



July 31, 2020

CCHS District 165 Students, Parents, and Community Members,

Since July 17, COVID-19 positivity rates in our region have increased for nine days, a “trigger” point in Governor Pritzker’s Restore Illinois Plan. On July 26, the Jackson County Health Department issued a Public Health Alert, indicating that immediate action was needed to stem the tide of new COVID-19 infections in young adults.

At a Special Meeting on July 30, 2020, the Carbondale Community High School District 165 Board of Education determined that the district will begin the 2020-21 school year in Remote Learning. The Remote Learning model will be implemented with the start of school on Monday, August 17, and continue through at least September 11, 2020, or until it is deemed safe for students to return to campus. Families should be aware of the following information as we begin the school year:

- 1) Students will be required to log in daily for attendance purposes. Courses will be taught using video conferencing and digital remote learning platforms. Weekly assignments will be posted and grades will be given.
- 2) Chromebooks will be provided for all students who do not have an electronic device, and we will assist families with internet connectivity options.
- 3) Online registration for school began on July 27, 2020, and in-person registration is available on August 4. **It is imperative that parents register students for school prior to August 10. The district cannot issue Chromebooks or assist families with connectivity until the registration process is complete.**
- 4) Students, employees, and visitors will continue to be required to wear a face mask at all times while in school buildings. Daily health screenings and certifications will be required from everyone prior to entering campus facilities.

Additional information is included in the attached Return to School Plan, and more details will be provided prior to August 17. If you have any questions, please don’t hesitate to contact me at steve.murphy@cchs165.com or call at 618-457-4722 ext 27. You should also feel free to contact Principal Ryan Thomas at ryan.thomas@cchs165.com or 618-457-3371 ext 225.

Sincerely,

Stephen Murphy
Superintendent

CCHS District 165 Return to School Plan

July 30, 2020

On May 5, 2020 Governor JB Pritzker announced the Restore Illinois plan, which explained a public health approach to safely reopen the state of Illinois. On June 23, 2020, the Illinois State Board of Education (ISBE) released its guidance titled Starting the 2020-21 School Year. In-person instruction is strongly encouraged during Phase 4 of the Restore Illinois plan. During Phase 4, the Illinois Department of Public Health guidelines will require:

- Use of appropriate personal protective equipment (PPE) including face coverings;
- 50 or fewer individuals gathering in one space
- Social distancing observed as much as possible
- Schools conduct symptom screenings and temperature checks, or require that individuals self-certify that they are free of symptoms before entering schools
- An increase in school-wide cleaning and disinfection

With guidance from ISBE, IDPH, the Centers for Disease Control and Prevention (CDC) and the Governor's Office, Carbondale Community High School District 165 began developing its Remote and Blended Learning Plan to address the Phase 4 guidelines. The plan is a result of collaborative committee effort consisting of administrators, department chairs, teachers, support personnel and union leadership, and has been reviewed by the CCHS Board of Education. The goal of the plan is to provide the highest quality of academic instruction during the COVID-19 pandemic, while prioritizing the safety and wellness of our students and employees. The plan has been divided into three areas: **Instruction and Learning**, **Safety and Wellness**, and **Operations**.

The district will begin the 2020-21 School Year in Remote Learning on August 17, 2020, and continue through at least Friday September 11, 2020 or until students are deemed safe to return to school.

Circumstances related to the COVID-19 pandemic continue to evolve. CCHS is prepared to evolve our procedures and instructional methodologies accordingly to meet the needs of our students. We will be ready to provide high quality education and supports to our students under any circumstance or mandate.

Instruction and Learning: Remote Learning (beginning August 17)

1. The Remote Instruction schedule will be as follows:

EB	7:30am - 8:10am
1 st	8:20am - 9:00am
2 nd	9:05am - 9:45am
3 rd	9:50am - 10:30am
4 th	10:35am - 11:15am
5 th	11:20am - 12:00pm
6 th	12:05pm - 12:45pm

Asynchronous instruction and office hours will occur from 1:15pm - 3:00pm. Breakfast and lunch will be available for pickup in the cafeteria, via bus delivery, and at designated satellite locations.

2. On all weekdays except Wednesday, all courses will be taught live online using video conferencing on the bell schedule above.
3. On Wednesdays, students will have assignments to complete. Teachers will contact individual students and small groups of students during assigned time periods. Wednesdays can also be used to schedule appointments with student support services.
4. All courses will have a Remote Learning digital platform, either Google Classroom or Microsoft Teams. Course content and assignments will be posted to the digital platform.
5. During each five-day week there will be five days' worth of course content posted to the digital platform. On Monday mornings teachers will open the content and assignments for the week.
6. Teachers will take attendance during live video instruction. All students will also be assigned a Remote Attendance Check-in teacher. Students will receive an attendance prompt every morning from this teacher, and will also be contacted once per week by phone or video conference.
7. All students who need a device will be issued a Chromebook, and families will be provided assistance with internet connectivity.
8. With administrative approval and under the Safety and Wellness guidelines listed in this plan, students with specific needs may be allowed to access campus in order to meet with school personnel or obtain internet access.
9. The Remote Learning model does not preclude students from participating in extracurricular activities.

