

RTHS #193 Return to School Plan Fall 2020

Although our first choice would be to have all of our students in school every day, that is not an option at this point in time. We are required to follow the procedures that the Illinois State Health Department has issued. Those procedures include the following:

- *Masks will be required for all students and faculty at all times except for while eating and while participating in PE outside. One cloth facemask will be provided to each student. Masks have been provided by ISBE and IEMA. Refusal to wear a mask will be handled as a dress code violation.*
- *No more than 50 people will be allowed in one space at a time.*
- *It is recommended that we practice safe social distancing as much as possible. This is particularly important for us to observe to keep all students safe and in school as much as possible. For example, if a student were to test positive for COVID in a classroom, if social distancing was not observed, the current guidance would require us to quarantine everyone in that classroom including the teacher.*
- *We will be required to do symptom screenings, temperature checks or use self-certification of symptoms and temperature. Our current plan is to screen bus riders at the bus stops and all other students at designated entrances to the building. Those entrances will be at the gym lobby and the East Wing Entrance.*

Daily Schedule:

With the above guidelines in mind, a committee of parents, teachers, students, counselors, social workers, and administrators met to develop a draft weekly schedule. The committee felt like the most important factors to consider when scheduling were:

- *Maximizing the in-person time with teachers*
- *Reducing the number of classes students had to focus on*
- *Being respectful of the prep work involved with teaching in-person and remotely for teachers*
- *Not reducing opportunities for students to take the classes they chose*

As a result the following schedule was adopted and will be in place during the 2020-2021 school year:

- *Students will be taking 4 classes per quarter in order to accomplish the typical 8 classes per semester. The daily schedule will be the following for the 1st quarter*

of school. 2nd quarter will follow the same daily schedule but for periods 2,4,6 and 8:

	Monday	Tuesday	Wednesday	Thursday	Friday
Purple Group	Remote Learning/ Teacher office hours 8:00-1:00	Periods 1,3,5,7 In-Person Learning 1st Hour 8:00-9:05 3rd Hour 9:10-10:15 5th Hour 10:20-11:25 7th Hour 11:30-12:35 Dismissal and Lunch Grab and Go 12:40 Buses Depart 12:55 Teacher office hours/Intervention 1:15-3:00	Remote Learning 8:00-3:00	Periods 1,3,5,7 In-Person Learning 1st Hour 8:00-9:05 3rd Hour 9:10-10:15 5th Hour 10:20-11:25 7th Hour 11:30-12:35 Dismissal and Lunch Grab and Go 12:40 Buses Depart 12:55 Teacher office hours/Intervention 1:15-3:00	Remote Learning 8:00-3:00
Gold Group	Remote Learning/ Teacher office hours 8:00-1:00	Remote Learning 8:00-3:00	Periods 1,3,5,7 In-Person Learning 1st Hour 8:00-9:05 3rd Hour 9:10-10:15 5th Hour 10:20-11:25 7th Hour 11:30-12:35 Dismissal and Lunch Grab and Go 12:40 Buses Depart 12:55 Teacher office hours/Intervention 1:15-3:00	Remote Learning 8:00-3:00	Periods 1,3,5,7 In-Person Learning 1st Hour 8:00-9:05 3rd Hour 9:10-10:15 5th Hour 10:20-11:25 7th Hour 11:30-12:35 Dismissal and Lunch Grab and Go 12:40 Buses Depart 12:55 Teacher office hours/Intervention 1:15-3:00

- Teachers will be available in person at RTHS for office hours during all remote learning times, we will also allow students to use chromebooks and have internet access for school work during these times. Remote learning times are:
 - Monday-8:00-1:00
 - Tuesday-Friday-1:15-3:00
- During office hours teachers can schedule individual intervention time with students, provide instruction to small groups, and will be available remotely for students to email, call or hold a Google meeting.
- Students can access the internet and chromebooks at school during remote learning times (Monday-8:00-1:00 and Tuesday-Friday-1:00-3:00)
- Please schedule a time in advance so we are able to accommodate everyone.

