information.

3.3 REMOTE LEARNING PLATFORMS

In a situation where school must be closed due to COVID-19, the district will utilize various platforms for communication and learning. Students will access and become familiar with these throughout the school year.

- Google Classroom
- Edgenuity
- SeaSaw
- Class Tag
- Zoom
- Flip Grid

3.4 REMOTE LEARNING

- SeeSaw and Edgenuity (potentially Google Classroom for supplemental) will be used as online platforms. Teachers/Coordinators will manage these sites and assign lessons that are aligned with Illinois Learning Standards and mirror classroom content as much as possible.
- Connections will be made with students and families.
- Teachers will email parents and students (depending on age of child) classroom assignments.

- Parents must provide a current email to the school.
- Social/Emotional support will be available.
- Phase 3 limits gatherings to 10 and under. If we enter Phase 3 during the year, an alternate schedule will be used to accommodate the gathering limit. Classes will be divided into groups of 10 or under and groups will attend in-person on opposite days with "off" days being a remote learning day. Wednesdays will be remote for all students.

3.5 GUIDELINES FOR REMOTE LEARNING (ONLINE ETIQUETTE)

- Be on-time for assigned virtual meetings.
- Sit at a table or desk so your device is on a flat surface when using technology.
- Be prepared and ready to participate in a quiet work space (including materials and supplies).
- Make sure your camera is on so your teacher and classmates can see you when participating in a virtual meeting.
- Abstain from sending messages in the chat box unless you are instructed to by the teacher or have a question when participating in a virtual meeting.
- Please do not eat or drink during your video sessions (Ex: Zoom meetings).
- All classroom expectations must be followed during remote learning (be kind, be respectful, listen to others, do not interrupt your teacher or classmates, no phones, etc.).
- Remain focused during virtual meetings and ignore distractions such as phones, televisions, and pets.
- Submit completed homework on time.
- Check email several times per day (parents and students).

3.6 VIRTUAL MEETINGS

- If remote learning is deemed necessary at any point during the school year, virtual meeting times will be provided by each classroom teacher and students will be required to login during that time for lessons. If this is not possible, families will need to contact the teacher as soon as possible to make arrangements for delivery. This may be Zoom meetings, online sites, Google Classroom, etc.

Phases

Phases 1 & 2-Remote Learning Protocols

These phases would require that all students return to Remote Learning. No in-person instruction would take place.

Phase 3- Remote Learning and Small Group Protocols

This phase would include Remote Learning and possibly learning in groups of 10 or less.

Phase 4- In-Person Learning or Remote Learning with Strict Protocols

The health and well-being of our students and staff is a top priority. For this reason, during Phase 4 there will be strict protocols in place when students and staff are on campus. The District has divided these protocols into five categories:

1. Health and Wellness
2. Instruction
3. Transportation
4. Operations
5. Communications

On the next pages, each one of these categories will be addressed and explained.

Phase 5-Restored Protocols

Back to in-person learning with safety protocols continuing.

3.7 TECHNOLOGY

- If a device is needed during remote learning, please contact the school. School issued technology should be used for school work only.

3.8 GRADING

- Traditional grading practices will be utilized during remote learning. Students will receive grades based on performance (5-8) and/or the mastery of learning standards (PreK-4). Please see the handbook for additional information.

3.9 SPECIAL EDUCATION

- Students with Individualized Education Plans (IEP's) and 504 Plans will receive services outlined in their plans. Meetings will occur as scheduled through Zoom Meetings or, if able to do so, in-person at NHM. Special Education protocol may be adjusted throughout the year due to changes in guidance.

3.10 RELATED SERVICES

- Any related service for an IEP (Occupational or Physical Therapy, Speech and Language, Counseling) may be delivered through a telehealth

platform. All decisions on related service delivery will be based on appropriateness of delivery, safety, and further guidance from ISBE.

SECTION IV: Operations

3.11 SCHOOL DAY :

In-person instruction will begin on August 17, 2020 from 8:10 am - 1:30 pm daily.

3.12 TRANSPORTATION:

We are encouraging parents to provide transportation to and from school as much as possible. Bus capacity is significantly reduced to ensure social distancing measures are practiced. Students will be assigned a seat for the year and family members will sit together. Masks will be required of all students.

3.13 ARRIVING TO SCHOOL:

In order to accommodate the social distance guidelines, we have developed a system with timelines in order to make the arrival to school as safe as possible.

Students are expected to have their masks on before entering the building, remain socially distant to the best of their ability, and follow any guidelines explained to them depending on the arrival routine they follow.

- **STUDENTS BEING DROPPED OFF**

- While waiting in the car line to drop off your child(ren), please have them prepared to quickly exit the vehicle (backpack ready, mask on, etc.).
- Students should not be dropped off prior to their times listed below and should wait in their parents car until dismissed by a staff member.
 - 7:50 a.m. - Students that have parents that need to travel to work may arrive. Students are to stay in the vehicle until they are directed to enter the building by a staff member. Once they enter the building, there will be a designated area in the gym to wait by grade/class. We ask that students in the same household stand together in the area in which they are assigned.
 - 8:05 am - Students with parents that have more flexibility. Students are to stay in their vehicle until directed to enter the building.