Instruction and Learning: Blended Learning

(beginning no earlier than September 14, 2020)

1. **Students will be split alphabetically into two groups:** A and B. The split will allow for adequate social distancing on campus. The A-Group (currently last name beginning A-Lin) will attend on Mondays and Thursdays. The B-Group (last name Lip-Z) will attend on Tuesdays and Fridays. Wednesday will be a remote learning day for all students.
2. The daily schedule will be as follows:

EB	7:30am - 8:10am
1 st	8:25am - 9:05am
2 nd	9:09am - 9:49am
3 rd	9:53am - 10:33am
4 th	10:37am - 11:17am
5 th	11:21am - 12:01pm
6 th	12:05pm - 12:45pm

Attendance and remote learning check-in and planning will occur from 1:15pm - 3:00pm.

Breakfast and lunch will be on a “grab and go” basis to be consumed at home.

3. **Students/families may opt to do complete Remote Learning.**
4. Special Education students may receive modified in-person schedules to receive services per their individual need and program.
5. Daily attendance will be taken for all students. Faculty and staff are developing the daily expectation for students on their remote learning days.
6. Grading will be traditional grading. Students will be accountable for completing all assignments, whether remotely or in-person.
7. Student supports (Counseling, Social Work, Speech) will be provided.
8. Chromebooks will be distributed to all students who need them. District staff will work on options for families who do not have reliable connectivity.
9. Terrier Care will be open. Students are encouraged to schedule appointments on remote days and enter through the external Terrier Care doors.

Safety and Wellness

1. **All staff and students will be required to wear face masks while inside the school and on buses.**
2. Visitors to the school will be extremely limited. All visitors will wear face masks while inside the school.
3. CCHS students and staff are to maintain social distancing (6 feet separation) throughout the school day to the extent possible. Classrooms will be organized to space students apart to the greatest extent possible while retaining educational function. Students will be required to move expeditiously in the hallways during passing periods.
4. Lockers will not be used.
5. Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Employees and students are encouraged to wash hands as often as practicable with soap and water for at least 20 seconds. Hand sanitizing stations will be installed in all classrooms and offices, and in multiple locations throughout the building.
6. Classrooms will be cleaned and disinfected daily. Emphasis will be placed on high touch surfaces and common areas. Restrooms and common areas will be cleaned multiple times throughout the day.
7. Students will be limited to groups of 50 in any one area including buses. Hallway traffic patterns will be adjusted to limit clustering of students.
8. Students will be encouraged to bring water bottles to school. Fountains will not be operational.
9. Employees and students will receive safety training related to social distancing, face coverings, personal hygiene procedures, and symptoms of COVID-19.
10. **All students and employees will be required to have a health screening or self-certification of health upon entering campus.** Students and employees must stay home when not feeling well. By entering the school building, students and employees are certifying that they meet the following criteria:
 - They do not have a temperature over 100.4F.
 - They are not taking fever-reducing medicines such as aspirin, ibuprofen, or acetaminophen.
 - They have not had close contact or cared for someone with COVID-19 within the past 14 days.
 - They have not been self-directed to quarantine by a health care provider, or by the County or State Department of Public Health.
 - They do NOT have any of the following symptoms:
 - o Chills, Cough, Fatigue, Headache, Sore Throat
 - o Shortness of Breath/difficulty breathing
 - o Muscle or body aches
 - o New loss of taste or smell
 - o Nausea, vomiting, or diarrhea
11. A quarantine area will be established on campus. Students who become symptomatic of COVID-19 while at school will be immediately directed to return home.

Operations

1. To the greatest extent possible, visitors will be restricted from entering the building. Face coverings are required to enter campus and must be worn at all times. All visitors must undergo a health screening prior to entering the building at the Walnut Street Entrance.
2. Facility Use Requests from outside groups must be approved by the Superintendent. All requests that were approved prior to August 2020 are null and void.
3. Meals will be provided for students both on and off campus.
4. Transportation: Safety protocols are being developed to keep our staff and students safe during the COVID-19 pandemic.
 - a. Students must wear face masks at all times when on the bus.
 - b. Eating and drinking is prohibited on the bus.
 - c. Students will be required to provide self-certification of health before boarding the bus, and will have their temperature checked before boarding the bus.
 - d. Drivers must wear approved face coverings and perform regular hand hygiene.
 - e. Drivers are subject to health screenings prior to beginning their route.
5. All custodian and maintenance staff will follow the established cleaning procedures for building cleaning and disinfection as recommended by the IDPH and will be trained on the Return to School guidelines, where applicable. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including: desktops, countertops, door handles, handrails, light switches and restroom fixtures.

Building custodians will conduct daily cleaning and disinfection. An EPA approved cleaner will be used for disinfection along with our standard cleaning protocols. All frequently touched surfaces will be cleaned on a regular basis. Common areas will be cleaned throughout the day. Soft surfaces such as carpet and rugs will be disinfected daily. Extra sanitation efforts will occur during in-class learning which will address common areas. At least twice per week, a detailed sanitation will occur throughout the facility with extensive deep cleaning of restrooms and other common areas.