

CUSD #7 Blended Learning Plan

5 Days Per Week Attendance

Revised 1/19/21

**This plan is a working document that currently serves only as a proposal to CUSD #7 School Board, Union Leadership and all other stakeholders. The plan was created by a re-opening committee (Administration, union representatives, school nurses, transportation director, maintenance supervisor, SMASE supervisor and MCHD) who followed ISBE guidelines for re-opening school in August.

WEEKLY SCHEDULE

- **Monday:** In person and remote instruction until 1 p.m. (MS/HS) and 2 p.m. (BenGil)/building and bus sanitation
- **Tuesday:** In person and remote instruction until 1 p.m. (MS/HS) and 2 p.m. (BenGil)/building and bus sanitation
- **Wednesday:** In person and remote instruction until 1 p.m. (MS/HS) and 2 p.m. (BenGil)/building and bus sanitation
- **Thursday:** In person and remote instruction until 1 p.m. (MS/HS) and 2 p.m. (BenGil)/building and bus sanitation
- **Friday:** In person and remote instruction until 1 p.m. (MS/HS) and 2 p.m. (BenGil) /DEEP building and bus sanitation
- ****Additional support** until 3:15 (MS/HS) and until 3:20 (BenGil).

OPTIONS FOR PARENTS

1. Attend School per the District Plan Described Below
2. Remote Learning from Home (can only be re-evaluated at the end of each quarter)
3. Home School

Illinois State Board of Education Requirements (ISE 6.23.20 pg. 10) All public and nonpublic school in Illinois serving prekindergarten through 12th grade students MUST follow these guidelines: These requirements are subject to change pursuant to updated public health guidance.

- *Require use of appropriate personal protective equipment (PPE), including face coverings – IF no mask then student can't ride the bus.*
- *No more than 50 individuals in one space to the greatest extent possible.*
- *Require social distancing be observed, as much as possible*
- *Require that schools conduct temperature checks before entering the building*
- *If a student has a fever of 100.4 or higher, **will not be allowed in the building**, they will be sent to the nurse's office and a parent will be contacted.*

Students who do not wear a face covering and/or do not follow the Illinois State Board of Education Requirements at school will be sent home and will remote learn to follow the district's remote learning plan.

SCHEDULE

BenGil

7:45 a.m. Teacher work day begins
8:15 a.m. Doors open
8:30 a.m. Classes begin
11:15-11:45 a.m. RL meal pickup
1:45-2:00 p.m. Students dismissed
2:15-3:20 pm. Prepare/provide instruction
3:20 p.m. Teacher work day ends

BenGil Paraprofessionals

7:30 board buses at GMS/GHS Bus Drop Off
Paras dropped off @ 8:15 with students
Work day ends @ 2:30

BenGil Cafeteria Workers

Jackie: 7:45-1:45
Alicia: 7:45-1:45
Betty: 8:15-2:15
Amanda M: 10:30-12:00

Bengil Secretaries

7:30-3:30

Bengil Custodians

Jerry 6:00-2:00
Mike 7:30-11:30
Barb: 12:45-8:45
Jason: 12:45-8:45

Nurses:

Whitney: 7:30-3:15
Donna: 7:45-3:30

GMS/GHS

7:30 a.m. Teacher work day begins
7:30 a.m. Doors open
7:45 a.m. Classes begin
11:15-11:45 a.m. RL meal pickup
1:00 p.m. Students dismissed
1:00-1:40 p.m. Teacher lunch
1:40-3:15 Prepare/provide instruction
3:15 p.m. Teacher work day ends

GMS/GHS Paraprofessionals

6:30 a.m. Board buses at bus garage (park in lot)
Paras dropped off @ 7:30 with students
Work day ends @ 1:30

GMS/GHS Cafeteria Workers

Janice: 7:00-1:00
Lisa: 7:00-1:00
Penny: 7:30-1:30
Amanda M.: 12:00-1:30

GMS/GHS Secretaries

7:00-3:00

GMS/GHS Custodians

Ray: 6:00-2:00
Mike: 11:30-3:30
Neil: 6:00-2:00
Jimmy/Herman: 12:45-8:45
Matt: 12:45-8:45

