



NORTH MAC CUSD #34



North Mac Return to School Plan for the 2021-2022 School Year

In the summer of 2020, teams comprised of administrators, School Board, teachers, support staff and union members met to discuss and collaborate on several plans to reopen schools for the 2020-2021 School Year and transition back to in-person learning as conditions allowed. As we enter another school year, still under the shadow of the COVID-19 Pandemic, we will again work with the plan set forth in the summer of 2020, with some slight adjustments. We will continue to follow all aspects of the Restore Illinois Plan. This work was grounded in the following foundational beliefs:

- Protecting the health and safety of all students and staff to the greatest extent possible is our very top priority.
- Safely bringing students and staff back to school but also ensuring our practices keep students in school.
- Ensuring appropriate rigor to promote student academic and social emotional growth. Interventions will be strengthened to address skill deficiencies that may have emerged due to the disruption in the educational process during the 2019-2020 and 2020-2021 school years.
- Re-establishing relationships and ensuring that the social emotional needs of students and the basic wellness needs of families will be prominent in the learning, resource allocation and decision-making processes.
- Creating and continually updating reopening plans that will remain in compliance with state and local directives/guidance while incorporating the agility and flexibility to adjust for the potential of rapidly changing environments and expectations.

The CDC, APA, ISBE and IDPH continue to release various guidance regarding the guidance for the return to school. While some of this guidance can be vague and at times conflicting, overall the guidance remains focused on the following points:

- Allowing a safe transition back to in-person learning to the greatest extent possible.
- Developing common and clear requirements, while preserving the flexibility of each school district, to implement a reopening plan that meets the needs of the community and the students they serve.
- Utilizing a hybrid of in-person and remote learning, if needed, to protect the health and safety of students, teachers and families.
- Addressing public health requirements for personal protective equipment (PPE) and physical distancing requirements including:
 - Face covering guidance
 - Capacity limits in one space
 - Symptom screening

General Information

North Mac will establish protocols and procedures to maintain safe learning environments, through collaboration with the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH), and the Macoupin County Public Health Department (MCPHD). As always, guidelines are based on recommendations from the Center for Disease Control and Prevention (CDC).

The most recent CDC Updates on the operational strategies and guidance for COVID-19 prevention in K-12 schools (as of July 9th, 2021) are as follows:

- *Students benefit from in-person learning, and safely returning to in-person instruction in the fall 2021 is a priority. Because of the importance of in-person learning, schools where not everyone is fully vaccinated should implement physical distancing to the extent possible within their structures (in addition to masking and other prevention strategies), but should not exclude students from in-person learning to keep a minimum distance requirement.*
- *Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely return to in-person learning as well as extracurricular activities and sports.*
- *Masks should be worn indoors by all individuals (age 2 and older) who are not fully vaccinated. Consistent and correct mask use by people who are not fully vaccinated is especially important indoors and in crowded settings, when physical distancing cannot be maintained. In general, people do not need to wear masks when outdoors.*
- *CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by people who are not fully vaccinated, to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully re-open while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as indoor masking.*
- *Screening testing, ventilation, handwashing and respiratory etiquette, staying home when sick and getting tested, contact tracing in combination with quarantine and isolation, and cleaning and disinfection are also important layers of prevention to keep schools safe.*
- *Students, teachers, and staff should stay home when they have signs of any infectious illness and be referred to their healthcare provider for testing and care.*
- *Many schools serve children under the age of 12 who are not eligible for vaccination at this time. Therefore, this guidance emphasizes implementing layered prevention strategies (e.g., using multiple prevention strategies together consistently) to protect people who are not fully vaccinated, including students, teachers, staff, and other members of their households.*
- *COVID-19 prevention strategies remain critical to protect people, including students, teachers, and staff, who are not fully vaccinated, especially in areas of moderate-to-high community transmission levels.*
- *Localities should monitor community transmission, vaccination coverage, screening testing, and occurrence of outbreaks to guide decisions on the level of layered prevention strategies (e.g., physical distancing, screening testing).*
- ***On August 4th, 2021, Governor Pritzker issued a universal mask mandate for all students and staff in schools. Until this mandate is lifted, proper face coverings must be worn while indoors in all schools. Updated August 8th, 2021***

To ensure we are fully supporting and maintaining safe learning environments for students and staff, North Mac CUSD #34 will:

- Regularly review updated guidance from the CDC, ISBE, IDPH and MCPHD.
- Continue to utilize a rigorous E-Learning Plan in the event of an outbreak in a classroom or entire school.
- Engage families and staff to address concerns or to identify additional preparations for classroom and non-classroom environments as needed.
- Communicate with parents, staff, students and the community on a timely and regular basis to ensure they remain informed of our plans.
- Communicate and collaborate with community partners to ensure we are supporting students, families and the greater community.

