



Reed-Custer CUSD 255 Transition Plan (2020-2021 School Year)

Introduction: On June 23, 2020 the Illinois State Board of Education and the Illinois Department of Public Health issued joint guidance titled “Starting the 2020-2021 School Year”. The joint guidance, on numerous occasions, mentioned that districts are **encouraged** to provide **completely in-person instruction** for all students. The joint guidance issued mandates and offered recommendations to ensure that a return to in-person instruction would be safe for students and staff members.

Reed-Custer CUSD 255 will offer two learning options to students at the start of the 2020-2021 school year. Parents will choose one of the following:

1) On-Site Learning: Students will attend normal school under the terms provided in this plan. This includes in-person instruction delivered by classroom teachers. All students will participate in both core and elective classes as dictated by their individual schedules.

Daily Schedules

RCES 8:30 am to 3:00 pm

RCMS 8:00 am to 2:30 pm

RCHS 8:00 am to 2:30 pm

2) Remote Learning: Students will participate in remote learning from home. This option is only available until Illinois or Reed-Custer's region reaches Phase 5 of the Restore Illinois Plan. If this option is selected, the student will remain in remote learning for the following time period in order to maintain continuity of learning:

Reed-Custer Elementary School: Trimester 1 (Ending November 5, 2020)

Reed-Custer Middle School: Quarter 1 (Ending October 14, 2020)

Reed-Custer High School: Semester 1 (Ending December 18, 2020)

Parents will be contacted near the end of these terms to determine how they want their student to proceed. If Illinois or Reed-Custer's region reaches Phase 5, all students will be required to return to on-site instruction.



Remote learning K-5 will be provided by a classroom teacher during the 8:30 to 3:00 school hours. This instruction will focus on ELA and math with occasional enrichment opportunities for other instructional areas.

Remote learning 6-12 will be provided through online courses offered by APEX, a digital curriculum program. Students will be able to receive virtual content-specific support from teachers at scheduled times throughout the week, some of which will be after 3:00 pm.

If remote learning is chosen, students will not be allowed to participate in any on-site programs. Students will be allowed to participate in extracurricular after-school activities. Their schedule will consist of core courses and elective courses that are offered through APEX (only). APEX courses will be counted as equal credit to courses taken on-site.

6th grade middle school students will be required to take courses in the 4 core areas (math, English, science, and social studies).

7th and 8th grade middle school students will be required to take courses in the 4 core areas plus health.

High School students will be required to take a minimum of 5 courses (including required core classes) but may take up to 7 courses.

The following courses, which are available for on-site learning, will not be available for remote learners:

RCMS

Art, character education, home economics, financial literacy, STEM, PE, band, and chorus

RCHS

Family and consumer science courses, CTE/STEM courses, yearbook, computer applications, art courses, music (band or choir), WILCO/GAVC, internships, and possibly dual credit courses

Mandates and Safety Recommendations

The joint guidance document listed specific mandates and recommended other safety measures for consideration as districts return to on-site instruction. Reed-Custer CUSD 255 will follow the mandates and implement the recommended safety measures as applicable.

The document stated, “Districts **must** follow IDPH guidelines, which provide the following”:

- Require use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed, as much as possible;
- Require that schools conduct symptom screenings and temperature checks *or* require that individuals self-certify that they are free of symptoms before entering school buildings; and,
- Require an increase in schoolwide cleaning and disinfection.

Require use of appropriate personal protective equipment (PPE), including face coverings

All Reed-Custer students and staff members will be required to wear a protective face covering (district approved mask) at all times during the school day. Exceptions are: individuals for whom face coverings are medically contraindicated; when eating or drinking, when participating in band activities requiring the use of their mouths, or when outside practicing social distancing. All parents/guardians will be asked to acknowledge this requirement prior to the start of school by completing an electronic form titled “COVID-19 Self-Certification and Verification Form and Mask Acknowledgement” that can be found in the Important Information Box on the homepage of the district’s website (www.rc255.net).

The Illinois State Board of Education is providing one mask per student / staff member. The Reed-Custer School District has also ordered a mask (with names printed) for all students and staff. The names are being placed on the masks to assist with recognition and to eliminate students accidentally putting on another student’s mask. Face shields will only be provided to students or staff members who provide proper medical documentation regarding the inability to wear a mask. Students with proper mask exemption medical certification will be confidentially identified in PowerSchool.

