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Updated April 2021

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2020-2021

Return-to-School Plan

Student Learning:
(In-Person or Continued Full Remote)



Country Club Hills School District 160
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Country Club Hills School District 160 Return-to-School Plan 2020-2021

Plan for Student Learning

At the start of the 2020-21 school year, the decision to open with full remote learning for all Pre-kindergarten through 8th-grade students was made with the health and safety of all staff and students in mind. As stated in our August 2020 Return-to-School Plan, we would like to transition back to in-person instruction as soon as public health conditions allow us to do so. We believe that time could be in the 4th quarter of this year if the COVID-19 numbers in our communities support that it is safe to do so.

Parents will be given the option to have their children either continue full remote learning or attend in-person instruction for the rest of the school year beginning Monday, April 26th. Parents will be expected to commit to their selected learning option for their child(ren) the remainder of this academic year. Parent selection surveys are due on or before, Monday, April 26th. The Learning Path survey may be accessed through the parent portal or via the district website. Parents who do not respond to the learning path option will automatically be slated to remain in remote learning. Once again, this revised plan was developed with great consideration for the health and safety of all.

Optional Pathways for Learning:

Option 1: Continued Remote Learning



- Students would continue to receive instruction daily at home remotely
- Instruction schedule would remain the same Monday – Friday
- All remote learning guidelines and expectations will remain the same

Option 2: In-Person Learning



- Students attend school daily for in-person instruction Monday-Thursday
- Friday students would attend remote to allow for a deep cleaning day across the district
- All health and wellness procedures must be followed as outlined in this plan
- All students must be in medical compliance with current physicals and immunizations

21st Century Instruction & Learning

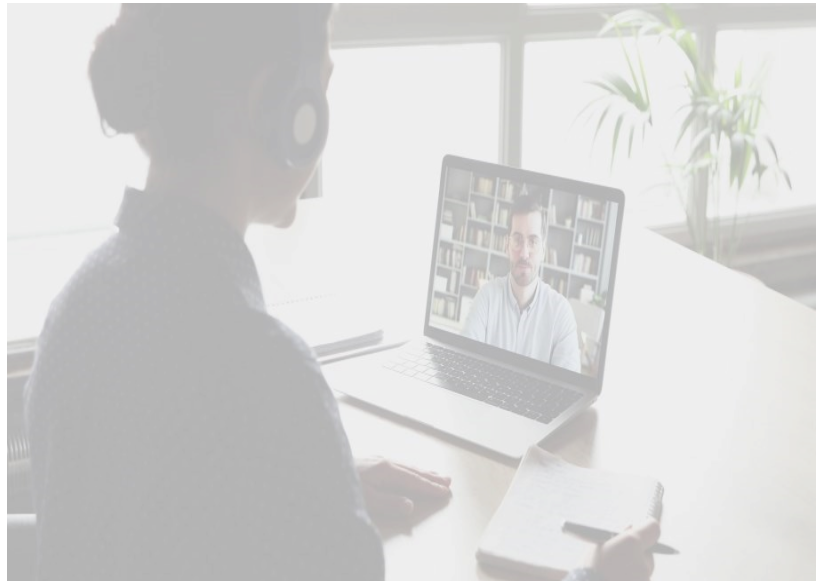
All PreK-8 classroom in-person and remote learning curriculums will be aligned to either the State Common Core Standards, Next Generation Science Standards or Illinois Learning Standards. Illinois Early Learning and Development Standards will be in place for Pre-kindergarten. We will continue to use ongoing student performance data to provide support required to ensure continuous growth and development.

Under both learning pathways (in-person and remote learning), students will have the same contact hours per day with their teachers. Students will have a blend of daily synchronous and asynchronous instruction. Synchronous instruction is where students receive real-time, direct instruction and interaction with the teacher. Asynchronous instruction provides students time to work on assignments independently and during flexible times.

Teachers will continue to engage students using the Google Classroom platform. That will include, but will not be limited to, live chats/lectures/instruction, breakout rooms, small group work and video conferencing. Students will have face-to-face engagement with an Illinois State licensed and trained teacher/professional. All students will be expected to participate just as they would in an in-person school classroom. Along with the core subjects (English language arts, mathematics, science and social studies), students will continue to be engaged in their school building and grade-level special courses including art, physical education (P.E./Gym), music, drama, computers, health, journalism, band and strings.