UPDATED August 10

Promoting Healthy Hygiene Practices

Schools will continue to teach and reinforce washing hands, avoiding contacting one's hands with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

- Students and staff will sanitize or wash hands before and after eating; after coughing or sneezing; after being outside; and after using the restroom.
- Staff will model and practice handwashing and appropriate use of face coverings as warranted.
- Students and staff will use hand sanitizer when handwashing is not practicable.
- Hand sanitizer will be widely available throughout the building for student and staff use. Routines will be developed for students and staff to regularly wash their hands or use hand sanitizer both inside and outside the classroom.
- Food service workers will use gloves and facial coverings, as required, by public health guidelines.
- Schools will be stocked with adequate supplies to support healthy hygiene behaviors, including soap and hand sanitizers.

UPDATED August 10

Cleaning, Disinfecting, and Ventilation

All North Mac cleaning, disinfecting and ventilation practices will follow the procedures and expectations outlined below that align with ISBE, IDPH and MCPHD guidelines. These procedures will be updated with any change in guidelines and students and families will be informed of any changes, procedures or expectations regarding transportation.

Cleaning

- Hand hygiene practices such as handwashing and or sanitizing during key times each day will be promoted.
- As necessary desks will be cleaned with soap and water after certain activities.
- Students' use of the restroom will be closely supervised to avoid gatherings.
- Schools will discourage the use of items that are difficult to clean.

Disinfecting

- Restrooms will be regularly disinfected by custodial staff.
- High touch areas will be disinfected throughout the day by custodial staff.
- Hand sanitizers will be made available throughout each building.
- EPA approved disinfecting products will be used to disinfect hard surfaces throughout the day and after school.

Ventilation

- Operate all building HVAC systems under normal schedules to ensure good airflow and proper operation of all systems.
- HVAC schedules will be expanded to start an hour earlier than in previous years to allow flushing of fresh air into schools.
- Increase outdoor air ventilation rates to maximize dilution of the return air when possible.
- Increase in filtration efficiencies.
- Insure that all filters have been changed.
- As much as possible, windows should be open to allow for fresh air in buildings.

UPDATED August 10

Implementing Physical Distancing Inside and Outside the Classroom

Arrival and Departure

- Upon arrival at designated times students will go directly to their home classrooms or first period classrooms, or directed to other spaces within their respective buildings, depending on current conditions and phases of the pandemic and reopening plan.
- Schools will designate routes for entry and exit.
- Staff will supervise entry points and release of students from buses.
- Physical distancing is to be maintained to the greatest extent possible.
- Face coverings may be worn, and may be required as conditions dictate, during entry and exit of buildings.
- Hand sanitizer will be available at various points throughout each building.

Classroom Space

- Student seats will be physically distanced from one another as much as possible.
- Student seats will face the same direction as much as possible.
- There will be the removal of classroom rugs when warranted.

Non-Classroom Spaces

- When outside students may remove masks when conditions allow.
- Movement throughout the building should take place with face coverings at all times if warranted or mandated at various times and during different conditions of the pandemic.
- Bathroom breaks will be structured and bathroom capacities will be considered.

Sharing of Materials

- The sharing of personal materials is highly discouraged.
- Any materials that are to be used by multiple students should be cleaned prior to use when appropriate and practical.
- Classroom community materials (pencils, crayons, etc.) will no longer be allowed.
- Students will have their own individual materials and at times may have a personal instructional manipulative bag.

UPDATED August 10

Face Coverings

Face coverings may be mandated to be worn at all times in school buildings even when social distancing is maintained, depending on conditions related to the virus locally and/or within the state of Illinois. Face coverings do not need to be worn outside if physical distance is maintained. Schools will develop strategies and practices for students and staff to take safe, periodic breaks throughout the day to remove face coverings when face coverings are used and/or mandated. Families and staff who have concerns about the use of face coverings should contact their building principal.

During times of mandated mask wearing, all individuals in school buildings that serve students in prekindergarten through grade 12, must wear face coverings at all times unless they are younger than 2 years of age, have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. During these times, face coverings must be worn at all times in school buildings even when social distancing is maintained. Face coverings do not need to be worn outside if physical distance is maintained. Schools will develop strategies and practices for students and staff to take safe, periodic breaks throughout the day to remove face coverings when warranted.

Families and staff who have concerns about the use of face coverings should contact their building principal.

How cloth face coverings work:

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to viruses is reduced. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.

General considerations for the use of cloth face coverings:

When using a cloth face covering, make sure:

- The mouth and nose are fully covered.
- The covering fits snugly against the sides of the face so there are no gaps.
- You do not have any difficulty breathing while wearing the cloth face covering.
- The cloth face covering can be tied or otherwise secured to prevent slipping.
- Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution and allow it to completely dry.
- As shared by ISBE and IDPH, the State of Illinois will provide each public-school student with a face covering. In addition, North Mac will provide an additional face covering to students and staff members who need them. Students and staff who elect to wear their own personal face covering must ensure that the mouth and nose are fully covered and the covering fits snugly against the sides of the face so there are no gaps. **If students have a medically documented reason why they can't wear a face covering, please refer to the pages and forms marked as Appendix A at the end of this document.**

Local Metrics and Universal Face Coverings

Currently, based on CDC and IDPH guidelines as well as the August 4th issued mandate by Governor Pritzker, masks are required for all students and staff. Even during times when the masks mandate may be lifted but we are still dealing with the COVID-19 virus, masks are still highly recommended, even for those who have received the vaccination. In addition, there always stands a chance that mandated universal masking may come and go if the CDC and/or IDPH pivots in the future to deal with surges in the virus. In an effort to protect students and staff, and to decrease the likelihood of the transmission of the COVID-19 virus at North Mac, we will closely monitor local metrics related to the virus and adhere to mandates that may be put in place from the MCPHD, IDPH, CDD, Governor's Office, or ISBE.