In a recent FAQ document, the state mentioned the following: “ISBE encourages school districts to consider opportunities for instruction and breaks outdoors, weather permitting. Individuals may remove face coverings outside when six-foot social distance is maintained.” Reed-Custer CUSD 255 encourages teachers to find ways to provide these outside breaks.



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Prohibit more than 50 individuals from gathering in one space

Reed-Custer CUSD 255 is fortunate to have ample transportation services and school buildings to accommodate this mandate. The document does not clearly define a space, but it does provide examples (bus, classroom, hallway, gymnasium, etc...). Bus routes, lunch periods, and other periods of the instructional day will be adjusted in order to comply with the mandate. Reed-Custer CUSD 255 is proud to continue to provide transportation to students living outside of a 1-mile radius from any school while still following this mandate. The state allows for an exclusion of those living within a 1.5 mile radius.

Require social distancing be observed, as much as possible

All Reed-Custer schools will accommodate this mandate through multiple strategies. In a recent FAQ from the Illinois State Board of Education, the following question was asked: "Are all individuals in a school building required to maintain social distance (remain 6 feet apart) at all times?" The state responded by saying: *Social distance must be observed as much as possible. Desks do not need to be spaced 6 feet apart.*

Social distancing and additional safety measures

Pick-up/Drop-Off Procedures - All Buildings

- ALL schools will be limiting the number of outside visitors from entering the buildings. We ask that parents/guardians schedule appointments outside the school day whenever possible. If you need to pick up your child during the school day, please contact the school office upon arrival to the building. The office staff will need to make visual contact before releasing your student. There may be times when the office staff will ask you to come into the building. All visitors are required to wear a mask when entering schools.

Reed-Custer Elementary School:

- Every student will have his/her temperature taken by a teacher at the beginning of each day
- Lockers/Cubbies will be spaced to provide social distancing
- Desks will be separated and facing one direction
- Carpets will be removed from classrooms
- Staircases and entrance/exits will be one-way
- A separate nurse's station will be available for students who are identified with a fever or potential COVID-19 symptoms - CNA staffed
- Existing nurse's station will still be available for students who aren't feeling well but are not exhibiting COVID symptoms
- Recess: We will have recess! Classes will exit for recess through one set of doors and enter through a different set of doors (so they do not cross paths). Masks will be removed once students are outside but still socially distanced. Students will be spread out between the



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playground, open field, and pavilion during recess. We can't wait for the kids to have some fun and interact!

- Arrival to school: Students will be released into the building, one bus at a time, to prevent multiple students coming into the school at once. Both sets of front doors will be open at arrival.
- Walkers: Walkers should NOT arrive at school before 8:20 AM. Please no gathering in front of the school.
- Dismissal: Car riders will be dismissed 10 minutes early. Students will wait for parents in multiple locations (big gym, small gym, cafeteria, etc.)
- Bus riders will be dismissed one bus at a time
- Signage will be posted at entrances and around school - IDPH/ISBE recommended signs.
- Breakfast: We will still have breakfast served in the cafeteria daily for a fee. Students will be seated 2-3 per table.
- Lunch: 3 students will be seated per table (normally 8). Separate eating locations will be used. Disposable plates and utensils will be used. Lunches will be delivered to students in classrooms and the cafeteria.
- Restrooms: Limited number of students in the restroom at a time to allow for proper social distancing and handwashing.
- Weather permitting: Outdoor time will be scheduled each day to provide opportunities for students to remove masks.
- "Safe Zones" will be created to allow a student to remove his/her mask temporarily
- Supplies: Students will not be sharing school supplies. Each student will have his/her own individual set that will travel with him/her, if necessary, to specials.
- PE: Outside (mask removal) if weather permits. If PE is inside due to weather, non-strenuous activities with masks. Examples of indoor activities could include: stretching, healthy eating habits, yoga, rules of sports, and other non-contact/low impact activities. Any shared equipment will be disinfected between classes. Students will bring personal water bottles with them to PE.
- Science: Lab equipment will be disinfected between classes and disposable items will be used when possible. When appropriate, (natural sciences) class will be held outside.
- Computer class: Staff member will disinfect keyboards/mice between each class
- Art: Students will bring individual supplies with them. Shared supplies will be disinfected between classes.
- Library: Students will be filling out interest inventories and books will be delivered to students. Books will be quarantined for three days in book carts, as [REopening, Archives, Libraries, and Museums \(REALM\) Project](#) research shows the virus is undetectable on books after three days.
- Music: Any shared equipment will be disinfected.
- Water fountains will be covered with the exception of bottle refill stations; students are encouraged to bring their own water bottles to be refilled and use the fountains appropriately.
- Building visitors (including lunch visits) and parent volunteers will be on pause.
- There will be NO attendance incentives at RCES.
- Hand washing times will be available many times throughout the day, along with hand sanitizer available for use.
- All assemblies are postponed
- Each student will be issued his/her own technology device (see "Technology" below)
- PreK is currently paused.
- Student work areas disinfected routinely (through student assigned tasks)



