



Liberty Community Unit School District #2 In-Person Instruction and Remote Learning Plan for the 2020 - 2021 School Year

updates on 08-13-20 noted in red

All components of this plan have not been developed due to a decision that Liberty School staff and school board have made, but rather addressing the guidelines from the Illinois State Board of Education. Liberty staff worked on how to “manage” each component of the guidelines. We have worked hard to follow the guidelines in the best interest of our students, families, and staff.

Introduction

The re-entry team has met many times this entire summer for meetings and training in order to prepare this Re-entry Plan for 2020 - 2021. As a District, it cannot be overstated how grateful this school community is to all the individuals who have been volunteering their time, energy, knowledge, and love for the students, staff, and families of Liberty to develop a quality plan. What you see below is the current plan based on the Illinois State Board of Education guidelines, which may change up to the first day of school and beyond. Please be patient when adjustments and modifications are made to this plan. In the end, we are thankful to have our students back in school and to see them each day making sure they are **safe, healthy, and growing academically**. There are a lot of hurdles to go around, but we can do this for our kids! Thanks for your support and dedication in working with us to make the best of the situation.

The administrators, the Regional Office of Education, and state-wide superintendents and principals have met remotely in order to keep regular contact with other local school districts and districts from around the state. There are many different variations of re-entry plans and interpretations of the state's guidelines. However, one thing that almost everyone can agree on at this point is that there will be more changes to come and each school must adopt a plan that works best for their community, which means that no two plans will be the same. If you think about it, isn't that really how schools were prior to the pandemic? We all have the same teaching standards to follow, but how we do it may look different. Thus, this plan is what is best for our Liberty Community!

Again, there will be continued communication about changes and providing clarity, when needed. This plan reflects the feedback parents shared with us on a survey and follows the guidelines of the Illinois State Board of Education (ISBE), Illinois Department of Public Health (IDPH), and the Center for Disease Control (CDC). The re-entry team tried to make this plan as concise as possible, but there were many things to consider. If you have any questions/concerns, do not hesitate to contact the school at 645-3433 or email one of the administrators from the district website

www.libertyschool.net

Re-entry Plan 2020 - 2021

Plans must consider student attendance, engagement, and academic success, along with analyzing the effectiveness through an equity lens. Also, the focus needs to be placed on accessibility, Illinois Learning Standards, and accommodations for all types of learners.

Core Regulations for In-person Instruction

“We know that no amount of technology can replace the effect of face-to-face interactions and instruction between teachers and students,” as quoted from the guidelines from ISBE. These are key safety guidelines:

- Anyone in the school building must wear masks
- Temperature checks will be conducted at bus pick up or school
- Social distance as much as possible
- No more than 50 people in one space
- Clean and disinfect all common surfaces

Remote Learning

ISBE suggests that school districts should provide remote instruction for medically fragile students, students at a higher risk of severe illness, and students who live with individuals at a higher risk of severe illness. We respect those parents/guardians who may feel this is the best option for their child and we will do what we can to make learning remotely a positive experience if this is the chosen format. Remote learning will begin on Tuesday, August 25 for instruction, but contact by the teacher will be made prior.

- This will not be the same as last spring.
- The priority is to provide remote learning through online resources. If online resources cannot be accessed or internet reliability is an issue, please contact the school.
- Parents will have the ability to choose remote learning or in-person instruction for their students. Parents will have the option to change their mind within the first two weeks of the school year (by September 4) to select in-person learning. Additional changes to the in-person mode of instruction must be done at the end of a quarter with advanced notification to the building principal.
- Parents may choose at any time to have their child do remote learning.
- Per ISBE guidance, five (5) hours of engagement a day for each student (working on homework, reading, watching videos, virtually attending class, and other assigned activities).
- Attendance must be taken. A daily login on a google form which will be timestamped.
- New material will be taught.
- Grades will be given.
- Grades will be updated every Monday at 10:30 AM for 5th -12th grade, just like we do for in-person instruction.
- Staff will be available each day to meet virtually with students
- We will dismiss early every day to allow for remote learning. Dismissal time is 1:30 PM Monday-Friday.
- Staff remote learning office hours are 2:00 - 3:10 PM. During this time, staff will upload videos, make/receive phone calls, send/respond to emails, host Google Meets, or work on/prepare remote learning content.

- Staff will respond to parent communications received after 3:10 PM by the end of the following school day.
- Staff will use Remind and Google Classroom as the only in-person and remote learning platforms for instruction and communication throughout the school district, in response to parent survey results.
- Lesson content can be delivered by having students attend classes virtually with Google Meets during the scheduled class period, videotaping lessons to be viewed later, and/or using Screencastify to record lessons to be viewed later.
- Teachers will be teaching lessons to students.
- Remote learning materials pickup/drive-through will be Monday, August 24 to receive textbooks, Chromebook, etc. from 4:30 - 6:30 PM.
 - Any other materials required throughout the school year will be arranged as needed.
- Parents and students will be provided a video on our website on how to use Google Classroom.
- Assignments will have due dates.
- Students will be expected to check-in with their teacher each week.
- Remote learners will still need to turn in physicals and immunizations to the school nurse before October 15, or your child will be excluded from school.