If there is no statewide mandate calling for universal masking in schools, but conditions in our area require close scrutiny of the virus, it is the intention of North Mac CUSD to work closely with the MCPHD and determine weekly the local conditions. Below is an explanation of the process and thresholds used to indicate if universal masking will be enforced.

On Friday of each week, the county wide positivity rates will be used to determine local COVID-19 conditions. This will be the percentage of RT-PCR tests that are positive during the last 14 days. Masks will be universally required if we are within what the CDC defines as a "high risk of transmission in schools", which is a positivity rate of 8% or higher. Each Friday the determination will be made and communicated to the North Mac community of parents, staff, and students on what the guidelines will be regarding a universal mask mandate for the upcoming week. This will be communicated each Friday via the Skylert system as well as posted on the school district website.

- If on Friday the positivity rate for Macoupin County is 8% or greater, universal masking will be mandated for the following week. This will mean that all students and staff will be required to wear a mask at all times while inside a North Mac building, regardless of whether or not an individual has been vaccinated. This of course excludes scheduled mask breaks and times when students are eating breakfast, lunch, or snacks.
- If on Friday the positivity rate for Macoupin County is less than 8%, universal masking will not be required. However, masks will still be strongly recommended, especially for those who are not fully vaccinated.
- NOTE: All individuals must remain masked while riding on school buses or other district-maintained transportation.

NOTE: As conditions change and more information becomes available, recommendations from the experts is subject to change. Therefore, the metrics used and/or thresholds established are also subject to change. While we will work to reduce changes to this plan as much as possible, this is obviously a fluid situation and one that will require flexibility.

Checking for Signs & Symptoms

Each and every day, students and staff should self-check for symptoms of COVID-19 and self-certify prior to coming in to a school building that they are not displaying any COVID-19 symptoms. Students who show symptoms of COVID-19 and/or have an elevated temperature should not come to school.

COVID-19 Symptoms Include

- Fever of 100 F or greater or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache (not due to a chronic condition)
- New loss of taste or smell
- Sore throat
- Congestion or runny nose (not due to known allergies)
- Nausea or vomiting
- Diarrhea

Additional Practices

- Parents/guardians of student/students who have been in close contact with someone who has a confirmed positive for COVID-19 within the past 14 days or anyone experiencing symptoms of COVID-19 should not come to school and should inform their school nurse immediately.
- Staff members who have been in close contact with someone who has a confirmed positive for COVID-19 within the past 14 days or anyone experiencing symptoms of COVID-19 should not report to school and should inform their building principal and school nurse immediately.
- Close contact, according to the CDC, is defined as being within 3-feet of another person for longer than 15 minutes when universal masking is conducted. When universal masking is not being enforced, social distancing is defined as being within 6-feet of another person for longer than 15 minutes.
- Students or staff who show symptoms at school will be sent to the school nurse's evaluation room. The next page details plans for when a student or staff member becomes sick.

Planning for When a Student or Staff Member Becomes Sick

Sending Students to the Office or School Nurse

- Staff should call or email the Office prior to sending a student in order to ensure physical distancing.
- Small cuts and bumps, minor complaints and lost baby teeth should be managed in the classroom. Classroom teachers will be provided with first aid kits.
- Staff concerned about a minor student complaint can call the Office.
- Health Office visits will be resolved as quickly as possible to avoid prolonged contact.

Students or Staff Who Show Signs of Illness at School

COVID-19 symptoms may appear 2-14 days after exposure to the virus. If students or staff describe or display any of the symptoms below staff should call the Office to refer the student for further assessment. People with these symptoms may have COVID-19 and will be sent home with a recommendation to see their health care provider:

- Fever of 100 F or greater or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache (not due to a chronic condition)
- New loss of taste or smell
- Sore throat
- Congestion or runny nose (not due to known allergies)
- Nausea or vomiting
- Diarrhea

Health Office Response

- Health office staff will wear PPE in conjunction with universal precautions and proper hand hygiene when working with students per CDC guidelines.
- Staff members that present symptoms will be sent home with a recommendation to see their health care provider.
- Students that present symptoms will be taken to a separate, evaluation room.
- The student's parents will be called to pick up their child. If a parent cannot be reached, the Office will begin calling emergency contacts.
- Students and staff will follow CDC guidelines for returning to school.

Picking Up Your Child at School When Sent Home Sick

- Parents and guardians are asked to call the school office to inform them they have arrived to pick up their child.
- A staff member will escort the student to the parent and/or guardian's car and ask the parent/guardian to sign out their child.

UPDATED August 10

Transportation

All North Mac transportation services will follow the procedures and expectations outlined below that align with CDC, ISBE, IDPH and MCPHD guidelines. These procedures will be updated with any change in guidelines and students and families will be informed of changes procedures and expectations regarding transportation.

