



Regional Office of Education

Bureau, Henry & Stark Counties in Illinois

Angie Zarvell, Regional Superintendent Kathy Marshall, Assistant Regional Superintendent

INNOVATION-ADVOCACY-LEADERSHIP

Return to Learn

Regional Safe School Program

2020-2021 School Year

Revised August 26, 2020

1. In-person learning for all grade levels served in the Regional Safe School Program, remote learning upon request or due to illness.

- a. Monday – Friday (unless a holiday or teacher workshop day is on the calendar)
- b. Hours are 8:15 – 2:00 daily
- c. Five hours of instruction daily, plus time for breakfast and lunch.
- d. The coursework required by each student is determined by the home school district based on credit needs, graduation requirements, or grade level requirements.
- e. Coursework will be taught through the use of the online learning tool, Edgenuity, only.
- f. Google Classroom will also be utilized for classroom meetings and “bell ringer” start of day activities. This will help us to build capacity should the need arise for students to begin remote learning due to state or local mandates and guidelines.
- g. Each student will have a daily structured schedule for learning.
- h. Requirements to be followed by all students and staff of the program
 - i. Wear masks unless outside or eating. *
 1. Fresh masks are required to be worn from home daily. We are unable to provide masks daily for each person.
 2. Masks must fit properly covering the nose, the mouth, and cupping the chin of each individual.
 3. Refusal to wear a mask will result in a student being dismissed for the day. Students are expected to wear it as per the guidance from ISBE and IDPH. Parents will be required to pick up their student.
 4. *Students who are medically unable to wear a mask must provide documentation from a physician. Each case will be handled individually. However, a face shield will be worn by the student at all times if a mask is not possible. If a face shield is also not medically possible, a decision will be made by the Regional Safe School Program on how instruction and participation in the program will proceed.
 - ii. Parents are expected to check their student for symptom each morning prior to students getting on the bus. Parents should keep students home should a student exhibit one or more Covid-19 symptoms and follow IDPH Exclusion Guidelines.
 - iii. Social-distancing guidelines will be followed to the greatest extent possible while in and out of the classroom.
 - iv. Classroom supplies will be limited to only one person using them as much as possible. Each student will have a basket for materials under their desk. Baskets will contain pencils and pens, along with login material.

- i. Plastic or latex gloves will be permitted if added protection is wanted. However, the program cannot provide them and they are not required. The gloves will be inspected daily as part of the check-in process if they are worn into the building.

2. Cafeteria

- a. Students will receive breakfast daily as has been done in the past. Breakfast will be picked up after attendance and served in the classroom daily for those students who are interested.
- b. Lunch will be served in the cafeteria at the ExCel building. Students will eat in the cafeteria in that building, following social distance guidelines. If possible, each student will sit at their own table.
- c. Masks may be removed while eating.
- d. Students will need to be prepared to walk over daily to the cafeteria. Students will need proper clothing and shoes for the weather.
- e. Masks will be required to be worn while entering the ExCEL building and while in the food service line.
- f. Hands will be required to be washed prior to entering the cafeteria.
- g. Temperatures will be taken a 2nd time prior to going to lunch.

3. Classroom

- a. Desk seating will be configured with the maximum allowable space between students and staff as much as possible.
- b. Students do not change classes during the school day, with the exception of PE. Students will be outside for passing to their PE class.
- c. Class size will be dependent upon enrollment needs and keeping physical distance in mind when it comes to new enrollments.
- d. Students will not be allowed to borrow or share items. Students will have their own containers for pencils, pens, their cell phones, and other items needed for instruction. Textbooks will be assigned per student.

4. Devices

- a. Students will be assigned a Chromebook that will be used by them only each day.
- b. Chromebooks will be cleaned twice a day, at minimum, daily. They will be cleaned when students leave for lunch and before replacing them on the chargers daily. Cleaner will be available to them for that use. Adults will be available to assist.
- c. If remote learning is required at some point, the use of technology at home will be needed as part of instruction. The RSSP will work directly with each family and the home school district on technology needs.