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- **Reed-Custer Middle School:**

- Every student will have his/her temperature taken by a teacher at the beginning of each day
- Passing Periods - Students will be released for passing periods in a staggered fashion - (alphabetically)
- Desks separated and facing one direction
- Separate room for students who are identified with a fever or potential COVID-19 symptoms (Secondary Nursing Station) - CNA staffed
- Existing nurse station to house students who aren't feeling well but are not exhibiting COVID symptoms
- In the morning – Students will be split into groups of 50 or less in different locations while waiting for class to begin, staggered release to lockers alphabetically
- End of day dismissal – Students will be released alphabetically beginning at 2:50
- Lunches – Students will be released to and from lunch alphabetically, students will be split into groups of 50 or fewer (half in cafeteria, half in gym). Disposable trays and silverware, modified serving lines, and an expedited lunch process will be used
- Breakfast – Students will be released at 7:35 to get breakfast and must report to the Art room to eat
- Restrooms: Limited number of students in the restroom at a time to allow for proper social distancing and handwashing.
- Lockers – Students will be separated by 1 locker (only every other locker assigned). Lockers will be used sparingly.
- There will be NO attendance incentives at RCMS
- Teachers will be encouraged to offer outdoor time to students in order for masks to be removed
- “Safe Zones” will be created to allow a student to remove his/her mask temporarily
- Signage will be posted at entrances and around school- IDPH/ISBE recommended signs
- We will be limiting the number of people in the RCMS main office with NO outside visitors, guest speakers, etc.
- All assemblies, class meetings, etc. are postponed
- Water fountains will be covered with the exception of bottle refill stations; students are encouraged to bring their own water bottles to be refilled and use fountains appropriately
- Band/Choir – Classes will be split between instructors if needed to follow the mandate related to 50 students in a space
- Computer class - students will utilize their chromebooks
- PE - Students will only dress when necessary, and will dress in shifts, to maintain social distancing. No contact activities will be allowed. PE classes will be conducted outside as frequently as possible (masks are not required to be worn outside). Any shared equipment will be sanitized after each class. Students will be required to wash hands and/or use hand sanitizer before and after each class.
- Library - Students will use their own device and search for books of interest in the Follett Destiny system. Students and teachers will not be permitted to browse the library shelves - the librarian will pull the needed books. There will be a limit of 25 students at a time in the library. Books will be quarantined for three days in book carts, as [REopening, Archives, Libraries, and Museums \(REALM\) Project](#) research shows the virus is undetectable on books after three days.
- Science/STEM/FACS Labs - Students will be grouped into as small lab groups as possible to maintain social distancing. Demonstrations will be used when possible. Additional materials and supplies will be ordered to limit shared lab equipment. Any shared lab equipment will be



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disinfected between classes. Students will be required to wash hands and/or use hand sanitizer before and after each lab.

- Art - supplies/materials will not be shared or will be disinfected between classes.
- Each student will be issued his/her own technology device (see “Technology” below)
- Student work areas disinfected routinely (through student assigned tasks)

Reed-Custer High School:

- Every student will have his/her temperature taken by a teacher at the beginning of each day
- Students will be encouraged to go directly to their 1st period class. There will be limited seating for 50 students in the RCHS cafeteria and gymnasium before school with 25 in the library.
- One way hallways
- Staggered passing periods by alphabet (not by year)
- Students will be allowed to carry backpacks to eliminate/reduce trips to lockers
- “Safe Zones” will be created to allow a student to remove his/her mask temporarily
- Existing nurse’s station to house students who aren’t feeling well but are not exhibiting COVID symptoms
- Separate room for students who are identified with a fever or potential COVID-19 symptoms (Secondary Nursing Station) - CNA staffed
- Band classes held in auditorium (or outside when possible) with room between students
- Teachers will be encouraged to offer outdoor time to students in order for masks to be removed
- Desks separated and facing one direction
- Staggered lunch dismissal
- Lunch: Disposable trays, silverware, etc... , modified serving lines, and expedited lunch process
- Restrooms: Limited number of students in the restroom at a time to allow for proper social distancing and handwashing.
- 3 areas for students to eat (cafeteria, commons area, auditorium foyer) with no more than 50 per area
- We will have assigned seating for all classes and lunches to minimize “close contact” with other students
- Staggered dismissal at the end of the day for bus riders and walkers/student drivers
- All assemblies, Character Ed., class meetings, etc. have been cancelled
- Signage will be posted at entrances and around school- IDPH/ISBE recommended signs.
- We will be limiting the number of people in the RCHS main office with NO outside visitors, guest speakers, etc.
- Water fountains will be covered with the exception of bottle refill stations; students are encouraged to bring their own water bottles to be refilled and to use the fountains appropriately..
- There will be NO attendance incentives or exam exemptions at RCHS
- Phys.Ed. - Students will only dress when necessary, and will dress in shifts to maintain social distancing. No contact activities will be allowed. P.E. classes will be conducted outside as frequently as possible (masks are not required to be worn outside). Any shared equipment will be sanitized after each class. Students will be required to wash hands and/or use hand sanitizer before and after each class.
- Library - Computers, keyboards and tables will be cleaned and sanitized between classes. Students will use the Follett Destiny system to request library books. Books that are returned will be held on storage carts for three days before being returned to the shelf. Students will not be



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allowed to browse through the books on library shelves. We will lower the number of students in the library before and after school by limiting the number of seats and computer stations available while maintaining social distancing.

- Science/STEM/FACS Labs - Students will be grouped into small lab groups to maintain social distancing. Demonstrations will be used when possible. Additional materials and supplies will be ordered to limit shared lab equipment. Any shared lab equipment will be disinfected between classes. Students will be required to wash hands and/or use hand sanitizer before and after each lab.
- Computer classes: Keyboards/mice will be wiped down and disinfected between each class.
- Each student will be issued his/her own technology device (see “Technology” below)
- Student work areas disinfected routinely (through student assigned tasks)

Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings

It is essential that parents and guardians partner with the district in order to maintain a safe environment for all students. Parents/Guardians choosing on-site learning will be asked to complete an annual form agreeing to check their child/children prior to them going to school. This is an electronic form titled “COVID-19 Self-Certification and Verification Form and Mask Acknowledgement” that can be found in the Important Information Box on the homepage of the District’s website (www.rc255.net). If any uncommon symptoms exist, the child should stay home. In the case of new or uncommon symptoms, communication will occur between the parent/guardian and the school in order to determine how to proceed. The most recent update to the joint transition document (ISBE/IDPH) requires daily certification of health. All students will be checked for a temperature at the start of the day. If a temperature reading of 100.4 degrees or higher is recorded, the student will be sent home. If any symptoms are noticed during the school day, the student will have his or her temperature checked and be asked to respond to questions regarding potential COVID-19 symptoms.

Possible COVID-19 symptoms include: *Fever (100.4 degrees or higher), cough, chills, muscle aches, sore throat, runny nose / congestion, new loss of taste or smell, nausea and/or vomiting, diarrhea, shortness of breath, headache, fatigue.*

The symptoms for COVID-19 can be the same symptoms related to many other medical ailments, ranging from something as simple as allergies to a common cold or flu. If a student has a known medical condition, it is important to have that information on file at the school (e.g. common allergies, a history of ear infections, occasional headaches, etc...). The most recent guidance allows for students to remain at school if they display common symptoms (e.g. cough, headache, sore throat, congestion or runny nose, etc...) as long as they have been fever free for 48 hours without medication given.