The First Week of School

- The state is allowing five re-entry/remote learning planning days in addition to teacher institute days. These days can be counted as attendance days. So, we are using these days to make sure that we are more thoroughly prepared. See the revised school calendar for 2020 - 2021 on the district website. The first-week schedule is as follows:
 - **Monday, August 17 – Re-entry Planning Day/No students**
 - All staff in attendance to review routines, procedures, and regulations that will need to be followed.
 - Collaborate with previous year’s teachers to discuss content/standards coverage.
 - **Tuesday, August 18 - Remote Learning Planning Day/No students**
 - Planning for remote learning
 - Compiling and organizing materials (textbooks) for students that have requested remote learning.
 - Preparing syllabi, contact instructions, remote learning instructions, etc. for students and parents.
 - **Wednesday, August 19 - Teacher Institute Day/No students**
 - Staff meetings and training.
 - Preparing for the first day of school and how to manage the new norm.
 - **Thursday, August 20 - Student attendance until 11:30 AM**
 - Welcome students! - Go over the new rules/procedures and do social/emotional activities.
 - Staff will review procedures and routines and make necessary changes.
 - **Friday, August 21- First full day for students**
 - Evaluate current practice (gives the weekend to resolve issues).

Morning Arrival Procedures

- Bus drivers check every student's temperature and perform a brief symptom check when boarding the bus. If a student has a temperature at or above 100 degrees, the parent will be called and the student will not be able to attend a school that day.
- If the student is a young child (4th grade and under), the bus driver will wait until the parent or approved adult is there to take the child.
 - To avoid holding up a bus route, please check your child's temperature before they go to the bus.
 - Bus riders will be dropped off at the high school entrance.
- Drop-offs will enter from the same entrance of the parking lot (JH and elementary) and students will head to temperature check stations. Walkers will also go to one of the temperature-check stations.
 - Temperature Stations: End of JH hallway and elementary entrance. Parents will be contacted if the student has a temperature of 100 degrees or more.
 - Go to the shortest line.
- Student drivers will be funneled to the end of the JH hallway.
- This year senior students must park in the gravel lot and will not be allowed to park in the main parking lot.
- School doors open at 7:30 AM. Teachers will be in their classrooms at 7:40 AM. Because of ISBE guidance that only allows 50 people in one space, students will have to report to classrooms upon arrival, unless eating breakfast. If at all possible, please drop your student off at 7:40 AM
 - Staff will monitor students as they arrive for temperature checks, breakfast, and reporting to classrooms.
 - Teachers will screen students for any COVID symptoms.

Dismissal

- Dismissal times will be staggered around 1:30 PM to reduce the mix of students.
- Parents picking up students will pull up and have their child(ren) brought to their vehicle at 1:30 PM. This will take some time, so please be patient.
- **Students who are 5th grade and above will go to the big gym for dismissal to the vehicles, which should be parked in the gravel lot. The crossing guard will direct the student riders to their vehicles.**

Daily Schedule

- **We are running a shortened day** to provide remote learning, as required by ISBE. Also, we are trying to keep students in school as long as possible to decrease the amount of daycare needed.
 - Dismiss in-person students no earlier than 1:30 PM.
 - No parent/guardian will be entering school. We will have cars pull up to pick up children, rather than coming into the building.
 - After in-person student dismissal, teachers have remote learning time until the end of their contractual day.

- **Block Scheduling for Junior High/High School**

- Four classes per day - Odd Day (periods 1,3,5,7) and Even Day (periods 2,4,6,8).
- Allows teachers and students (in-person and remote) to focus on just 4 classes per day.
- Easier for remote learners to check in on 4 classes per day rather than 8 classes.
- Limits the number of class transitions, exposures, and cleanings needed each day.
- District-wide teachers (choir, band, PE) will be going outside as much as possible.

- **Class Rotations**

- Students will rotate from classroom to classroom with desk cleaning as a part of the end-of-class routine.
- Students will have assigned restrooms and traffic patterns to minimize the mix of students.
- Limited movement between classes; when possible, teachers will rotate.

- **Lockers**

- Locker assignment and use will have to be altered significantly.
- Different age groups will have different times throughout the day to use their lockers.
- Locker use will be staggered and significantly limited.
- Students may need to take bags to classrooms to limit locker usage.
- Coats and books need to be stored in lockers, but daily contact will be limited.
- All locker assignments will be spread out through the school.