Gillespie Middle School 5 Day In-Person Schedule

Students enter building 7:30-7:45

1st Period 7:45-8:35

2nd Period 8:38-9:28

3rd Period 9:31-10:21

4th Period 10:24-11:14

5th Period 11:17-12:07

6th Period 12:10-1:00

Dismissal 1:00 PM =students are given breakfast & lunch to take home

Teacher Lunch 1:00-1:40

Planning/Providing instruction 1:40-3:15

Gillespie High School Daily Schedule for 5 Day In-Person Instruction

- 1st Period 7:45-8:28
- 2nd Period 8:31-9:14
- 3rd Period 9:17-9:59
- 4th Period 10:02-10:44
- 5th Period 10:47-11:29
- 6th Period 11:32-12:15
- 7th Period 12:18-1:00

- 1:00 PM Dismissal – students will be given breakfast and lunch to take home
- 1:40 – 3:15 PM – Teacher plan/provide instruction

BUS TRANSPORTATION

Illinois State Board of Education Requirements (ISE 6.23.20 pg. 10) All public and nonpublic school in Illinois serving prekindergarten through 12th grade students MUST follow these guidelines: These requirements are subject to change pursuant to updated public health guidance.

- *Require use of appropriate personal protective equipment (PPE), including face coverings – If no mask then student can't ride the bus.*
- *No more than 50 individuals in one space to the greatest extent possible.*
- *Require social distancing be observed, as much as possible*
- *Require that schools conduct temperature checks before entering the building*
- *If a student has a fever of 100.4 or higher, he/she will not be allowed to board the bus.*

****It is imperative that all contact/emergency information is continuously updated through building offices so that student information in Skyward is current.**

Two separate routes will be provided for each school: one for Ben-Gil Elementary and one for GMS/GHS.

Parents will be **encouraged to provide their own transportation** to/from school.

Bus riders will be required to have a parent/guardian at the bus stop should the student not be allowed to ride the bus.

All six buses will have an aide. The aide will take student temperatures before boarding the bus. If the temperature warrants staying at home, that student will be sent home with parent/guardian

from bus stop. If no one is available at the bus stop, reinforcement from school (Officer Stinnett, Administration, Gary Niehaus) will be contacted to supervise student until returned home.

The bus aide will document any student data that is reported as having a temperature of 100.4 or higher.

SMASE Schools will be responsible for transporting their “home” students.

Drop off procedures: All bus riders will be dropped off in the bus lane (separate from all other students).

Dismissal: All bus riders will be dismissed to load buses on a staggered schedule.

ENTRY PROCEDURES FOR NON-BUS RIDERS

Illinois State Board of Education Requirements (ISE 6.23.20 pg. 10) All public and nonpublic school in Illinois serving prekindergarten through 12th grade students MUST follow these guidelines:

- *Require use of appropriate personal protective equipment (PPE), including face coverings – If no mask then student can’t ride the bus.*
- *No more than 50 individuals in one space to the greatest extent possible.*
- *Require social distancing be observed, as much as possible*
- *Require that schools conduct temperature checks before entering the building*
- *If a student has a fever of 100.4 or higher, they will be sent to the nurse’s office and a parent will be contacted.*

BUILDING ENTRY POINTS

**All students will have temperatures taken upon entering the school building. If a temperature is 100.4 or higher, safety protocols will be followed by school personnel and the school nurse will follow appropriate safety/health protocol. Student data will be documented.*

STUDENT CHECKLIST

Name: _____

Date: _____

Students/Parents are expected to self-certify (using this checklist) each morning before students are sent to school.

- If a student answers YES to any of the questions below, the student should STAY HOME and the office should be contacted
- If a student starts feeling sick while at school or experiencing the symptoms listed below, the student will be assessed by the school nurse and sent home student will be assessed by the school nurse and sent home

Question	Yes	No
Do you have a temperature over 100.4 F?	<input type="checkbox"/>	<input type="checkbox"/>
Are you taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce your fever?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had close contact or cared for someone with COVID-19 within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Is anyone in your household currently exhibiting COVID-19 symptoms or awaiting COVID test results?	<input type="checkbox"/>	<input type="checkbox"/>
Have you returned from travel outside the United States or on cruise ship or river boat within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Are you experiencing any of the following symptoms?		
· Headache, chills and muscle aches	<input type="checkbox"/>	<input type="checkbox"/>
· Cough and Shortness of breath (not activity related)	<input type="checkbox"/>	<input type="checkbox"/>
· Sore throat, runny nose, and congestion	<input type="checkbox"/>	<input type="checkbox"/>
· New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
· Nausea, vomiting, and/or diarrhea	<input type="checkbox"/>	<input type="checkbox"/>

Pre-

Kindergarten – Entry at Pre-K doors. Parents will drop students off prior to entering the building.