The daily attendance schedule will be Monday through Friday 8:00 a.m.-2:30 p.m. with a daily lunch and break period across the District. Daily attendance will be taken by teachers. In middle school, attendance will be taken during each period. In addition to taking attendance, teachers will monitor each student's participation. When students are not engaged, teachers will document all attempts made to contact parents. Five consecutive missed days will lead to written notification of lack of engagement. Students can expect to receive grades aligned to our traditional District grading policy. Teachers will measure student proficiency on State standards. Students will be given multiple opportunities to demonstrate mastery. Additionally, we will place greater emphasis on providing students with timely feedback, assessing student progress and learning, and communicating this to students and parents or caregivers.

Students who are enrolled in after school tutoring, will have the opportunity to continue with after school tutoring.



In recent years we have been able to offer the students of CCH 160 some awesome extra-curricular and extended-day programs.

To continue to engage students in extra academic supports, clubs, and programs, we will offer the following Remote After-school activities: This year we will continue with:

- NJHS (National Junior Honor Society)
- Band

To promote ongoing growth and progress, CCH 160 will focus our efforts on how to continue serving students with IEPs and 504s in all possible learning platforms, including in-person, and remote learning. We remain committed to ensuring that students who require special education support receive the services they need to be successful. All compliance timelines remain in effect and IEP and 504 teams will continue to meet to determine services to address students' needs. Related services will be provided via HIPPA and FERPA



approved teletherapy options. Parents should contact our Director of Student Services to answer specific questions regarding services for their child(ren).

In Country Club Hills, the Teaching and Learning Team has worked hard to address the needs of our Multilingual Learners. We recognize these students come from a broad range of cultural and linguistic backgrounds and have varying levels of proficiency in English and in their home language. We intend to follow the Illinois State Board of Education Fall 2020 Learning Recommendations “to build on families’ cultural and linguistic strengths and resources by providing students with authentic language activities that allow them to participate and access material in both English and their home language during this time of flexible learning.”

Finally, to ensure all students have access to high quality, grade-level appropriate work, our Administrators will continue the practice of monitoring instruction daily beginning with weekly lesson planning. The expectation is that all students engage in grade-level, or above, work with support to reach the level of rigor that is appropriate for them. Guided Instruction/Gradual Release/Small Group instructional strategies will continue to be implemented throughout District classrooms.

Health & Wellness Procedures

Country Club Hills 160 takes the health and safety of our staff and students very seriously. This plan was developed with careful thought to minimize the risk of COVID-19 transmission during in-person learning. Furthermore, it was developed following the guidance of the CDC and is subject to change, as necessary. Parents who select in-person learning will be expected to follow the safety protocols outlined below.

Daily Health Screening/Certification

Staff and students will be expected to complete a daily health self-certification for symptoms and temperature checks prior to entering all school buildings via CrisisGo. In addition, all CCH 160 school buildings have multi person body temperature scanners. Furthermore, additional handheld scanners have been purchased for staff members to utilize to take temperatures when needed for individuals entering the buildings when needed. If students develop symptoms while at school, they will be sent home and required to follow the IDPH guidelines.

Parents will be required to certify that their child(ren) is/are free of COVID-19 symptoms before sending them to bus stops or to school. CCH 160 will provide parents with a daily health check via CrisisGo to complete for their student each day. Students who arrive at school without their completed form will be sent to the Isolation Station and the parent or caregiver will be contacted immediately. Staff or students with any of the following COVID-19 symptoms must remain at home:

- Fever (100.4 F or higher) or chills
- Fatigue
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Nausea, vomiting
- Known close contact with a person who has been diagnosed with COVID-19
- Cough
- Headache
- Sore throat
- Diarrhea
- New loss of taste or smell

Personal Protective Equipment (PPE)

In an effort to decrease the spread of COVID-19, CCH 160 is requiring all individuals in school buildings to wear face coverings at all times, even when social distancing. This includes entering and exiting the buildings. Students are asked to bring two (2) masks to school with them daily. Masks must not have offensive or provocative language or pictures on them that may interfere with the educational environment. Masks must fully cover the mouth and nose and fit snugly against the sides of the face with no gaps. Alternative methods of protection, such as face shields may be allowed for students who have a documented (a doctor's note) medical condition or difficulty breathing or wearing a mask appropriately. Students who refuse to comply with the safety protocols for in-person learning will be assigned back to full remote learning. CCH 160 will maintain a supply of disposable face coverings for staff, students and visitors who need one.