- **Lunch**

- Our cafeteria ladies are working hard to have delicious, nutritional meals.
- Lunches will be brought to early elementary classrooms.
- The cafeteria will be cleaned after each lunch group.
- Some students will have to eat in different spaces like classrooms and gyms depending on availability of the space and supervision.
- Some meals will be grab-n-go.
- Disposable items will be used when possible.
- No sharing of items (i.e. ketchup packets will be provided rather than using bottles).
- Microwaves will not be used to avoid congregation and limit exposure, so students need to bring food that does not require heating.

- **Seating Charts**

- Students will need to be in assigned seats throughout the day, including lunchtime to limit exposures. They will be given choice when appropriate.

- **School Calendar**

- Extra days have been added to the beginning of the school year for re-entry, preparation for remote learning, how to disperse remote learning materials, and to evaluate the new practices and procedures for social distancing.

- Parent/Teacher Conferences have been adjusted to be next to the new holiday of Election Day on November 3.
- All events will be held virtually when possible or with modifications to adhere to the guideline of 50 people or less gathering in one space.

- **Library**

- Books will be taken to the classrooms for use.
- Returned books will be untouched for 24 hours.

- **Grades**

- Grades will be taken while being mindful of some of the challenges students have and will experience with this new way of learning.
- Grades will be updated by Monday morning at 10:30 AM.
- If a student is failing, parents will be notified.
- More communication to parents on how to check their child's grades, so they can contact teacher over any issues. We need to have a strong partnership between school and home.

- **Face Mask**

- All students and staff need to wear a face mask. At this time, ISBE has not allowed face shields in place of face masks.
- We will work with students to build up a tolerance for wearing face masks.
- We will work with parents to help their child wear the face mask at school, with reminders and love. Trust us!
- Face masks must be appropriate and follow dress code (i.e. no vulgar statements, offensive symbols, advertising for drugs/alcohol).
- Students should have a couple of face masks to choose from. This may help them adjust throughout the day.
- A medical condition for not wearing a face mask must be provided in writing by a licensed physician. These students will be asked to wear a face shield to protect others.
- If a student cannot wear a face shield, a doctor's note will be required stating a medical reason not to do so.
- Refusal to wear a face mask will result in the selection of Remote Learning, as we are required to follow this the best we can.
- Everyone in the building will be required to wear a face covering.

- **Technology**

- All students will have access to a digital device when participating in either type of learning.
- Wi-Fi is available in school parking areas adjacent to the main building and in the vicinity of the concession stand by the HS ballfields.
- We are exploring options to provide additional Wi-Fi locations in the village of Liberty.

Cleaning

- At the end of the day, student desks will be wiped off with disinfectant, as well as door handles and common surfaces. Classrooms will be thoroughly cleaned each day.
- All classrooms will have disinfectant wipes, cleaning supplies, and hand sanitizer.
- Signs will be displayed for health and safety protocols.
- Refrain from physical contact (i.e. hugs, handshake, high fives).
- Documentation will be kept on cleaning.
- There will be no sharing of toys or equipment.
- All staff will be provided with personal protective equipment to keep their classrooms clean (i.e. gloves).
- An infected area will be untouched for 24 hours.
- All the cleaning supplies and sanitizers are effective on COVID and EPA approved.
- Equipment in the weight room must be wiped off after each individual use.
- Playground equipment will be sprayed with a disinfectant and let stand after every group uses the playground.

Learning

- Students will be provided social-emotional support when necessary with an overall focus in the school community to look for indicators from staff and students, along with input from parent social-emotional surveys.
- Increased check-ins will occur for the counselor/social worker to support student anxiety.
- Teachers will meet in the first few days to provide vertical articulation among grade levels, so students will be taught where they are at.
- The staff has participated in professional learning over the summer to be well equipped for remote learning, re-entry, and communication to all parents/guardians.
- Staff will be trained in the trauma-informed classroom to support the social-emotional needs of students.
- New teachers will be provided with a mentor to help them maximize their teaching ability and be successful at remote learning.
- Formal assessments will be used to determine student academic performance but may look different for remote learners.
- Students who have experienced a learning gap will receive extra support during Extended Day occurring from 1:30-3:00 PM (more information to come on this).
- The extended day may also include social-emotional support, as well.
- Manipulatives will not be shared in the classroom.
- Guidance for Pre-school will be coming from ISBE.
- Students need to be prepared by having their own school supplies, which include a clean face mask each day. Be sure to label the supplies with your child's name.
- The focus will be for grades K-4 on math, reading, and writing. For grades 5-12, the focus will be on all subjects.
- Extra programs like DARE, Action Teams, and Houses will not be utilized while we are in Phase Four.
- Classroom helpers/mentors/volunteers will not be able to help at school this year to reduce the number of different people students are exposed to.
- Because of shared staff, there will be changes made to what students receive regarding music, fine arts, and physical education.
- Students will be taken outside to designated spaces as much as possible during nice weather for the fresh air and a break from wearing their masks.