Kindergarten – 5th grade – North Entry Doors

GMS – East Entry Doors

GHS – North Entry Doors

- Signage will be provided in each building to promote 6-foot social distancing, one-way walking routes, labels for entrance and exit doors.
- Once student is allowed in the building, he/she will report to the 1st period classroom. Pre-packaged breakfast will be provided for every student when the student is dismissed the day before.
- At BenGil, teachers will travel from classroom to classroom. Students will remain with the same small group of students throughout the instructional day.
- At GMS students will remain with the same small group of students throughout the instructional day. Students will switch classes using a staggered schedule, so social distancing is implemented in the hallway.
- Lunches will be served in the classrooms for BenGil students.
- GMS and GHS students will be provided to-go breakfasts and lunches
- Lockers will not be used at any point throughout the day at GMS/GHS.
- Students will carry personal instructional belongings.

HEALTH AND SAFETY PROTOCOL (see Exclusion Chart – source ISBE IDPH guidance document)

- Process for CUSD #7 Covid 19 Guidance:
 - Self-Certification
 - “Can I Send My Child to School” flyer (district website)
 - Skyward App
 - IDPH Exclusion Chart (district website)
 - Symptom Check List in Blended Learning Plan (district website)
 - Bus Riders: Self-Certification at home then temp check at bus
 - Parent/Guardian recommended to be at bus stop
 - Hand sanitizer will be used upon entry of bus.
 - If the bus rider doesn’t pass temp check, the student/siblings will be sent home. **If there is no parent/guardian present in this situation, a building administrator will be contacted to pick up the student at the bus stop and take them to their residence.
 - Assigned Seating
 - People of the same household will sit together
 - Seating will be determined based on pick up and drop off locations
 - Buses will be sanitized/cleaned daily
 - Walkers/Car Riders: Self-Certification at home then temp check at school
 - Students are expected to arrive at times when doors open, NOT BEFORE:
 - BenGil 8:15 a.m.
 - GMS/GHS 7:30 a.m.

- Students will have temperature checks by a hand-held thermometer or a kiosk at the entrance door. Once student has passed temperature check, may have his/her hand stamped.
- If student does not pass temperature check, parent/guardian will be asked to return the student/siblings safely home. If there is no parent/guardian present, student(s) will be escorted to the nurse's office for isolation until a parent/guardian can return.
- Hand sanitizer will be used upon entry of school building.
- What happens when a student comes down with symptoms during the school day?
 - Teacher communicates with the office
 - Office contacts building nurse
 - Student is escorted to nurse's office by office personnel
 - Student will bring all personal belongings to nurse's office
 - Nurse will evaluate student and arrange for pick up if needed.
 - Nurse will contact other district buildings for sibling departure.
- What happens when my symptomatic student gets sent home?
 - Parent/Guardian is provided with "Symptomatic Exclusion Notice" with guidelines on when/how to return.
- If someone has previously tested COVID-19 positive, do they need to be sent home if ill or do they need to be quarantined if named as close contact?
 - Individuals who tested COVID-19 positive within the past 3 months by PCR or Antigen test should not have a suspicion of COVID-19 reinfection, and therefore, do not need to be excluded, isolated or quarantined for a period of 3 months prior to onset date or specimen collection date is asymptomatic

BenGil: Nurse's Office will remain in the current location.

GMS/GHS: The Nurse's Office provides sufficient social distancing space and proper ventilation.

- Nurses will wear appropriate PPE when working with individuals with illness symptoms.
- Train staff and students for understanding and to keep health and safety protocols in place.

See IDPH Exclusion Chart by visiting this link: <https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf>

PHYSICALS

Required Physicals

Due to effects of the recent physical distancing and shelter in place mandates, the District understands that going to the Doctor office for Well Visits and Physicals have been a challenging task. However, the mandated date set forth by the State of Illinois is that physicals and updated immunization records be submitted to the school district no later than September 1st. CUSD 7 encourages you to obtain these requirements as soon as possible and submit the updated medical information to your student's school. If you have questions or concerns, please contact your student's

school nurse. Clerical staff and nurses will be keeping track of families who are not in compliance as the standard operating procedure.