- All individuals on a bus must wear a face covering.
- Currently capacity limits have been lifted on buses, but please be aware that this is subject to change should conditions dictate.
- Physical distancing must be maintained to the greatest extent possible.
- Students, prior to boarding a bus may have a temperature check conducted by a paraprofessional assigned to the bus depending on current conditions with the COVID-19 virus.
- Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene.
- Drivers and monitors must complete self-certified COVID-19 symptom and temperature checks before boarding a bus.
- Drivers and monitors who become ill during their route should contact their supervisor immediately, and the school and district should be notified.
- All physical changes to school transportation vehicles must meet Illinois Department of Transportation (IDOT) and Secretary of State rules and regulations.
- North Mac and transportation providers will install visual guides as needed to ensure that students comply with expectations set forth by ISBE, IDPH and MCPHD (e.g., floor decals, colored tape, or signs to indicate where students should not sit or stand may be used to assist in compliance).
- Seating charts may be used on some or all routes. When this takes place and to the greatest extent possible, schools will place students in the same household in a seat together.
- Schools and transportation providers will, to the best of their ability, monitor students at school loading and unloading zones.
- IEP or 504 teams will determine individual transportation needs for students who require special accommodations.
- Considerations will be given to the provision of appropriate supplies to prevent the spread of COVID-19 (e.g., hand sanitizers, gloves, face coverings, tissues, and trash receptacles).
- Sanitization will be completed daily or between use on all vehicles used for student transportation. Transportation providers will disinfect vehicles using only products that meet the EPA criteria and manufacturers' guidelines.
- Bus routes, pick-up and drop-off times, and transportation procedures may be changed during the pandemic to meet the needs of the district and to insure the highest level of safety.

Food Service

All North Mac food service will follow the procedures and expectations outlined below that align with ISBE, IDPH and MCPHD guidelines. These procedures will be updated with any change in guidelines and students and families will be informed when changes are necessary.

- Cafeterias or areas where food service occurs each breakfast and lunch period cannot exceed the maximum gathering size set forth by the IDPH or CDC.
- The District will monitor students to help ensure physical distancing while students wait in line.
- When necessary, schools will deliver meals to classrooms or have students eat outdoors while ensuring physical distancing is implemented.
- Grab & go meals will be used when necessary and possible to do so.
- For students eating in the classroom, an allergy-free area will be provided, as needed.
- If eating in rooms, the rooms will be disinfected after eating prior to resuming classroom activities.
- Meals will be individually plated or packaged. Buffets, salad bars, and the sharing of food and utensils will be prohibited.
- All items will be provided to students in lieu of students serving themselves.
- Food service will include disposable food service items (e.g., utensils, dishes).
- Continued vigilance will be in place regarding food allergies and dietary needs.
- All food service items will be handled with gloves and washed with dish soap and hot water or in a dishwasher if available.
- Cafeteria areas where students consume meals will be thoroughly cleaned and disinfected between groups and after meals.
- Food service personnel will use appropriate PPE, including gloves and face coverings, while preparing and distributing food. Frequent hand hygiene is also required. Individuals will wash their hands after removing their gloves or after directly handling food service items that have been used.
- Students must perform hand hygiene prior to and after eating a meal or consuming any food items.
- Face coverings will be removed during eating, so the proper level of physical distancing will be maintained as much as possible.
- When food that is consumed other than at mealtimes, such as by preschool students and snack times, the same expectations will apply.
- Schools will have large garbage canisters available to accommodate refuse from food consumption that takes place in the classroom.
- Hand washing is encouraged when possible, and hand sanitizer stations will be available in classrooms.

Learning Plans and Potential Stages

There are four different learning plans to address the four potential stages of reopening we may experience now and in the future. The next page outlines those possibilities and is followed by detailed characteristics of each phase. **NOTE: All work is required and graded in all programs and stages.**