Educational Programming Options:

Unlike previous years where in-person learning is the norm, we are offering parents an option of in-person blended learning which includes in person instruction as well as online instruction as well as fully remote or online programming but with individualized support. Families are asked to make a decision regarding which model they would like by August 10. Please see below for some information about those 2 options:

	Blended Learning Model	Remote Learning Model
Where will my child go to school?	<p>Students will attend RTHS 8:00-12:35: 2 days/week for in person instruction</p> <ul style="list-style-type: none"> • Tuesday/Thurs-Purple group • Wed/Friday-Gold group <p>2 days/ week students will do remote learning with online activities</p> <ul style="list-style-type: none"> • Tuesday/Thurs-Gold group • Wed/Friday-Purple group <p>All students will attend remotely on Mondays.</p>	<p>Students will do all coursework remotely from home on a daily basis. Students will work primarily on APEX which is an online program as well as individual study courses.</p>
How many classes will my child take?	<p>Students take 4 classes per quarter-so 8 classes for the semester.</p> <ul style="list-style-type: none"> • 1st quarter--periods 1, 3, 5 and 7 • 2nd quarter--periods 2, 4, 6 and 8 	<p>Students take 4 classes per quarter-so 8 classes for the semester on an online platform or via paper packets.</p>
Who will my child's teachers be?	<p>Students will be assigned a teacher per course as they always have.</p>	<p>Students will work with a remote learning coordinator who will help them with coursework and using the online program.</p>
What if my child needs help?	<p>Remote and in person help is available: Monday-8:00-1:00 Tuesday-Friday-1:00-3:00</p> <p>Students that want to come in to</p>	<p>Remote and and in person help is available: Monday-8:00-1:00 Tuesday-Friday-1:00-3:00</p> <p>Students that want to come in to</p>

	meet with teachers need to schedule that ahead of time.	meet with teachers need to schedule that ahead of time.
What about my child's credits, class rank and GPA?	This will be calculated as it always has been.	This will be calculated as it always has been.
When do I have to make a choice?	During registration or at the latest August 10	During registration or at the latest August 10
Can my child switch to remote learning or back to blended learning if the model we choose doesn't work for him/her?	<p>Students can switch models at the semester break.</p> <p>Should a family situation change related to the pandemic, families will be able to contact administration to request to move to full remote learning.</p>	Students can switch models at the semester break.
What if the school has to go to full remote learning?	<p>Students using the blended learning model will continue to be enrolled in the classes they had during the blended learning model. Students will communicate with the four teachers they have classes with. An additional learning coordinator may be assigned to each student if full remote learning is necessary.</p> <p>Should full remote learning continue, RTHS will evaluate the effectiveness of the model before the end of each quarter to see if we can transition back to the blended learning model.</p>	Students will continue using the model they are enrolled in

RTHS recognizes that although the above 2 models will work for the majority of our students there are circumstances that may require a different approach. There are situations that may require a student to attend school 5 days per week in person rather than the blended model, these students are designated as high priority students. Please see below for information on high priority students:

Who is a high priority student?	Any student with an: <ul style="list-style-type: none"> ● IEP ● 504 plan ● English Language Learners
Is my student required to attend 5 days/week if they have an IEP, a 504 or is an English Language Learner?	No. The decision to come 5 days/week is based on the level of academic or social emotional need your student has.
How do I decide if my student needs to do in person learning 5 days/ week?	No one person makes this determination. This decision will be made with input from the parent, the student as well as school staff.
What will school look like if my child attends 5 days/week?	Students will take 4 classes per quarter for a total of 8 classes per semester. Students will attend all 4 classes daily. Some students, based on their individual needs, will receive instruction daily. Some students will attend class but work independently on remote learning activities.
If I do not choose a 5 day/ week model for my high priority student does that mean that they will not get the help they need?	No. Students will receive all of the services they are entitled to on their IEP, their 504 or in English Learner programming. Students are still entitled to all accommodations and modifications to the curriculum as well as specialized instruction. Additionally, all students can access staff in small groups or for 1-1 instruction during remote learning times: Monday-8:00-1:00 Tuesday-Friday 1:00-3:00
If I do choose a	Please contact your students' case manager and share your

<p>5 day/week model for my high priority student and it isn't working for my student, what can I do?</p>	<p>concerns.</p>
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Student expectations during remote learning days (Blended Learning Model):

Remote learning days are an extension of in-person learning days. Remote learning days are not days off from school. Students will be required to engage during remote learning days. Attendance will be recorded based on the student's level of engagement. Constant communication between teachers and students is an absolute must to ensure remote learning days are productive. Engagement can take on many different forms. Failure to engage will be considered an unexcused absence. Some examples of tasks that students may be asked to do on remote learning days are:

- Watch video lessons that teachers pre-record and students are able to view on their own time
- Engage or apply the lessons in various online activities
- Attending a Google Meet with a teacher during remote learning office hours.
- Email a teacher to ask clarifying questions or requesting feedback.
- Turn in an assignment in Google Classroom.
- Set up in-person appointments during remote learning office hours if there is no internet or a chromebook at home.
- Answering a discussion post.
- Check email regularly.
- Review teacher comments on assignments.