SAFETY EDUCATION FOR STUDENTS

Students will be receiving grade level appropriate education and guidance for proper physical distancing, the use of PPE and proper hand hygiene during the first two (2) weeks of school and reinforced throughout the year. Each school will develop a plan for providing our students with building specific safety measures to follow and why these measures are important.

STAFF CHECKLIST

Instructions:

- You are required to complete this checklist each day before reporting to work.
- If you answer YES to any of the questions below, STAY HOME and immediately contact your supervisor.
- If you answer NO to the questions below, you must turn this completed checklist in to your supervisor upon reporting to work.
- If you start feeling sick while at work or experiencing the symptoms listed below, report your symptoms to your supervisor/school nurse immediately.

Name: _____ **Date:** _____

Question	Yes	No
Do you have a temperature over 100.4 F?	<input type="checkbox"/>	<input type="checkbox"/>
Are you taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce your fever?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had close contact or cared for someone with COVID-19 within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Is anyone in your household currently exhibiting COVID-19 symptoms or awaiting COVID test results?	<input type="checkbox"/>	<input type="checkbox"/>
Have you returned from travel outside the United States or on cruise ship or river boat within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Are you experiencing any of the following symptoms?		

· Severe headache, chills and muscle aches (flu like)	<input type="checkbox"/>	<input type="checkbox"/>
· Severe cough and shortness of breath (not activity related)	<input type="checkbox"/>	<input type="checkbox"/>
· Sore throat, severe runny nose, and congestion	<input type="checkbox"/>	<input type="checkbox"/>
· New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
· Nausea, vomiting, and/or diarrhea	<input type="checkbox"/>	<input type="checkbox"/>

VISITORS

Visitors must be restricted to authorized personnel only. Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening which includes a temperature check. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have access to the building in general as to maintain physical distancing and student bubbling. This will be in addition to the normal sign in procedures.

COVID – 19 Visitor Checklist

Every visitor must be screened according to this checklist prior to entering school property.

Visitor Name: _____

Visitor Company: _____

Date: _____ Time: _____

Phone Number: _____

Question	Yes	No
Do you have a temperature over 100.4 F?	<input type="checkbox"/>	<input type="checkbox"/>
Are you taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce your fever?	<input type="checkbox"/>	<input type="checkbox"/>

Have you had close contact or cared for someone with COVID-19 within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Is anyone in your household currently exhibiting COVID-19 symptoms or awaiting COVID test results?	<input type="checkbox"/>	<input type="checkbox"/>
Have you returned from travel outside the United States or on cruise ship or river boat within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Are you experiencing any of the following symptoms?		
· Headache, chills and muscle aches	<input type="checkbox"/>	<input type="checkbox"/>
· Cough and Shortness of breath (not activity related)	<input type="checkbox"/>	<input type="checkbox"/>
· Sore throat, runny nose, and congestion	<input type="checkbox"/>	<input type="checkbox"/>
· New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
· Nausea, vomiting, and/or diarrhea	<input type="checkbox"/>	<input type="checkbox"/>

- If the visitor replied YES to any of the questions above, do not permit the visitor to enter school property.
- Upon entry to school property instruct the visitor to:
 - Wash their hands or use alcohol-based hand sanitizer.
 - Wear a cloth face covering at all times.
 - Observe social distancing by avoiding close contact with other individuals.

GENERAL CLASSROOM GUIDANCE

- Seating will be arranged to practice social distancing to the greatest extent possible
- Elementary and middle school students will remain with the same classroom group throughout the day.
- Restroom and hand washing breaks will be monitored and supervised by faculty and staff
- Recess will be coordinated to minimize student mixing
- Hand sanitizing must occur whenever anyone enters and exits the classroom
- School supplies must not be shared between students or staff
- Classrooms will be cleaned daily

CAFETERIA GUIDANCE

**All PK-12 students will be eligible for free breakfast and lunches at this time.

- BenGil Elementary lunch will be served in classrooms. Breakfasts (for the following morning) will be sent home upon student dismissal.
- GMS/GHS breakfasts (for the following morning) and lunches (for the current day) will be provided to-go with students when dismissed.
- When a student chooses remote learning, there will be an option to opt into picking up meals. Remote learners can pick up meals at their respective buildings from 11:15 a.m. – 11:45 a.m. each day. The meal will include a lunch and breakfast for the next day.