Stage 1: Remote Learning Schools Closed	Stage 2: Blended Learning Schools Open with Modifications			Stage 3: Panthers Are Back! School Sites Reopen at Full Capacity with Precautions in Place			Stage 4: School Sites Open with No Restrictions
All NM Schools	Elementary Grades PreK-2	South Campus Grades 3-8	High School & CACC Students Grades 9-12	Elementary Grades PreK-2	South Campus Grades 3-8	High School & CACC Students Grades 9-12	All North Mac Schools
<p>Full Remote Learning will take place for all students</p> <p>All School Sites Closed</p>	<p>Blended Learning Reduced Capacity Model</p> <ul style="list-style-type: none"> Cohort A Mon/Thurs In-Person Tues/Fri Remote Cohort B Mon/Thurs Remote Tues/Fri In-Person Wednesdays – Remote Learning for all students Wednesdays – deep cleaning of all buildings Remote Learning will follow the e-Learning Schedules 1:45 Dismissal All Safety Protocols from Stage 3 still in place 	<p>Blended Learning Reduced Capacity Model</p> <ul style="list-style-type: none"> Cohort A Mon/Thurs In-Person Tues/Fri Remote Cohort B Mon/Thurs Remote Tues/Fri In-Person Wednesdays – Remote Learning for all students Wednesdays – deep cleaning of all buildings Remote Learning will follow the e-Learning Schedules 1:45 Dismissal All Safety Protocols from Stage 3 still in place 	<p>Blended Learning Reduced Capacity Model</p> <ul style="list-style-type: none"> Cohort A Mon/Thurs In-Person Tues/Fri Remote Cohort B Mon/Thurs Remote Tues/Fri In-Person Wednesdays – Remote Learning for all students Wednesdays – deep cleaning of all buildings Remote Learning will follow the e-Learning Schedules 1:45 Dismissal All Safety Protocols from Stage 3 still in place 	<p>Full In-Person Instruction</p> <ul style="list-style-type: none"> Follow IDPH Guidance in regard to gathering in one space Require symptom screenings & temperature checks for all when warranted Require appropriate PPE, including face coverings, when warranted. Social Distancing Increase school-wide cleaning/ disinfection 3:00 Dismissal 	<p>Full In-Person Instruction</p> <ul style="list-style-type: none"> Follow IDPH Guidance in regard to gathering in one space Require symptom screenings & temperature checks for all when warranted Require appropriate PPE, including face coverings, when warranted. Social Distancing Increase school-wide cleaning/ disinfection 3:00 Dismissal 	<p>Full In-Person Instruction</p> <ul style="list-style-type: none"> Follow IDPH Guidance in regard to gathering in one space Require symptom screenings & temperature checks for all when warranted Require appropriate PPE, including face coverings, when warranted. Social Distancing Increase school-wide cleaning/ disinfection 3:00 Dismissal 	<p>Normal school operations resume with no restrictions in place.</p>

North Mac District 34

Stage 1: Full Remote (e-Learning) Plan

This plan will be used if we are instructed to cease with all in-person instruction.

What are e-Learning Days - The goal of e-Learning is to continue students' conceptual understanding and skill development. Students participating in e-Learning will receive course expectations, class announcements, and learning objectives in a digital format whenever possible. Students will participate in a variety of activities, but not all will necessarily be digital in nature. Thank you for your support as we implement this new process. Your efforts are greatly appreciated! If you have questions, please contact your child's teacher or your child's building principal.

What Digital Formats or Applications Will be Used - The chart below provides a list of the digital formats, textbook series, and/or digital applications needed to deliver instruction most effectively.

Digital Format/Applications	What is it used for?	Grade Levels Used
Class Dojo	Communication, assignment posting, tracking behavior, attendance, assignment collection	K-5
Planbook	Online lesson planning system that can be shared with staff, parents, and students	ALL
Microsoft Teams and Office 365	Online "Classroom" where class discussion, assignments, class notes and materials, as well as collection of assignments can be kept	3-12
iReady	Online benchmark assessment as well as individualized instructional program for Reading and Math	ALL
AIMSweb	Online progress monitoring system used for students with IEPs	ALL
Reflex Math	Online program to give student practice with math facts in order to increase fluency	K-8
Journeys	Reading Curriculum - online materials and assessments are available	K-5
My Math	Math Curriculum - online materials are available	K-5
Mystery Science	Online access is available - Science Curriculum Materials	K-5

Science Dimensions	Science Curriculum Materials - online materials available	6-8
HMH Social Studies	Social Studies Curriculum - online materials available	6-8
Glencoe Math	Math Curriculum - online materials available	6-12
Accelerated Reader	Supplemental program for Reading incentives	K-5

Attendance - All teachers will record attendance for each and every period and/or engagement block. In addition, teachers will record any and all communications with students and parents using district approved documents and procedures. Attendance is based on work completion each day. Staff will record attendance daily and students must complete the required assignments each day to be considered present. Assignments may include, but are not limited to the following:

- **Discussion Post:** Students contributing to or responding to an online discussion prompt.
- **Online Direct Instruction:** Students are present for and engaged in direct online instruction sessions hosted by the teacher.
- **Assignment:** Students submit an assignment in digital means.
- **Test/Quiz:** Students submit a digital test or quiz.

Special Education – Students who have an Individualize Education Plan (IEP) will receive special education services, accommodations, and/or modifications based on the student’s qualifying disability. Exactly how these services will be provided may look different. Your child’s case manager will be in contact with you and will discuss your child’s Individualized e-Learning Learning Service Plan. This will be an addendum to your child’s IEP. Please let your child’s case manager know if you need access to a device or internet. We will work closely with you and try to accommodate your child’s needs.

Hosting Live Video Conferencing Sessions – Microsoft Teams will be the primary video conferencing tool used to host live class sessions in communication with students during e-Learning Days. If your child is unable to attend a live session, the classroom teachers will provide a recorded version of the video conference. When possible, staff may record these sessions and publish for students to watch at a later time.