- d. Students and parents are required to sign the program's Acceptable Use Policy, Authorization for Electronic Networking Access, and the RSSP- Owned Technology Policy before use of the equipment and the local network will be allowed.

5. Hallways and restroom use

- a. Because the program does not utilize multiple spaces throughout the day for instruction, the use of the hallways will only be used for restroom breaks, going to lunch/PE, and starting or completing the school day.
- b. There will be limitations placed on the number of students in the hallway at a time.
- c. Students are allowed to utilize the restroom throughout the day without limitations at this time. Should those privileges be abused, the policy will be evaluated.
- d. Restrooms are available for males and females. One student will be allowed in each, at a time. Students will be escorted into the hallway, however, the restrooms are directly across the hall from the classroom.

6. Water Fountains

- a. Water fountains will be closed to student use.
- b. Water bottles will be available for student use should they need a drink each day.

7. Learning/Communication Platforms

- a. Google Classroom tools
- b. Edgenuity online platform
- c. Remind 101 App – in order to receive weather related, school emergency, or reminder announcements, this app will need to be downloaded and used.
- d. Regional Office of Education to report absences – 309-936-7890

8. Grading and participation expectations

- a. Students will be graded in the traditional academic format of percentages and letter grades earned based on the work that is expected and completed.
- b. Students who miss school due to illness or other excused absence will be required to make up work that was missed. Remote Google Classroom information will be emailed home so that students can work remotely during that time home.
- c. Grades are impacted when work is not completed on time.

- d. Students are expected to keep up with online work adhering to the deadlines entered into each class online, unless alternate arrangements are made.
- e. Students are expected to complete assignments and assessments as assigned online. The classroom teacher and aide are available for resets of items if needed, as well as additional instruction on concepts if needed.
- f. Deadlines of course completion will be set by the RSSP and students are expected to adhere to those deadlines for completion of the course.
- g. Students must take an active role in learning daily. Sleeping in class will not be tolerated as it is a distraction to classmates.

9. Student and parent supports

- a. The classroom teacher and teacher's aide are available to students during the regular school day.
- b. The program administrator and project coordinators are available at various times throughout the school day.
- c. If a parent needs information, they can email the teacher directly at any time.
- d. A phone call to the program administrator or project coordinators is appropriate if information is needed regarding resources, problem solving, or general information. Please call the Regional Office of Education at 309-936-7890 and ask for the following:
 - i. Mrs. Kathy Marshall – Program administrator
 - ii. Mrs. Renee Osborne – Project Coordinator
 - iii. Mrs. Tera Hicks – Project Coordinator
- e. Should there be a need within a crisis situation with a student or group of students, a Social Worker and/or a School Resource Officer is available for our classroom.

10. Health, Wellness, and Safety

- a. Individuals who are sick, should stay home and not come to school. Please notify us at 309-936-7890.
- b. Individuals who have one or more Covid-19 symptoms are required to stay home and will follow IDPH guidelines.
- c. When a student is absent due to Covid-19 symptoms or the student has developed symptoms during the day and they are sent home, the student's home school district will be contacted for further guidance and details regarding a physician's appointment.
- d. Temperature checks will be done as students get on the bus or into the school van each morning based on their local home school district's policy. The home school district plan for temperature checks will be followed. It is our understanding that if a student has a temperature of at least 100.4,

they will be asked to stay home. The home school district will notify the parent/guardian, as well as our program.

