



July 17, 2020

CCHS District 165 Students, Parents, and Community Members,

The purpose of this letter is to provide families with a snapshot of our plans at CCHS to start the school year. While there are still many details to be finalized, I wanted to give everyone an idea of where we are in the planning process. The following pages contain a conceptual framework of what school will look like in August. Highlights of the framework and important dates include:

- 1) Registration for school will begin on July 27, 2020. Students/families will be able to start the year remotely if so desired.
- 2) We have purchased enough Chromebooks so that all students will have a device, and we will work with families on solutions for internet connectivity.
- 3) In order to observe proper social distancing, we will split the student body into two groups (A and B). Each group will attend school two days per week, with every Wednesday designated as a Remote Learning Day for all.
- 4) The first day of school will be August 17, 2020, although all students will not attend on this day.
- 5) In-person days will dismiss at 12:45pm, and students will receive a “grab-and go” lunch.
- 6) Students, employees, and visitors will be required to wear a face mask at all times while on campus.
- 7) Daily health screenings and certifications will be required from everyone prior to entering campus facilities.
- 8) Remote Learning will look very different than it did in the Spring. Weekly assignments will be posted online. Grades will be given for assignments and attendance will be taken.

Please review the attached framework. Again, we are still finalizing many of the details, but I wanted to be transparent with everyone on where we are in the planning process. I will continue to provide updates as the situation with COVID-19 evolves.

If you have any questions, please don't hesitate to contact me at [steve.murphy@cchs165.com](mailto: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](mailto:ryan.thomas@cchs165.com) or 618-457-3371 Ext. 225.

Sincerely,

Stephen Murphy  
Superintendent

## **CCHS District 165 Remote/Blended Learning Conceptual Framework**

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.**

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**

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 <sup>st</sup> | 8:25am - 9:05am   |
| 2 <sup>nd</sup> | 9:09am - 9:49am   |
| 3 <sup>rd</sup> | 9:53am - 10:33am  |
| 4 <sup>th</sup> | 10:37am - 11:17am |
| 5 <sup>th</sup> | 11:21am - 12:01pm |
| 6 <sup>th</sup> | 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 at registration.**
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: West Bus is developing safety protocols 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 as provided by West Bus.
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.