Teacher Office Hours - Teachers will post daily expectations in Microsoft Office no later than 8:00 a.m. on the day of those lessons and expectations. All staff will be available by email or phone (via voicemail) from 7:45 a.m. - 3:30 p.m., not including their scheduled lunch time. Staff will respond to all communication requests in a timely manner (within 24 hours) during scheduled work hours. Teachers may communicate outside of office hours as needed. When it is known that e-Learning or emergency days are likely to continue, teachers are strongly urged to post daily expectations for the following day during the afternoon planning times.

Contacting you Child’s Teacher on an e-Learning Day - Teachers, principals, and other licensed professionals will be available by email or phone (via voicemail) from 7:45 a.m. to 3:30 p.m. There are two ways you can contact your child’s teachers: (1) Send staff an email to their school email address; staff contact information can be found in the [North Mac Staff Directory](#) found on the North Mac website and (2) call your child’s teacher and leave a message on their school voicemail. All voicemails are forwarded to staff members email. If you request a call back from your child's teacher, please leave your phone number and a specific time for a return call. Staff will respond to all communication requests in a timely manner (within 24 hours) during scheduled hours via phone or email. Teachers may communicate outside of office hours as needed.

Internet Filtering at Home - To help protect students against harmful and inappropriate online material, as well as to keep a “scholarly” focus when learning online, North Mac CUSD #34 uses online services. These web-based protections operate both when in school and at also at home for school managed accounts. While filtering takes place both at school and at home, parents play an important role in supervising their child's internet access and usage. Parents are encouraged to discuss rules for appropriate internet usage, and reinforce lessons of digital citizenship and safety. Please review our [Technology Responsible Use Guidelines](#). We also highly encourage reporting any potential cyberbullying or other sensitive issues by using the provided Reporting Forms. School administrators and assigned IT staff receive real time alerts if a student views explicit content.

UPDATED August 10

North Mac District 34 e-Learning PLAN

- **Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day:**

During e-learning students must be provided work from the teachers they were assigned to see on the missed day from multiple subject areas that equate to no more than 5 hours of participation. **Grade level and subject area content guidelines will be developed on a continual basis by teachers, building administrators, and curriculum director.** During e-Learning, potential student contact time will run from 7:45-3:30. On an e-Learning Day teachers will report to their assigned building and classroom to engage in the e-Learning instructional activities with their students (unless otherwise directed). The 7.75-hour workday for teachers shall be scheduled as follows unless otherwise directed:

Elementary and Intermediate Certified Staff:

- * 7:45 a.m. - 8:00 a.m. - Planning/preparation and teacher check in with building administrator -contact administration and/or technology department for any needed support.
- * 8:00 a.m. - Learning modules posted and period of availability, student engagement, instruction, supervision, and support as needed begins.
- * 8:00 a.m. - 9:00 a.m. - Student engagement block #1 (instruction, supervision, monitoring, and support).
- * 9:15 a.m. - 10:15 a.m. - Student engagement block #2 (instruction, supervision, monitoring, and support).
- * 10:30 a.m. - 11:30 a.m. - Student engagement block #3 (instruction, supervision, monitoring and support).
- * 11:30 a.m. – 12:00 p.m. Lunch
- * 12:00 p.m. - 1:00 p.m. - Student engagement block #4 (instruction, supervision, monitoring and support).
- * 1:15 p.m. - 2:15 p.m. - Student engagement block #5 (instruction, supervision, monitoring and support).
- * 2:30 p.m. – 3:30 p.m. – Teacher planning & preparation time. Wrap up student check in, verification and/or assessment of student work/engagement; contact with coaches/tech support as needed, professional responsibilities, and submission of reports to building administrators and/or curriculum director as determined.

Middle School Certified Staff:

- * 7:45 a.m. - 8:00 a.m. - Planning/preparation and teacher check in with building administrator -contact administration and/or technology department for any needed support. Learning modules posted by 8:00 a.m.
- * 8:00 a.m. – 8:50 a.m. First Period online instruction.
- * 9:00 a.m. – 9:50 a.m. Second Period online instruction.
- * 10:00 a.m. – 10:50 a.m. Third Period online instruction.
- * 11:00 a.m. – 11:50 a.m. Fourth Period online instruction.
- * 11:50 a.m. – 12:20 p.m. Lunch
- * 12:20 p.m. – 1:10 p.m. Fifth Period online instruction.
- * 1:20 p.m. – 2:10 p.m. Sixth Period online instruction
- * 2:20 p.m. – 3:30 p.m. – Teacher planning & preparation time. Wrap up student check in, verification and/or assessment of student work/engagement; contact with coaches/tech support as needed, professional responsibilities, and submission of reports to building administrators and/or curriculum director as determined.

High School Certified Staff:

- * 7:45 a.m. - 8:00 a.m. - Planning/preparation and teacher check in with building administrator -contact administration and/or technology department for any needed support. Learning modules posted by 8:00 a.m.
- * 8:00 a.m. – 8:38 a.m. First Period online instruction.
- * 8:45a.m. – 9:23 a.m. Second Period online instruction.
- * 9:30 a.m. – 10:08 a.m. Third Period online instruction.
- * 10:15 a.m. – 10:53 a.m. Fourth Period online instruction.
- * 10:53 a.m. – 11:23 a.m. Lunch
- * 11:23 a.m. – 12:01 p.m. Fifth Period online instruction.
- * 12:08 p.m. – 12:46 p.m. Sixth Period online instruction
- * 12:53 p.m. – 1:31 p.m. Seventh Period online instruction
- * 1:38 p.m. – 2:16 p.m. Eight Period online instruction
- * 2:16 p.m. – 3:30 p.m. – Wrap up student check in, verification and/or assessment of student work/engagement; contact with coaches/tech support as needed, professional responsibilities, and submission of reports to building administrators and/or curriculum director as determined.