- Staff are working on creating multiple outdoor learning spaces.

Health & Safety

Each of us will play a role in our collective safety.

- Symptoms to look for include fever, cough, shortness of breath, difficulty breathing, chills, fatigue, muscle & body aches, headache, sore throat, any new loss of taste or smell, congestion, runny nose, nausea, vomiting, or diarrhea.
- Schedules will be formulated for recess, lunch, locker use, and restroom breaks.
- If someone becomes ill with COVID, their identity needs to be protected per HIPPA laws.
- Students and staff will have access to disposable face masks. However, they are encouraged to provide their own. At this time, ISBE has not approved face shields.
- Face masks do not need to be worn outside when social distancing can occur.
- There will be specified face mask breaks, and as much outside time as possible.
- We will work with the students to build up a tolerance to wear a face mask. Trust us!
- There will be marked patterns of travel through the hallways.
- Windows are to be open when possible.
- Furniture that promotes congregating will be removed.
- Frequent and proper handwashing will be encouraged and scheduled throughout the day.
- Hand sanitizer does not replace hand washing.
- Drinking fountains will not be utilized; students may have at least two (2) water bottles at school filled with plain water; no flavored water.
- All water bottles must have a secure lid.
- Students in a vocational class will be provided with disposable gloves for hands-on activities.
- Visitors or outside groups are not permitted in the building.
- No dressing out for P.E. to avoid being in locker rooms.
- Sharing of equipment for P.E., classroom, and recess is prohibited.
- No birthday treats may be brought to school for the class, but students may bring their own individual snacks on a daily basis if the teacher allows.
- Classroom field trips are not permitted at this time.
- Teachers will be taking student temperatures and providing basic first aid.
- Extra-curricular programs will have a protocol plan regarding their specific program, which will be approved by the Adams County Health Department.

Bus

- Only 50 people may ride the bus at one time.
- Bus drivers, monitors, and students must wear a mask.
- Families who are in the same household must sit together.
- Bus drivers will take temperatures with a thermometer that scans the forehead (no contact).
- All seats will be wiped down after a route.
- Parents are encouraged to provide their own transportation for students to decrease the amount of potential exposure to COVID.
- Students may only have one pick-up and one drop-off point this year to reduce the exposure to other students. Bus passes will not be issued this year.
- If this location changes and the bus is already at 50-person capacity, parents may need to explore other options.

- If bus transportation is needed, be specific as to whether this is for AM, PM, or both.
- This year bus routes may be different and may be longer.

COVID Symptoms

- Students experiencing symptoms will be isolated from others in a different room other than the Nurse's Office.
- Parents are to pick the child up directly from the Quarantine Room.
- Those showing signs of COVID will exit out of an exterior door and not walk through the hallway.
- The Adams County Health Department will be contacted for all concerns we have regarding symptoms.
- Students need to be fever-free (less than 100 degrees) for 72 hours before attending school, without any fever-reducing medication.
- Any student with a temperature of 100 degrees will be sent home.
- Please be prepared to let the school know what symptoms your child has when you are calling to let us know they are sick.
- A symptoms check will be conducted each day when walking into the school building. Please be prepared to let the person taking the temperature know of symptoms. Also, let your teacher know if you have an elementary student.
- Close contact is within 6 feet and 15 minutes or more, per state guidelines.
- If close contact occurred with an individual experiencing COVID symptoms, parents/guardians will be notified. Those students may need to be quarantined.
- The Adams County Health Department will be contacted to assist in providing proper exposure guidance.
- Confirmed cases of COVID will need to quarantine for 14 days and will be able to Remote Learn. This may be a group of students or it may be an entire class depending on the close contact. Again, we will work with the health department on this determination.
- Parents of students who may be impacted by close contact with a person confirmed to have COVID will be contacted as soon as we have confirmation or can do so; again, as guided by the Adams County Health Department.
- School will work with families on absences when they have to stay home for 72 hours to be fever-free or are quarantined.

Decision Required

- **A decision needs to be made by August 3rd** if a student will be participating in **Remote** or **In-person** instruction. This required choice is indicated on the Lumen Returning Student Online Registration form.

Thank you!

Thank you for caring enough about our children to read this plan and for working with us during this unfamiliar time. We are Eagles and we know how to soar high! Also, we understand that this plan has challenges, but please be positive with your children and encourage them to do their best with all the changes. Your support will be a critical factor in the success of the plan. Thank you!

Please continue to check social media and our website for any additional changes to this plan and to our school calendar for 2020 - 2021. We anticipate that there will be more to come.

Revised 8/13/20