Student expectations Full Remote Learning Model:

- Students will do all coursework remotely from home on a daily basis. Students will work primarily on APEX which is an online program as well as individual study courses.
- Students will take 4 classes per quarter which equals 8 classes for the semester on an online platform or via paper packets.
- Students will be assigned an RTHS staff member as their student coordinator. That student coordinator will be the primary point of contact for students doing full remote learning.

Device Distribution:

Chromebooks will be issued to students who have requested a device. Priority will be given to families who do not have enough devices in the household.

Important Dates:

- August 17th Teacher Institute Day (No school for students)
- August 18th/19th Remote learning planning day (No school for students)
- August 20th First in-person day for Purple group (Classes 1,3,5,7)
- August 21st First in-person day for Gold group (Classes 1,3,5,7)
- September 7th Labor Day (No school)
- September 17th 1st quarter mid-term
- September 18th Parent/teacher conferences 4PM-9PM
- September 21st No School
- October 12th No School (Holiday)
- October 13th Revised remote learning day
- October 14th SAT for Seniors (all other students-no school)
- October 15th In-person day for Purple group
- October 16th In-person day for Gold group
- October 16th End of 1st quarter
- October 19th Remote learning planning day (No school for students)
- October 20th 2nd quarter begins for Purple group (Classes 2,4,6,8)
- October 21st 2nd quarter begins for Gold group (Classes 2,4,6,8)
- November 2nd Revised Purple Group in-person day
- November 3rd No School (Election Day)
- November 13th 2nd quarter mid-term
- November 25-27 Thanksgiving Break (No school)
- December 18th End of 2nd quarter
- December 19-Jan 3 Winter Break
- January 4th Teacher Institute (No school for students)
- January 5th Purple group begins 3rd quarter (Classes 1,3,5,7)
- January 6th Gold group begins 3rd quarter (Classes 1,3,5,7)
- January 18th No School (Holiday)
- February 5th 3rd qtr mid-term and parent/teacher conferences 4PM-9PM
- February 8th No School
- February 15th No School (Holiday)
- March 12th End of 3rd quarter
- March 15-19 Spring break
- March 22nd Teacher Institute
- March 23rd 4th quarter begins for Purple group (Classes 2,4,6,8)
- March 24th 4th quarter begins for Gold group (Classes 2,4,6,8)
- April 12th Revised Purple Group in-person day
- April 13th SAT for Juniors

- April 14th PSAT for Sophomores
- April 15th PSAT for Freshmen
- April 16th Revised Gold Group in-person day
- April 22nd 4th quarter mid-term
- April 26th Teacher Institute
- May 26th End of 4th quarter, if no emergency days are used

Food Service:

RTHS will be providing students with breakfast and lunch as we always have. The cafeteria will need to function differently, however, due to restrictions regarding the number of students we can have gathered at one time in one space. Therefore students will access meals in the following ways:

- Breakfast:
 - 4 carts with breakfast options will be available. Students will need to purchase food with their ID card and take it to class with them to eat. Carts with breakfast will be available at the east wing and main gym doors.
- Lunch:
 - Students will dismiss from their last class and can purchase a packaged lunch with their ID card.
 - That bag will contain lunch for that day as well as breakfast and lunch for the following remote learning day.
- Monday Meal Distribution
 - Meals will be available during the hours of 9:00-11:00.
 - Students/Parents will need to come to the West Wing Entrance (the one way on Sheldon Street)

All packaged lunches will qualify for the federal school lunch program and no a la carte options will be offered.

Transportation:

Each bus will have no more than 50 passengers, which includes the bus driver and a monitor. Prior to boarding a bus students will be temperature checked and symptom screened. Screening questions will include:

- Have you been in close contact with a confirmed case of COVID-19?
- Are you experiencing a cough, shortness of breath or difficulty breathing, sore throat?
- Have you had a fever in the last 48 hours?
- Have you had a new loss of taste or smell?

- Have you had muscle pain or chills?
- Have you had a new headache?
- Have you had nausea, vomiting or diarrhea?