We understand many students will be challenged wearing a face mask all day. To help address this, whenever possible students will be provided with opportunities to go outside and distance themselves from other students and remove their masks. Face coverings do not need to be worn outside if social distance is maintained.

In addition to using PPE, handwashing and sanitizing will be strongly promoted and taught to students to limit the spread of illness. Staff and students will be encouraged to avoid touching their eyes, nose and mouth throughout the school day.

General Classroom Guidance

Physical distancing impacts classroom configuration, instructional practices, scheduling, lunch and/or general school operations. In accordance with ISBE and IDPH guidelines, a 3-foot physical distance from other persons will be maintained as much as possible within the school environment. Staff and students are expected to wear a face covering throughout the school day unless they are eating or drinking. All student desktops will be equipped with a clear protective shield.

Parents who select in-person learning will have the opportunity to be provided with a virtual tour video of the school building(s) that their child(ren) attends if requested. In most cases, students will remain with the same classroom group throughout the day and services will take place in the classroom when feasible. It is our intent to keep students assigned to their current remote classroom group, unless it presents a safety risk. All classes will have scheduled and coordinated restroom and hand washing breaks throughout the day. Recess and/or screen breaks will also be coordinated to minimize student mixing. Everyone will be expected to wash or sanitize their hands when they enter the classroom. We will use assigned seating and limit movement within the classroom as much as possible. Students will not share supplies and classrooms will be thoroughly cleaned and sanitized after each use and at the end of each school day. Weather permitting, classroom windows will be open to increase the ventilation and airflow.

Common School Areas

All water fountains will be disabled. Students should bring their own water bottle with their name labeled on it. All washroom breaks will be scheduled and coordinated in the schools to reduce multiple students in the washrooms at the same time. School staff will be assigned to monitor washroom occupancy.

Physical Education, Gymnasium and Locker Rooms

Gym locker rooms will be unavailable, and students will not change clothes for physical education classes. However, they may bring clean gym shoes for class.

Social Distancing

During in-person learning we will follow the guidelines of IDPH and maintain social distancing by enforcing a distance or three feet of physical space between each person as much as possible. It is our plan to minimize the movement of students outside of their classrooms by having the adults move throughout the schools when a class period has ended, instead of the students. However, in the intermediate and middle schools' students will have some movement. Additionally, whenever possible some classes, such as physical education, may be moved outdoors. Locker use will not be permitted.

School buildings will have safety guideline signs displayed with visual aids for students and staff. Floors will be marked to indicate flow and direction of travel and social distancing spacing. Classroom furniture will be arranged to support the required social distancing. Additionally, if students are outdoors, staff will enforce social distancing, and restrict students from having any physical contact with one another. Students will not be allowed to use the playground equipment.

Visitor Restrictions

Country Club Hills 160 requires that if a visitor/parent must visit school buildings, they must call the school office first to schedule an appointment. The principal will designate a time and location for the visit. We are discouraging visitors and will be restricting access to school buildings to authorized personnel. All visitors entering the buildings must wear a face mask and complete precertification through CrisisGo.

Response to COVID-19

Quarantine Areas

There will be a separate, designated space in all buildings for anyone who presents signs or symptoms of COVID-19. If a student is sent to the Quarantine Room, their parent/guardian will be called, so that the child can be picked up from school. If a child is sent home with COVID-19 symptoms, he/she may not return until criteria is met based on health department guidelines given to them by the school nurse. When students are ready to return to school from illness related to COVID-19, the parent must contact the school nurse prior to returning. Testing site information can be found on the IDPH website, <https://dph.illinois.gov/testing>. Any student that is sent home will be expected to resume remote learning until they are able to return, if they are well enough to do so.