INSTRUCTION

The impact of lost instructional time and social emotional development on children should be anticipated and our schools will need to be prepared to adjust curriculum and instructional practices accordingly without the expectation that all lost academic progress can be caught up. Plans to make up for lost academic progress due to school closures and distress associated with the pandemic should be balanced by a recognition of the likely continued distress of educators and students that will persist as our schools re-open to full capacity with CDC and IDPH guidelines for physical distancing in place to help prevent the spread of COVID 19. If the academic expectations are unrealistic, school will likely become a source of further distress for students (and educators) at a time when they need additional support. It is also critical to maintain a balanced curriculum with continued physical education, fine arts, extracurricular activities, and other learning experiences rather than an exclusive emphasis on core subject areas.

The Gillespie School District Return to Learn Plan will outline academic, social, and emotional supports that will be implemented to their fullest ability as a means to get students back on track and support their continued academic and social growth.

Each student will have had a unique remote learning experience. Students will enter the 2020-21 school year with various levels of mastery from prior coursework. For this reason, it is recommended that students are assessed in each content area to inform teachers of current student achievement and needs. It is recommended that the reintegration assessments are teacher-developed “quick checks” to help inform vertical articulation and help teachers identify focus areas in specific standards for individual students. The recommendation to assess is not meant to replace existing screening or placement

assessments that are currently being administered at the district/school level. Teachers should also identify the standards that were not covered during remote learning.

When making determinations to fill in learning gaps consider the following questions:

Quality over Quantity

- Which standards were missed or partially covered?
- What are the essential standards at the current grade level?
- What are the skills required to master the missed or partially covered standards?
- Will the standard stand alone in instruction or can it be layered in the current grade-level standard?

Classroom instruction in CUSD #7 will emphasize quality over quantity, be data-driven and based on the student's individual needs and abilities. Teachers will use instructional strategies to differentiate and address student's needs through small group instruction and course placements. Technology integration will be consistent in every classroom to provide resources to meet those needs.

Special Education- Students who receive special education services will continue to receive those services as outlined and agreed upon in their most recent annual reviews. Additionally, they will continue to be benchmarked and progress monitored frequently in Reading and Math using NWEA MAP, teacher created assessments, and other formative assessments as determined by their IEP Goals and Objectives. Parents may request IEP Meetings at any point to discuss their child's progress and any concerns they may have in order to collaborate with the multidisciplinary team of educators who work with their child.

SOCIAL/EMOTIONAL NEEDS

Social-emotional learning, such as self-understanding and self-regulation, are skills that allow students to be able to learn and access academic content. CUSD 7 will:

- Develop family-appropriate social and emotional learning (SEL) content to be used during continuous remote learning
- Identify and deliver responsive SEL supports, including mental health check-ins, planning and goal setting, opportunities for self-reflection, and social interactions.

SCHEDULE

- In addition to all normal academic coursework, BenGil students will continue to have specialty classes (music, computers, PE).
- GMS students will stay in groups throughout the day and move from class to class following a staggered schedule to allow for social distancing. Students will continue to have PE, study hall, modified choir and band. GMS students will have all classes throughout the day, with the exception of encore classes.
- GHS students will travel from one room to the next. GHS students will follow a block schedule with 1st through 4th periods as "A" Days and 1st, 5th through 7th periods as "B" Days.

- ****Physical Education** classes will not use locker rooms. However, students will need to wear appropriate shoes.
- GMS/GHS will offer a snack time for students during the school day. Students can only bring a **pre-packaged** snack size snack (ex: granola bar, crackers. Snacks may NOT be shared between students and must remain in the student's bookbag until the designated snack time.
 - GMS Snack = 4th Period
 - GHS Snack = Designated times in the schedule

GRADING (ISBE – 6.23.20 – pg. 4)

Gillespie CUSD #7 will use a traditional grading system to measure student learning during in-person learning and remote learning. Student will be held accountable. Students can and will fail a class and/or grade if their grades do not meet state requirements to pass.