If a student has symptoms or a temperature, 100.0 degrees Fahrenheit or greater the following will occur:

- Students will not be allowed on the bus if they have a fever or answer any screening questions with a "yes".
- Monitor or student will contact a parent/guardian through a phone call or text
- Monitor will verify that the parent/guardian has been notified
- Student will be sent home by means determined in the parent/guardian contact and will be allowed to walk home after notification has been made
- If a parent/guardian was not reached successfully, the student will still be sent home. The main office will be notified upon the monitor arriving back to school and a school official will continue to try and get a hold of a parent/guardian

While on the bus the following expectations will be in place:

- Students will wear appropriate face masks while on the bus and should maintain social distance at the bus stop as well as on the bus.
- Hand sanitizer will be available as students get on the bus.
- Students will be assigned seats starting in the back of the bus according to the instructions of the monitor.
- Students need to remain in assigned seats until reaching their destination.
- Students will be dismissed from the bus according to airplane style and will be allowed in the school building to get their breakfast or head to their 1st class.
- Students will be expected to follow the procedures for riding the bus both to school and back home.
- Communication will be made to parents if students are not following the expectations for riding a bus. Privileges for riding a bus can be revoked if a student is not compliant to the rules.

Bus riders will be allowed to enter the west wing doors. If their bus arrives before 7:45 they will be asked to socially distance in the cafetorium. If additional space is needed, students will be placed in the small gym followed by the big gym. These students will have been temperature checked and symptom screened at the bus stop.

Entering the building for non-bus riders: Gym and East wing entrances only

Students who walk, ride or drive to school will not be allowed to enter the building until 7:45.

Prior to entering the building students will be temperature checked and symptom screened. Screening questions will include:

- Have you been in close contact with a confirmed case of COVID-19?
- Are you experiencing a cough, shortness of breath or difficulty breathing, sore throat?
- Have you had a fever in the last 48 hours?
- Have you had a new loss of taste or smell?
- Have you had muscle pain or chills?
- Have you had a new headache?
- Have you had nausea, vomiting or diarrhea?
- Have you had a sore throat?
- Any unusual rash?

If a student has symptoms or a temperature, 100.0 degrees Fahrenheit or greater the following will occur:

- RTHS staff will have the student step to the side and wait for the second temperature check.
- The student will be rechecked with an oral thermometer.
- If the student's fever/symptoms persists the staff will document the student's name and temperature (screening form)
- An adult will stay with the student while the student calls their parent or an RTHS staff member calls home and gets permission to drive self/walk home/pick up the student
- A form will be sent home with information/directions for parents

Return to school criteria (Per IDPH and CDC guidelines):

In order to return to school the following procedures will be put in place:

If the student/staff has a COVID-19 positive test with symptoms: (ALL three must be met)

1. At least 10 days have passed since first symptoms
2. At least 24 hours have passed with no fever, without use of fever reducing medications, and improvement of symptoms.

3. A release note from Champaign-Urbana Public Health or your doctor authorizing safe to return to school, or school related activities

If the student/staff has a COVID-19 positive test without symptoms: (Both must be met)

1. At least 10 days have passed since the date of the first positive test, and no symptoms have developed.
2. A release note from Champaign-Urbana Public Health or your doctor authorizing safe to return to school, or school related activities

If the student/staff is untested with COVID-19 symptoms: (Both must be met)

1. At least 24 hours have passed with no fever, without use of fever reducing medications, and improvement of symptoms
2. At least 10 days have passed since symptoms first appeared.

If the student/staff has exposure to COVID-19

1. 14 days have passed since the date of exposure, with no onset of symptoms.
******If the exposure was from a member of your household, an additional 14 days have passed since the positive person was released from quarantine.***

Non-COVID illness/other symptoms:

1. A doctor's note of clearance.
2. 24 hours after start of antibiotics (**i.e. strep throat, pink eye**)
3. Vomiting or diarrhea- return 24 hours after last episode with a doctor's note of clearance.

Miscellaneous considerations:

- **Water Bottles:** Students are encouraged to bring a personal water bottle to school. Refilling stations are available throughout the school. Students are discouraged from drinking directly from a water fountain.
- **Lockers:** Students will not be allowed to use hallway or PE lockers. Students will be allowed to carry backpacks. Backpacks should have the minimum school supplies necessary to participate in classes. Additional items should be left at home.
- **Passing Periods:** Students will be expected to leave from one classroom and report directly to their next class without congregating.

Building Maintenance and Cleaning Procedures:

RTHS maintenance staff will sanitize the building after students leave daily. During the school day the following will be implemented to sanitize spaces and shared objects:

- **Entering/exiting the classroom:** Upon entering the classroom, students will be asked to use hand sanitizer. Students will be given a paper towel or wipe with Q64 cleaning solution to wipe down the surfaces of the desk they will sit in. Students will be asked to repeat the process at the close of class.
- **Use of a chromebook:** When Chromebooks are issued, students will be asked to wipe down all surfaces of the Chromebook except the screen with a disinfectant wipe or a paper towel with a cleaning solution. Upon returning the Chromebook the process will be repeated.