Training

All students and staff will be provided training on safety protocols related to the prevention and transmission of COVID-19 and the proper hygiene protocols necessary for prevention. This will include:

- Handwashing and daily sanitizing expectations
- Proper ways to wear and remove a face mask and use of other PPE
- Techniques to maintain appropriate social-distancing
- Abstaining from all physical contact, including but not limited to, handshakes, high fives, hugs, etc.
- Responding to an ill student or adult
- Expectations and guidelines for school building specifics including movement to maintain social-distancing, arrivals and dismissal, designated spaces, daily schedules, etc.

Response to Positive Cases/Close Contact

The District will follow the CDC protocols regarding reporting COVID-19 cases and take specific guidance from the IDPH. Our school nurses will consult with public health officials to determine how best to handle staff or students who test positive or come in close contact with someone who tests positive for COVID-19.

Contact Tracing

CCH 160 schools will immediately contact the Cook County Department of Public Health upon learning of a positive COVID-19 case among the student body or staff. The Cook County Department of Public Health will investigate all cases/contact tracing. We will also conduct in-house contact tracing and notify all necessary individuals who could be at risk of COVID-19 exposure.

School Closure

Decisions on school closure will be made by the Superintendent of Schools and in consultation with the Cook County Department of Public Health.

Technology

CCH 160 uses instructional technology as one way to support our mission of providing an enriched learning environment where the whole student is nurtured and developed. Excellence in education requires that technology is seamlessly integrated throughout the education program. In an effort to increase access to those 21st Century skills, CCH 160 has made it a goal to offer students 24/7 accessibility to their learning through our “CCH 160 Virtual Return-to-School Plan.” The individual use of technology is a way to empower students to take ownership of their learning and maximize their full potential. All students in grades PreK-8 will have access to a learning device. Mobile hotspots will also be provided for those with an expressed need.

Deployment

During the last quarter of the 2020 - 2021 school year, students will be responsible for transporting District-issued Chromebooks back and forth to the classroom daily when they have work to complete during the evening or on the weekends. Upon the Chromebooks returning, students will need to clean their Chromebooks each and every day with disinfect computer wipes. Students should charge the Chromebooks nightly so that they can be prepared to work daily. Students are not able to bring personal devices into the building.

Expectations

The student agrees to properly handle and care for the Chromebook while it is in their possession. The student shall not attempt to damage, open, repair, or, in any way, alter any part of the Chromebook/laptop or electronic device. Tampering with existing identification labels/stickers is considered vandalism.



The Chromebook/laptop, or any supplemental devices, must be returned in the same condition in which it was received. If any component is damaged or goes missing while in the student’s possession, it must be reported immediately to the classroom teacher along with a call/email notification to the IT Help Desk). The replacement costs for District devices will be the responsibility of the parent/guardian.

General Precautions-

- No food or drink should be near a Chromebook
- Cords, cables and removable storage devices must be inserted and removed carefully
- Close and secure the Chromebook/laptop and return it to its case when not in use
- Parents/guardians are also responsible for monitoring the use of this device
- Students must log into their Chromebooks using their District-issued Google account
- Students should never share their account passwords with others

Parents and students are bound by the CCH 160 Acceptable Use Policy whenever they use a District Chromebook/laptop. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook/laptop, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, monitor and log student Chromebook/laptop activity. The District has the ability to monitor all internet activity on student-issued devices and their location at all times.

Student Expectations During Remote Learning

- be in attendance daily
- ask questions, especially when you need help
- complete assignments and manage tasks by due dates
- be organized and prepared
- be respectful to yourself, teachers, and peers
- take care to get enough rest and commit to self-care
- stay focused and on task and report any concerns to the teacher

Additionally, students should be present on camera in school appropriate attire. Each classroom teacher will review online classroom behavior, expectations working collaboratively, how to submit work, etc., with students during the first week. Students will be provided the strategies for success. Teachers will explicitly teach students goal-setting skills, actions and expectations, and skills for self-motivation.

Specific building and class schedules can be found on the school web pages, Google site or classrooms.

Student Expectations During In-Person Learning

Student Physical /Immunization Requirements

Any student who is not in compliance with school physicals and/or required immunizations will not be allowed to return to in-person learning until the required documentation has been submitted to the school nurse. Parents who have questions regarding their child’s immunizations should call their school’s nurse to discuss.