Require an increase in schoolwide cleaning and disinfection

Reed-Custer CUSD 255 will increase cleaning and disinfecting processes. The facilities will be cleaned daily using a green-cleaning solution. Following the daily cleaning process, the custodial staff will then follow up with an application of a disinfectant using a fairly new process called “Electrostatic Spraying”. The district has purchased several new machines for accomplishing this task. Classrooms, hallways, offices, locker rooms, school buses, and restrooms will all be electrostatically sprayed with a disinfecting solution daily. Lunch tables and chairs will be cleaned and disinfected before, between, and after lunch periods using a diluted bleach solution (1/3 bleach to a gallon of water). Door handles and crash bars will be disinfected before school, a few times during the school day, and after school dismissal. Drinking fountains will be unavailable for use (outside of the water bottle filling option). Water bottle fillers will be disinfected several times each day.

Remote Learning (If Needed):

Reed-Custer CUSD 255 has been working diligently on improving the Remote Learning Plan that was implemented last spring. A committee consisting of teachers and administrators reviewed feedback from students, parents, and staff members prior to making revisions. If the state mandates a school closure for an emergency reason, the plan will be ready for seamless district-wide implementation for all students. Teachers will use time at the beginning of the year to prepare for a potential switch to the Remote Learning Plan. Any Remote Learning Plan is now mandated by the Illinois State Board of Education to consist of 5 daily clock hours of instruction and/or student work. Grades will be taken as though the students are participating in on-site instruction. Reed-Custer CUSD’s K-12 theme for the new plan is: *Remote Learning with a Human Touch through a Common Vision and Common Tools*

Each grade level or course will consist of the following four items:

- *Instruction* (done daily through video)
- *Discussion* (daily virtual check-in and/or class specific interaction)
- *Practice* (daily assignments)
- *Assessment* (scheduled tools for grading and checking for understanding)

Technology

Reed-Custer CUSD has purchased electronic devices to implement a 1:1 technology initiative, meaning every student will be provided with a district-owned device (K-4 students will work with iPads; 5-12 students will work with Chromebooks). During in-person instruction, devices will remain on campus. Students will have access to their devices throughout the school day, and teachers will familiarize students with the District’s online learning platforms to provide a seamless transition in the event of a mandated remote learning period. In order to simplify this process, the District will maintain classroom resources and communication through two specific



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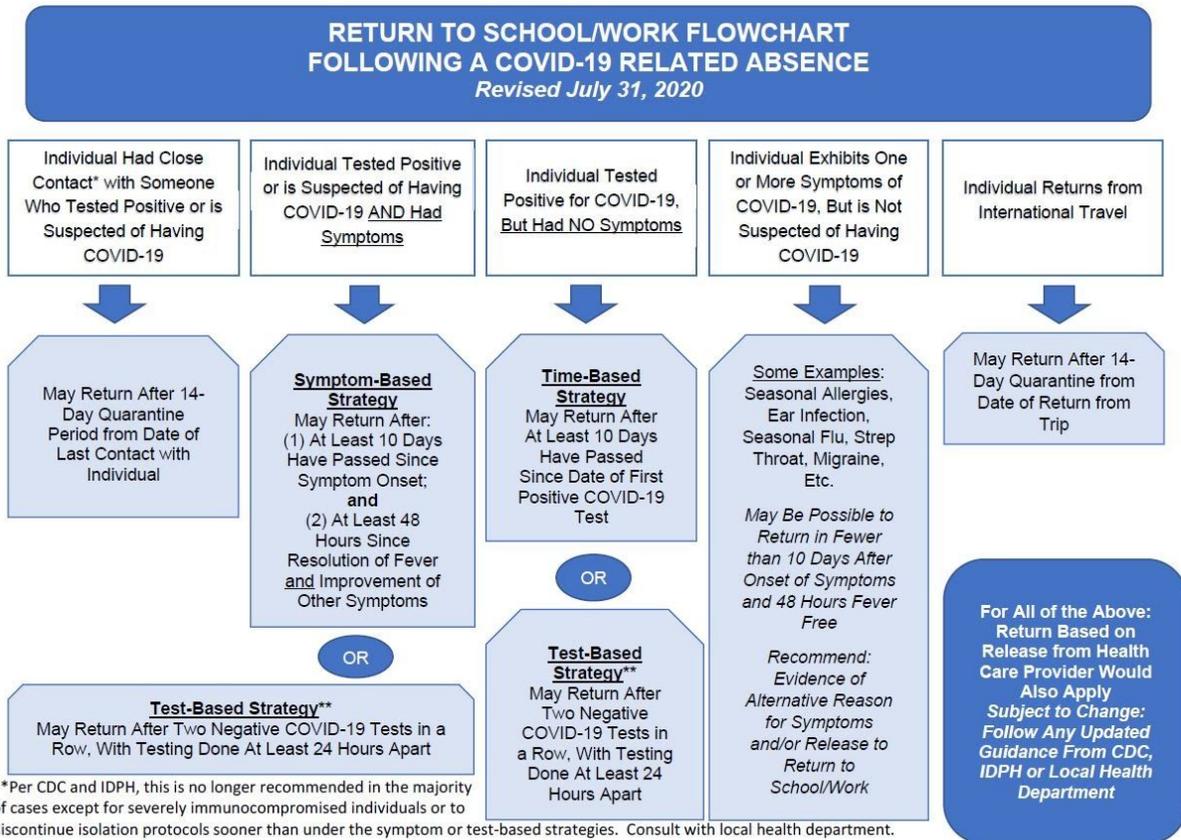
learning platforms (K-4 students will use Seesaw; 5-12 students will use Google Classroom). In the event a mandated remote learning period is initiated, students will be issued both their device and a charger for the duration of the closure period.

