



October 8, 2020

CCHS District 165 Students, Parents, and Community Members,

At a Special Meeting on July 30, 2020, the Carbondale Community High School District 165 Board of Education determined that the district would begin the 2020-21 school year in Remote Learning, and continue through at least September 11, 2020. The Board also determined that the district would return to school in a Blended Learning model when conditions improved to allow students to safely return to campus.

The health metrics for Jackson County have improved substantially since early September. The IDPH [Metrics for School Determination of Community Spread](#) establish four metrics for schools to consider when returning to in-person learning:

<u>Metric</u>	<u>Target</u>	<u>Jackson County Level</u>	<u>IDPH Risk Level</u>
Positivity Rate	Less than 5%	3.7%	Minimal
New Cases per 100k	Less than 50	44	Minimal
New Cases	Stable/Decreasing	25	Minimal
Youth Cases	Stable/Decreasing	4	Minimal

Due to the minimal risk level for returning to school as determined by the Jackson County Health Department, the Carbondale Community High School District 165 Board of Education has determined that CCHS will return to school in the Blended Learning model beginning on October 19. Families should be aware of the following information as we prepare to return:

- 1) **We will continue to use the current class schedule.** Students are expected to attend class regardless of whether they are on campus or at home.
- 2) **Students have the option to stay in complete Remote Learning for the second quarter.** A [survey](#) was sent to parents on October 1 to indicate their preference for Remote Learning. Please contact the Principal's Office at the number below if you have not completed the survey for your student.
- 3) Students with last names ending in A-L will attend in person on Monday and Thursday. Students with last names M-Z will attend in person on Tuesday and Friday.
- 4) Most courses will still use a Remote Learning platform, even when students are present in the classroom. **Students are expected to bring their fully-charged Chromebook to school on days when they attend in person.**

- 5) At least two masks will be distributed to each student, and disposable masks will be available on campus. Students are expected to wear masks at all times while on campus. **Failure to follow mask guidelines will result in immediate removal from campus.**
- 6) Buses will begin to run on October 19. Parents were sent a [survey](#) on October 1 to notify the school if their student needed bus transportation. Parents must respond to the survey or contact the Principal's Office at the number below to schedule bus transportation.

A document with [Return to School Frequently Asked Questions](#) for parents and students has been posted on the district website.

Two Google Meetings have also been scheduled at the following times for parents who may have questions about Return to School procedures. Parents can attend either meeting on Tuesday, October 13 at the following times:

October 13 12:00 pm Parent Meeting Link [HERE](#)

Or by Phone: 662-591-1585 PIN: 591 575 253#

October 13 6:00 pm Parent Meeting Link [HERE](#)

Or by Phone: 513-486-2751 PIN: 448 300 902#

If you have any questions regarding the Blended Learning determination, please contact me at steve.murphy@cchs165.com or call me at 618-457-4722 ext 27. If you have questions about Blended Learning school procedures please 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 (*modified October 7, 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 under a Blended Learning Model.

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

(*as needed if health conditions necessitate a return to Remote Learning)

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 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. English and Career Education use Microsoft Teams. All other courses use Google Classroom. 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 October 19, 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-L) will attend on Mondays and Thursdays. The B-Group (last name *M-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	8:20am - 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

Attendance and remote learning check-in and planning will occur from 1:15pm - 3:00pm. **Students should not arrive on campus before 8:00 am unless they have an Early Bird class. Students must leave campus at 12:45 pm unless approved by administration.**

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, whether attending in-person or at home remotely. 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. ***Students attending classes on campus are expected to bring their fully charged Chromebook to school.**
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, and no other outside food or drinks will be allowed to be consumed.
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: Robinson Transport 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 Robinson Transport.
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.