Student Transportation

Buses will be disinfected after every morning and before every afternoon route. Students and staff are expected to wear a face covering at all times while on the bus. If a student does not have a face covering while riding the bus, a mask will be provided. If a student repeatedly does not have a face covering while riding the bus, notification to the family will be given and transportation service may be disrupted.

Bus routes will be developed, and schedules provided to parents who have indicated their child(ren) require transportation services. CCH will make every effort to keep the number of students on bus routes as small as possible. For those parents who can, we strongly recommend that you transport or arrange for your child(ren) to be dropped off and picked up daily for in-person learning. This will help keep the routes small.

While waiting for the bus, students should maintain social distance of at least 3 feet from non-members of their household. Students may be assigned seats and be expected to sit with siblings riding the same bus. Bus windows will be open, when possible, to provide increased airflow and added ventilation. Bus staff will also be expected to wear face masks while transporting our students.

Breakfast/Lunches

Students will sanitize their hands prior to breakfast and lunch. Students are expected to wear a face covering while waiting for breakfast and lunch to be served. School staff will be assigned to maintain proper line spacing and as students are eating. Face coverings may only be removed once students are seated and ready to eat. Social distance will be implemented during lunch to keep students as safe as possible. In most cases, students will eat in their classrooms. Food services staff members will be expected to wear face coverings at all times.

Parents of fully remote students will have access to breakfast and lunch via the designated pick-up time frames at Meadowview School.

Student State Assessments

Illinois State Board of Education (ISBE) is currently **requiring** students to report to school buildings to take all State Assessments, including ACCESS (bilingual education), Illinois Assessment of Readiness (IAR) or DLM-AA 3rd-8th grades and Illinois Science Assessment (ISA) 5th and 8th grades only. We will develop a testing schedule and communicate directly with parents of students in the testing grades and/or programs. All testing will be conducted by appointment or assigned times.

The following are the current State testing windows:

- **Testnav - April 28th**
- **IAR - 3rd - 8th - April 26th - May 21st**
- **ISA - 5th & 8th - April 26th - May 14th**
- **DLM-AA - 3rd - 8th - April 26th - May 28th**
- **Access for ELLs - for K- 8 - April 26th - May 21st**

District Benchmark Assessment

All students in Pre-kindergarten – 8th grade will be assessed for academic growth in May. Students in 3rd-8th grade will take the NWEA-MAP assessment. Testing for all students will be conducted either in-person or remotely based on the parent-selected learning pathway.

Teacher and Staff Expectations

Teachers will be expected to report to work daily and deliver in-person and remote instruction, simultaneously, from their set up, developmental/grade-level classrooms. All licensed classroom staff are expected to be, or in the process of becoming, Google Certified Educators, minimally at Level I. The District is providing vouchers to support teachers in completing this requirement.

All teaching staff will continue to receive professional development associated with remote instruction weekly during daily professional learning community meetings (PLCs), or after school PD. Teachers will receive support with self care, modeling, curriculum and instruction, modeling, assisting with small group instruction, lesson planning, providing non-evaluative performance feedback, participating in weekly, grade-level/PLC meetings, implementing any District initiatives, including guided instruction, and sharing current, research-based strategies and practices, just to mention a few.

Safety protocols will be implemented daily to ensure the safety of all District staff. District nursing staff will conduct temperature checks at building entrances and ask a series of health screening questions. All staff will participate in safety training on the importance of and how to properly socially distance themselves, building workspace and classroom protocols. The District will provide all Personal Protective Equipment (PPE) including washable and disposable face masks, hand sanitizer, gloves, and office workstation protection shields.

In preparation for the students' return, teaching staff will be encouraged to conduct virtual classroom tours, that may include expectations for hallway, bathroom, classroom seating, etc. Training and practice will be conducted for grades PreK-8th on proper mask etiquette, healthy hygiene and handwashing to prevent the spread of COVID-19.