Note: Teacher planning & preparation time during period assigned.

Other Certified Staff:

Counselors, School Psychologists, and School Nurses will be available to parents and students on the e-learning day and will be issued an assignment from their building administrator in lieu of planning a lesson.

Title Teachers support for teachers during planning and meet with high need students to provide instruction, intervention, and support.

Elementary and Middle School Media Specialist provide tech and additional support for their building families that need support prior to and during the e-learning day.

The Specialist or Case Manager reach-out individually to families of students on their case-load to share activities that coincide with related services and provide additional support.

Music, PE, and other Specials teachers will follow their hourly schedule to meet with students and provide instruction.

- **Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program.**

North Mac has become a K-12 one-to-one technology school district. Students will be issued laptops that they may take home during e-Learning days. Students will be given assignments to complete electronically. North Mac has set aside funds to insure that all students have access to the internet so that e-Learning can be accomplished. All North Mac students will be assigned work through Microsoft Teams or Class Dojo. SPED Co-teachers are typically part of their general education teachers Microsoft Teams or Class Dojo, therefore they can assign their students through Microsoft Teams or Class Dojo and check it when it gets returned. Another option is to create a separate assignment in Microsoft Teams or Class Dojo for just the students on their caseload - this could be the modified assignment that they created based on the general education teacher's assignment or it could be something completely different related to one of the student's goals. All teachers, co-teachers, and coaches will be available during the times listed to support student learning and answer any questions. A matrix will be created with choices of work for the students to complete for that day. The matrix will be posted on the district website and will be able to be viewed on a cell phone. The students can complete the work either electronically or on paper to turn in to the teacher. Teachers will create a matrix for their students to use as a choice for work to be completed for the day. Special Education teachers will provide assignments based on student's goals.

- **Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology.**

Our district has the infrastructure and professional capacity in place to support the adoption of eLearning days in place of traditional emergency days. The school staff will work with individual families to accommodate as needed. If there is a power outage or another issue out of a families control, staff will work with the student/parent to make arrangements for an opportunity for the work to be completed. Parents should reach out to the building Principal to make these arrangements.

- **Ensure appropriate learning opportunities for students with special needs.**

Students will be afforded all reasonable accommodations and modifications outlined in their IEP and Section 504 plans. Special education teachers and related service staff will be available during the hours of instruction to provide services to students. Students who receive related services minutes in their IEP will receive services through the use of video technology or hands-on tasks provided by the therapist/clinician. Individual approaches will be determined based on what is appropriate for each student and family.

- **Monitor and verify each student's electronic participation.**

All work will be posted on the district website by 8:00 a.m. on the e-learning day. The work for North Mac students will need to be completed and turned in electronically to verify the student's participation by 9:00 pm on the e-learning day unless otherwise specified by the teacher. Elementary parents can write a note stating what they completed during the week and return it to the teacher at the end of the week via email or when the student returns to school. Each content area teacher will collect the work students complete. Teachers will record the assignments by week.

- **Address the extent to which student participation is within the student's control as to the time, pace, and means of learning student participation will vary based on the grade level.**

* For Kindergarten through Fifth Grade, students will be engaged in five 60-minute teaching blocks (300 minutes or 5-Clock Hours).

* For Middle School, students will be engaged in six 50-minute teaching blocks (300 minutes or 5-Clock Hours).

* For High School, students will be engaged in eight 38-minute teaching blocks (304 minutes or 5-Clock Hours).

- **Provide effective notice to students and their parents or guardians of the use of particular days for e-learning.**

Communication will go to parents explaining our e-learning plan for the year and it will be posted on our website.

- **Provide staff and students with adequate training for e-learning days' participation.**

A copy of the e-learning plan will be housed on the district website. Teachers will instruct the students on the participation procedures and expectations. Principals will be reviewing the expectations with staff at an upcoming staff meeting. Principals will have a sign-in sheet to indicate that all staff received the information during the staff meeting. Those that are absent on the day of the meeting will need to meet with their building administrator independently to review the information.

- **Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program.**

* Teachers have been issued laptops to meet this requirement. Parents/students can email their teacher/specialist, do a virtual chat with their teacher in Microsoft Teams, post a question in Microsoft Teams or Class Dojo, or call and leave a voicemail or email.

* Teachers can retrieve school voicemails remotely and have 24-hour access to email.

- **Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and include all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day.**

The e-Learning plan was distributed to all representatives of the NMEA and feedback and input was welcomed and encouraged.

- **Review and revise the program as implemented to address difficulties confronted.**

Discussions and meetings will be held continually with faculty and staff to address concerns as the program is implemented. In addition, periodic surveys will be conducted when needed to assess the program and these surveys will target students, staff, and parents.