STUDENT ATTENDANCE (ISBE – 6.23.20 – pg. 17-18)

- Daily attendance will be taken. The district is discontinuing any practice or rewards that encourage perfect attendance or would discourage individuals from staying at home if ill.
- District will continue to follow all Truancy policies.
- Remote Learners:
 - BenGil – Monday through Friday parents/guardians or students will check in with homeroom teacher **by 8:45 AM**
 - GMS/GHS – Monday through Friday students will check in with homeroom/1st hour teachers as soon as possible but **no later than 7:45 AM daily**. Remote **students must attend all virtual classes** in order to be considered “present.”

WATER BOTTLES (ISBE – 6.23.20- pg. 17-18)

All water fountains are now bottle filling stations. Students should supply their own bottles of water each day. Water bottles should be taken home and washed daily. **Water** is the only beverage allowed in water bottles.

MEDICATIONS

Students are expected to take medications at home if possible. Visits to the nurse's office will be limited.

EXTRA-CURRICULARS

“Extracurricular activities must follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of PPE, limiting the number of individuals in one space to 10 individuals during Phase 3 and to 50 or fewer in Phase 4, and cleaning and disinfecting to prevent the spread of COVID-19.” Remote learners may participate in extra-curricular activities.

BACK TO SCHOOL EVENTS

CUSD #7 parent programs such as Open Houses, parent-teacher conferences, student orientations, athletic pre-season meetings, etc...will be held virtually when possible.

CUSD #7 registration will occur on-site by following ISBE guidelines. All registration paperwork will be made available on the district website, at Gillespie and Benld Public Libraries and United Community Bank, and/or will be mailed home to families without online access. Paperwork will be completed prior to entering the building to register students.

Students will be full-time remote learners when:

- **Medical documentation is provided to school**
- **Family chooses remote learning vs in-person instruction**
- **Student does not follow district safety/health guidelines**

GUIDELINES FOR REMOTE LEARNERS DURING IN-PERSON INSTRUCTION

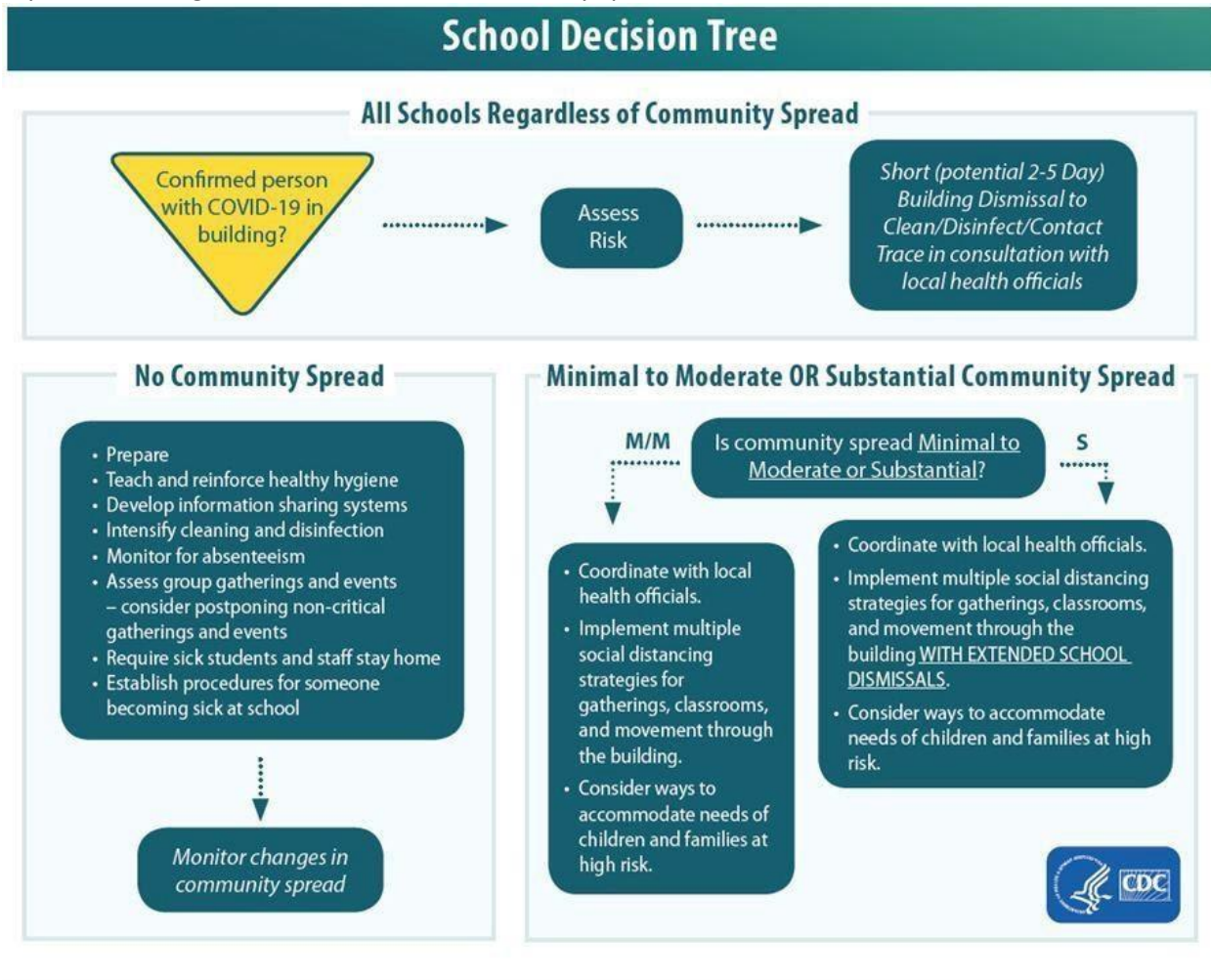
Any student involved in Remote Learning vs. In-person instruction, will continue remote learning for a minimum of 1 academic quarter at a time.