Parent Partnership

In CCH 160 we have always recognized parents as pivotal partners in the educational process. Ongoing training and support for our parents/caregivers will be a part of the success in this return-to-school plan. We will offer training for parents on methods to reinforce instruction in simple ways at home. Additionally, we have started to offer support for our parents to understand how our educators will engage remote and traditional learners simultaneously. Furthermore, parents will have access to instructional videos and training using videoconferencing technology. Parents can also expect to receive ongoing communications through telephone calls, Robo calls, text messages, District website posts, social media, email, PowerSchool, and via Google Classroom announcements.

Parent/Caregiver Partnership Expectations for Remote Learning:

- become familiar with the digital learning platform expectations, deadlines, etc.
- reserve a space for your child(ren) 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
- set a schedule to help students establish and follow regular daily routines
- request technological support, as needed
- maintain two-way systems of communication (telephone calls, email, Google Classroom) with the school
- encourage your child(ren) to follow the school's/teacher's behavioral expectations while engaged in remote learning just as they would in-person



Parent/Caregiver Partnership Expectations for In-Person Learning:

- Review the importance of wearing a mask, social distancing and hand sanitizing with your child(ren).
- Talk to your child(ren) about all the “Student Expectations” found in this plan.
- Complete the self-certification daily prior to sending your child(ren) to school.
- Contact the school IMMEDIATELY if your child(ren) or anyone in your household has tested positive for COVID-19 or has been in contact with someone who has tested positive.

We know that our revised return-to-school plan will pose challenges for some families, as such we will evaluate what is working and not working and make the necessary adjustments. Our ultimate goal in CCH 160 is to ease the learning loss suffered by our students and support educators in creating new learning opportunities for students this school year. In doing so, we will also work to support the development of innovative instructional practices in the hope of reducing or eliminating future learning loss.

Additional Support Services

- Student meals will continue to be provided for pick-up at each school building and at designated bus routes throughout the District on Mondays and Wednesdays 9am-12pm and 5pm-7pm.
- Social-Emotional Learning (SEL) and Supports will be provided for all students and families in need. Teachers, social workers, and counselors will do daily check-ins on students’ emotional health and additional supports will be provided for students as needed.
- Teachers will evaluate student engagement weekly based on attendance, participation, and work completion. Administrators, social workers, and counselors will be monitoring student engagement ratings reported weekly. Students who continue to struggle with engaging in the work will be assigned to a support staff member or interventionist to work with in a small group and/or 1:1 (face to face or through videoconferencing). The assigned staff person will be identified based on the root cause of the student disengagement. A student who is struggling academically will be assigned to an interventionist or instructional specialist who also has the skills and training to provide academic intervention.
- We will conduct student screenings for English Learners, Pre-kindergarten, and Special Education. In-person screenings will be scheduled by appointment only, following all CDC safety guidelines. Additional information is forthcoming.
- If you or a loved one are struggling with stress related to the COVID-19 pandemic and need emotional support, text **TALK** to **552020** for English or **HABLAR** for Spanish. This service is free and available 24 hours a day, seven days a week. People seeking assistance will remain anonymous and will provide only their first name and zip code, which enables the service to link you to a counselor in your area who is knowledgeable about available local resources.

In-Person Learning at a Glance

Health Screening & Protocols



- Daily health self-certification for COVID-19 symptoms and temperatures checks must be completed.
- Face coverings must be worn at all times.
- Social distancing maintained whenever possible.

Transportation



- Buses will be disinfected after AM/PM routes.
- Face coverings must be worn while riding buses.
- Seats will be assigned.
- Social distancing maintained whenever possible.
- Parents are encouraged to provide transportation where possible.

Cleaning & Disinfection Protocol



- Sanitation, hygiene and PPE supplies will be available in the district.
- Frequent cleaning will occur in common areas and high contact surfaces.
- All schools will have a separate, designated quarantine room.

Remote Learning



- Students will continue to receive instruction daily at home remotely.
- Instruction schedule will remain the same Monday-Friday.
- We will continue to use the same online tools.



In-Person Learning

- Students attend school in-person with their current teacher Monday-Thursday.
- Friday, the students attend remote to allow for deep cleaning
- All health & wellness procedures must be followed.
- All students must be in medical compliance with current physicals and immunizations.

Important Dates



- Parents make learning path selection for their child(ren) by April 26th. Those who do not respond will automatically remain in remote learning.
- Spring break is April 2nd-9th.
- In-Person Learning begins April 26th - June 7th .