- **Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day.**

The e-learning plan will be developed in July, 2020 prior to potential use upon return to school and activation of the plan at the start of the 2020-2021 school year.

North Mac District 34

Stage 2: Blended Learning Plan

Should circumstances dictate that our state must take a step back in regard to the COVID-19 virus, or other potential situations come about here at the local level that would require us to reduce class sizes, it may become necessary to institute a Blended Learning Plan for all of our students here at North Mac. This plan will possibly be used in Phases 3, 4, or the Bridge to Phase 5 of the Restore Illinois Plan. Our Stage 2 plan will include the following characteristics:

- Reduced in-person class sizes.
- A combination of BOTH in-person instruction and Remote Learning for all of our students.
- Classes and students split into two groups (Cohort A and Cohort B). Cohorts will be based on transportation routes and bussing considerations. Your building principal will be communicating which Cohort your child will be placed in.
- Each Cohort will attend in-person instruction two days per week and engage in Remote Learning during the other days.
- Remote learning will be closely connected to the in-person instruction to allow for more self-guided student tasks.
- Wednesdays will see a deep cleaning regimen of all buildings.
- In-person Cohort students will be dismissed at 1:45.
- Remote Cohort students will have teacher contact opportunities.
- Potentially shorter in-person instruction days.
- On Wednesdays, Remote Learning will follow the e-Learning Schedules found in the e-Learning Plan.
- All other safety guidelines and protocols from our reopening plan will continue to be followed.
- Require symptom screenings/ temperature checks for all entering building as warranted.
- Require appropriate PPE, including face coverings as warranted.
- Social Distancing when possible.
- Increase daily school-wide cleaning/ disinfection.

North Mac District 34

Stage 3: Panthers Are Back! Illinois Reopening Plan

Following the guidelines and protocols laid out in the reopening plan, this stage will see all of our students returning on a fulltime basis. This will likely coincide with Phase 4 and possibly Phase 5 of the Restore Illinois reopening plan. While in Stage 3 we are still not completely back to full normal operations, we will be able to increase our in-person instruction to almost full time for all of our students. Our Stage 3 plan will include the following characteristics:

- Full In-Person Instruction.
- Prohibition on more than 50 individuals from gathering in one space, or following current space restrictions outlined by the IDPH.
- Require symptom screenings/ temperature checks for all entering building as warranted.
- Require appropriate PPE, including face coverings as warranted.
- Social Distancing when possible.
- Increase school-wide cleaning/ disinfection.
- 3:00 Daily Dismissal.

UPDATED August 10

North Mac District 34

Stage 4: Return to Normal School Operations

We made it! Once the state of Illinois fully enters Phase 5 of the Restore Illinois Plan, the economy and schools will be fully reopened and we can enter Stage 4 of our plan. However, some safety precautions may still continue and will be determined at that time.

With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures in place reflecting the lessons learned during the COVID-19 pandemic.

Until COVID-19 is defeated, this plan also recognizes that just as health metrics will tell us it is safe to move forward, health metrics may also tell us to return to a prior phase. With a vaccine or highly effective treatment not yet available, IDPH will be closely monitoring key metrics to immediately identify trends in cases and hospitalizations to determine whether a return to a prior phase may become necessary.

Once we enter this phase we will return to normal operations.

Medically Required Remote Learning and Homebound Options

- Unlike last school year, individual fulltime remote learning options will not be universally offered at North Mac CUSD. In concert with ISBE's resolution supporting in-person learning during the upcoming school year, we encourage all students to return to school on a fulltime basis. As a result, all requests for fulltime remote learning due to medical reasons will be carefully reviewed before approval and must accompany the North Mac authorization form completed in full by your child's physician.
- For students who themselves have a verifiable medical issue that would prevent them from returning to school due to the COVID-19 virus, this must be verified by a physician and the **North Mac CUSD #34 Student Face Covering Exemption Form and/or Remote Learning Option Request Form** must be filled out and signed by a physician and returned to your child's school before consideration will be granted. This form is on our website, or you may obtain one from your child's school office. For students who meet these criteria, and who are unable to attend in-person, a medically required remote learning option will be offered through a third-party educational vendor that will not involve North Mac teachers/staff. Students who use this remote alternative must do so for an entire semester and will not be permitted to return mid-semester. In addition, students/parents must submit updated paperwork at the start of each semester should they require to continue with this medically required remote learning option. Also, students engaged in a medically required remote learning option will not be eligible to participate in extracurricular activities as a result of their medical restrictions. Please contact your child's principal to obtain the necessary authorization form for your physician should you wish to pursue this learning option for your child.
- The above medically required remote learning option is not in reference to students who are attending in-person and who are ordered to quarantine due to a positive COVID-19 infection or a verified exposure. In-person students who are ordered to quarantine will continue to work with their North Mac teachers and principals on a temporary remote learning plan until they can return to in-person learning post quarantine.
- In regard to COVID-19 related issues, homebound services will not be offered to students in place of in-person learning or the medically required remote learning option. Homebound services will only be offered for traditional reasons related to homebound.