- These students will be placed on their teacher of record's roster as they would during a traditional school year.
- ***Remote learners will be expected to remotely attend all scheduled classes.***
- They must follow the remote learning expectations set by the district/state to be counted as present and earn grades.
- Teachers may require cameras to be on and the student to be visible unless some accommodation has been made for the student through the counselor, special education teacher and/or with administrative approval (e.g. camera may be **off** when teacher is speaking but **on** in breakout rooms, for tests, etc)." If the student has sufficient reason for having the camera **off** in a class setting, the teacher will make effort to work with the student individually. If the student does not participate in the class (camera off and/or does not communicate in the chat room), the student is subject to be marked "absent".
- If a family would like to transition their child(ren) back to in person instruction they must put that request in writing to the building principal of the school their child(ren) attends prior to the end of the grading period in which they have committed to remote learning.
- Teachers may communicate with remote learners during available plan times during a normal attendance day via email, Microsoft Teams, Remind App or phone call.
- Parents/guardians of BENGIL remote learners will be responsible for communicating their student's daily participation **BY 9 AM**. This may be done via phone call to the school office or email to their school secretary.

- MS/HS remote students will be responsible for contacting their 1st hour teacher or school office **by 7:45 a.m. and must attend all virtual classes.**
- When a student chooses remote learning, there will be an option to opt into picking up meals. Remote learners can pick up meals at their respective buildings from 11:15 a.m. – 11:45 a.m. each day. The meal will include a lunch and breakfast for the next day.

SCHOOL CLOSURE PLAN

Gillespie CUSD #7 must be prepared for a short-term closure, regardless of community spread, **if an infected person has been in a school building.** If this happens, the CDC recommends the following procedures regardless of the level of community spread.



Coordinate with local health officials

Once learning of a COVID-19 case in someone who has been in a school, Gillespie CUSD #7 will immediately notify the Macoupin County Public Health Department, and the two entities will collaborate to determine appropriate next steps related to the staff, students, school and programs.

School Dismissal in Case of Outbreak

The school, grade level or classroom may be dismissed from 2 to 5 days. This initial short-term dismissal allows time for Gillespie CUSD #7 and the local health officials to gain a better understanding of the COVID-19 situation impacting the school. Local health officials will help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Schools are not expected to make decisions about dismissal or canceling events on their own.
- Gillespie CUSD #7 along with the Macoupin County Health Department recommendations for the scope (e.g., a single school, multiple schools, or the full district) 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 (e.g., assemblies, spirit nights, field trips, and sporting events) will be cancelled.
- During any school dismissal staff, students, and their families are discouraged from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.
- During any school dismissal, remote learning will continue for all students M-F as scheduled.
- Meal distribution may be offered for families affected by the school closure and specific information will be provided if and when the time arises.