- **STUDENTS WHO WALK TO SCHOOL**

- 8:05 am - Students who walk to school are allowed to enter the building

- **BUS RIDERS**

- 8:05 am - Students will begin dismissing from the bus. One bus will unload at a time.
- Children are expected to have a mask on when loading the bus or one will be provided for them.
- Students will be assigned to seats. Children living in the same household will sit together.

3.14 MEALS

BREAKFAST:

- Breakfast will be served in the cafeteria with assigned seating.

LUNCH:

- Lunches will be served in the cafeteria with assigned seating.

3.15 VISITORS:

Although we love to have visitors, we will be strictly limiting visitors in our building. Parents will be allowed into the foyer and will communicate with the school receptionist at the desk. If a child needs to leave school early, the parent will wait in the foyer.

3.16 FACILITY USAGE:

Facility usage will not be allowed by any unauthorized group or organization until Phase 5.

3.17 DISMISSING FROM SCHOOL:

- **STUDENTS WALKING HOME/CAR RIDERS**
 - These students will exit out the JH door
- **STUDENTS RIDING THE BUS:**
 - Students will remain in the classrooms until the bus is announced. Staggered dismissal will occur.

3.18 WATER FOUNTAINS:

Students are strongly encouraged to bring a clear water bottle to school each day filled with water from home.

Water fountains are closed.

3.19 STUDENT ATTENDANCE:

Students will be required to attend school in all phases of the Return to School Plan. The school must be notified of an absence even during Remote Learning.

3.20 ILLINOIS INSTRUCTIONAL MANDATES:

The Illinois State Superintendent of Schools requires that Remote Learning Days must also ensure five clock hours of instruction.

Students must meet all promotion and statutory requirements (i.e. Constitution assessment). Mandates are all subject to change based on further guidance.

SECTION V: Extracurricular Activities

4.1 CLUBS AND ACTIVITIES:

- No clubs or activities will be offered during Phases 1-3. Phase 4 will allow clubs and activities on a limited basis.

4.2 ATHLETICS:

- NHM will follow the guidance and recommendations from the Illinois Elementary School Association (IESA) and the Illinois High School Association (IHSA) for all athletic practices and events. Protocols and requirements will be set for the return to play by the Superintendent based on phase.

SECTION VI: District Communication

5.1 Communication will occur through-

- TeacherEase announcements and e-mail.
- NHM Facebook Page
- NHM website nhm88.com
- Twitter @nhmmustangs
- Instagram nhmmustangs88
- One Call School Messaging
- School Newsletter

School Closure Plan

District families will need to be prepared in case there needs to be a short-term closure of the schools. We will work with the Logan County Health Department, and the two entities will collaborate to determine appropriate next steps related to the staff, students, school and programs should the COVID-19 cases rise in the district or community. Local health officials will help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.

- The District will work with local health officials and consider Logan County Health Department recommendations for the scope 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 extracurricular group activities, school-based afterschool programs, and large events will be cancelled.

- **During any school dismissal, remote learning will continue for all students as scheduled in the remote plan.**
- Meal distribution will be offered for families affected by the school closure and specific information will be provided if and when the time arises.

Delivery of Content:

- Students that are remote learning must be able to remote in for class between the hours of 8:00 a.m. - 1:30 p.m.
- Students will be provided with structured schedules for academic courses/activities.
- Video conferencing via Google Meets or Zoom will be required at times.
- New curriculum will continue to be covered remotely.
- There will also be recorded lessons from teachers in some classes.
- Consistency in work assignments is expected.

Grading/Academic Expectations:

- Students will be required to be present and attendance will be recorded through Google Classroom or via video conferencing platform.
- Students will be expected to complete assignments and assessments by assigned due dates.
- Grading and feedback on assignments and assessments will be the same/similar to general school. expectations; students will be issued traditional letter grades.
- Students may not receive an Incomplete grade unless a situation occurs beyond their control. The student may need to provide documentation to support their inability to complete the class.

Student Supports:

- General “office hours” of availability for faculty and staff will be given.
- Each teacher has his or her own office hours, and these are provided on the district website.

Special Education:

- The district remains responsible for ensuring that special education students receive a free appropriate public education.

- The individual learning needs of students will be addressed.
- IEP meetings will continue to be held either in person or remotely.

Student Device and Access:

- If a student does not have their own device, one may be issued to them
- District hot spots have been established to assist students with internet access
- Students will be monitored for safety
- There will be a remote learning etiquette sent to all students

Student Attendance

During in-person, blended, and remote learning, attendance will be taken daily. The preferred method of collecting attendance is always a one-to-one daily connection between the teacher and student. However, we recognize that this method is not available or practical for all district and student scenarios under the COVID-19 conditions. Teachers will document student attendance and keep a log of absences. Below are ideas for how classroom teachers can collect and count a student as present when the one-to-one daily connection is not practical:

- Video conference “check-ins”
- Wellness checks coupled with a question on student engagement/participation in lessons (Google Classroom)
- Phone calls coupled with a question on student engagement/participation in lessons