Health and Wellness Details

School Exclusion and Return to School or Work After a COVID-19 Related Absence

Update: 8/2020 - Reed-Custer CUSD 255 will adhere to the IDPH guidance from 8/20/20. (Addendum: COVID-19 Exclusion Guidance) - Important Information Box www.rc255.net

Reed-Custer CUSD 255 will adhere to the guidance in the following flowchart produced by the Robbins Schwartz Law Firm. The Will County Health Department will be contacted as needed.



COVID-19 Testing (If Needed) - Currently, testing is available through Morris Hospital (Morris, IL) and Riverside Medical Center (Kanakee, IL) as long as it is ordered by a physician. Additional information is available through the Infection Control Department at each facility.

Morris Hospital: 815-942-2932

Riverside Medical Center: 815-933-1671



Plan to Address Students Who Become Ill at School

Staff members should contact the office before sending a student to the nurse's station. An available staff member will come to the classroom, assess the situation, and take the student to the nurse's station, or the secondary nursing station, in the building.

Internal Notification of Possible COVID-19 Case

If more than two (2) students from a single class are sent home with possible COVID-19 symptoms, a member of the district administrative team should be contacted. Appropriate information will be shared with the proper departments (building level secretaries, custodial services, transportation, etc...).

Internal Notification of Positive COVID-19 Case

If a student tests positive for COVID-19, the superintendent will be notified and all CDC/IDPH guidelines will be followed. The Will County Health Department will be contacted to gather guidance. Names of individuals (students, staff, family members) will remain confidential unless permission is given by an appropriate individual to release the information. Any area used by a symptomatic person will be closed to students and staff until proper cleaning and disinfecting occurs.

External Notification of Positive COVID-19 Case

If a student or staff member tests positive for COVID-19, all parents will be notified. Parents/guardians of a student in close contact with the positive student or staff member (within 6 feet for more than 15 minutes) will be notified and the student will be required to follow the guidance in the flowchart shared on the previous page. All disinfecting and safety guidelines will be followed.

Contact Tracing Assistance

Locker assignments will be separated as much as possible and will remain fixed. Seating charts will be established and fixed for all locations housing students (buses, classrooms, cafeterias, etc...). Locker room usage will be limited with strict social distancing measures followed whenever used.



Conclusion:

This plan is based upon the current information from the Illinois State Board of Education and the Illinois Department of Public Health. It is subject to change at any time. If the state were to revert to a previous phase, we would make a seamless transition to remote learning. When the state advances to Phase 5, full-day on-site instruction will be mandatory for all Illinois districts. Reed-Custer CUSD 255 fortunately has the ability to offer state encouraged on-site instruction to all students while following all safety mandates and recommendations. This is not true of all districts simply due to enrollment and other extenuating circumstances. All communications regarding new information or updates will come from the District's mass messaging system. If you do not receive the updates, please call the number below for your child's building and ask to be added to the contact list.

We look forward to a return to on-site instruction that follows the safety guidance recommended by the appropriate professional organizations.

Contact Information:

Reed-Custer Administration Center: 815-458-2307

Reed-Custer Elementary School: 815-458-2145

Reed-Custer Middle School: 815-458-2868

Reed-Custer High School: 815-458-2166