School dismissal in case of emergency/inclement weather

If school is cancelled due to an emergency or inclement weather a Remote/E-Learning Day will be utilized. Meals will not be delivered on these days but may be picked up from the student's school building between the hours of Noon and 1 P.M.

Communication Plan

Gillespie CUSD #7 will coordinate with the Macoupin County Public Health Department to communicate dismissal decisions and the possible COVID-19 exposure.

- Communication to families and staff will align with the communication methods already in use (Skylert, District website, social media, etc.) In such a circumstance, Gillespie CUSD #7 will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. Families will be notified of the planned duration of the closure and the anticipated return to In-Person Learning

Cleaning and Disinfection

Custodial and maintenance staff will follow the established cleaning procedures for building cleaning and disinfection.

- Closed off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

- If surfaces are dirty, they must be cleaned using a detergent or soap and water prior to disinfection.

Extending the school dismissal

Temporarily dismissing PK-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities. The need to extend school closures will be made in collaboration with the Macoupin County Health Department.

- School dismissals and event cancellations may be extended if advised by Macoupin County Health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- During school dismissals (after cleaning and disinfection), Gillespie CUSD #7 may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff must be allowed in the school will be made in collaboration with the Macoupin County Health Department.
- Administrators must seek guidance from local health officials to determine when students and staff will return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 must follow instructions from local health officials to determine when to return to school.
- If full remote learning is necessary for any extended amount of time, see Gillespie CUSD 7 Remote Learning Plan

Responsibilities	
District Responsibilities	<ul style="list-style-type: none"> • Develop thoughtful, accessible remote learning plans using stakeholder input, when possible. • Support schools in planning and implementing remote learning plans. • Help schools identify needed resources in the community (academic, health, social, emotional).
School Responsibilities	<ul style="list-style-type: none"> • Implement remote learning plans for full time remote learners • Communicate regularly with all stakeholders. • Support teachers in planning and implementing remote learning plans. • Help families find needed resources in the community (academic, health, social).

<p style="text-align: center;">Teacher Responsibilities</p>	<ul style="list-style-type: none"> • Plan and provide instruction for in-person learners • Make remote learning activities available per district plan • Be available at scheduled times to answer student/caregiver questions for remote learners • Communicate regularly with students. • Document two-way communication with students • Provide a range of meaningful learning opportunities that meet the needs of all learners. • Provide timely and regular feedback to students on progress related to learning activities. • While grading, provide at least one opportunity for students to redo, makeup or try again to complete work (with effective feedback given by teacher). • Uphold your duties as a mandated reporter, even when teaching remotely.
<p style="text-align: center;">Non-Certified Staff Responsibilities</p>	<ul style="list-style-type: none"> • Conduct wellness checks when possible on teacher-identified groups of disengaged students • Assist in delivery of instructional materials, digital devices, etc. to transportation-less students and families • Form support groups to encourage social interactions for students struggling with the change in learning environment • Provide academic support to students as needed • Assist classroom teachers with relevant educational duties (attendance, organization, small/large group instruction, etc.) • Participate in virtual/remote classrooms to better assist students during class times or online availability • Collaborate with classroom teacher(s) on content and delivery • Assist with cataloging library books for online inter-library loans • Assist office personnel • Assist with meal distribution
<p style="text-align: center;">Student Responsibilities</p>	<ul style="list-style-type: none"> • Check in with homeroom/1st period teachers daily • Attend all classes • Review assigned work. • Complete your assigned work by the due date. • Ask clarifying questions when you need help or don't understand • Be respectful to yourself, teachers and peers. • Maintain a healthy, structured daily schedule • Communicate with teachers only during contractual hours
<p style="text-align: center;">Parent/Caregiver/ Family Responsibilities</p>	<ul style="list-style-type: none"> • Contact office regarding student absences • Review work assigned to the student. • Reserve a space for students to complete remote learning work. • Encourage students to get enough sleep. • Set sensible time limits for technology use. • Talk to students about their work every day. • Help students establish and follow regular daily routines • Communicate with teachers only during contractual hours.