- e. Temperature checks will be conducted on each individual student prior to leaving the school vehicle and entering our facility. This is for the health and safety of all people within our building. If a student is found at that time to have a temperature of 100.4, the school transportation will take the student home directly. They may not enter our building. The program will contact the parent/guardian in regards to that situation.
- f. Masks are a daily requirement from the moment students walk into the building to when they walk out.
- g. Masks must be taken home daily and washed. A fresh and clean mask is necessary for the next day.**
- h. Masks and gloves will be inspected prior to entering the building daily. Social distancing will be adhered to during that inspection time.
- i. Students will have the security check they are accustomed to at ExCel prior to entering the classroom. The scanning wand will be utilized on all students to be sure that students are not carrying anything they are not allowed to bring into the building.
- j. Cell phones will be collected in individual containers as students enter the front door. Cell phones must be turned off upon entering the building. Students will not be allowed to access those cell phones at any time during the school day. They will be locked in a cabinet in the classroom and accessible only by a key.
- k. Another temperature check will be done as students head to lunch daily. If a student is found to have a temperature of 100.4, they will be quarantined and a parent/guardian will be called to come and pick up the student. Please be aware that it is the responsibility of the parent/guardian to do so for the health and safety of all of our students and staff at the RSSP.
- l. Students and staff are required to wear a face mask that covers their mouth and nose throughout the school day unless they are outside or eating.
- m. Students and staff must avoid touching their face and masks as much as possible and will be reminded to do so.
- n. Students will be taught and reminded about proper and very frequent hand washing for a minimum of 20 seconds.
- o. All staff and students will socially distance as much as possible.
- p. Hand sanitizer will be available within the classroom and at ExCel. It will be utilized when hand washing is not available.
- q. Common spaces within the classroom and hallway will be cleaned three times a day each day.
 - i. After student attendance is completed each morning.
 - ii. After students leave to go to ExCEL for lunch.
 - iii. After students leave for the day.

- r. The common spaces to be cleaned are the door handles to the front public door, handles and panic bars entering the RSSP hallway, classroom door handles, and handles on the classroom door, or
- s. Classroom desks and chairs will be cleaned twice a day. Cleaner has been supplied by our County Emergency Management. Students will assist in that cleaning according to specific directions.
- t. Chromebook technology and textbooks will be cleaned at a minimum of twice a day with the appropriate cleaner. Students will assist in this cleaning as well.
- u. Our classroom will have a special emphasis on mental health and social emotional well-being and growth.
- v. Signage and markings will be placed strategically throughout the classroom and in common spaces to the program to serve as reminders for handwashing, social distancing, and wearing masks.
- w. Students who refuse to wear their mask will be redirected to do so. They will receive only one reminder before points are not given for that class period. If there is further refusal by the student, an administrator or project coordinator may become involved and disciplinary action may be taken. It is everyone's obligation to keep each other safe and healthy by wearing a mask. It is not a choice.
- x. Students who are sick or show Covid-19 symptoms as we know them will be quarantined until they can be picked up from school.
- y. Students who go home due to Covid-19 symptoms will follow the protocols outlined by their doctor, the local Health Department, and IDPH guidelines. These guidelines may include quarantine at home for a period of 10-14 days. The home school district may also be notified only if close contacts or household contacts need to be sent home or quarantined as well. Student privacy is a concern, but guidance from the local health department will be given on how we proceed with this matter. Contact tracing through local health department may follow.
- z. We ask that if a student wakes up with symptoms or has a fever, please do not come to school that day.

Future Plans

Remote learning/E-Learning – should we have the need to move into a remote learning or E-Learning situation, further specific details will be provided. At this time, we are not utilizing the remote learning format. This portion is simply for your information for the future, should it be needed.

- a. Each student will continue to follow their daily structured schedule for coursework, but will be completed online.
- b. Daily participation is expected during the regular school hours of 8:15-2:15.

- c. Instruction and coursework will be done in Google Classroom and/or Edgenuity daily. The only exception to that would be if a student was ill and could not log on daily.
- d. Lessons conducted online will either be “live” instruction or recorded instruction used in the Google Classroom application.
- e. Google classroom is an application that can be downloaded onto a phone or it can be accessed online on a computer or tablet system.
- f. Edgenuity is only available online. It is not compatible on a tablet’s operating system. While it can be accessed on a cell-phone online, it is not recommended and is difficult to use in that format.
- g. Grades will be continued to be earned and documented by the classroom teacher. Grades will impact successful completion of the course as well as credits earned in high school.
- h. Attendance will be taken daily online.
- i. Daily structured online interaction with the teacher and teacher’s aid will be scheduled in a remote meeting fashion. There will be firm expectations on participation in those remote classroom meetings.
- j. New curriculum content will continue to be learned through the remote/E-learning time.