

# Donovan Community Unit School District # 3

## *Educating Students Since 1842*

Mr. Toby Coates, Superintendent & K-5 Principal · Mr. Andy Jordan, 6-12 Principal

### **DONOVAN CUSD #3 Return to School Plan - REVISED 8-17-20**

Guide to reopening school based on guidance from ISBE, IDPH, & CDC.

Please understand that as Donovan CUSD #3 continues to fine tune our “Return to School Plan” as we have to provide rules and regulations that one may or may not personally agree with. The plan is not a representation of the administration, Board of Education, or staff’s personal views on the situation but a development based on the rules and regulations put in front of us and backed by our insurance and legal counsels.

We have developed a plan for **On-Site Learning for all PK-12 students** that highlights precautions that are in the best interest of all 300 of our students but also the 50 plus staff members that work with these students on a regular basis. But we also do not forget about the families of students and staff they each come home to each evening. We must also endeavor to protect them by developing protections and plans that may prevent the spread between school and home. The Donovan plan is about all of us, the whole Donovan community who has or will most likely be affected by this virus before a vaccine is developed and administered in the next year.

We will also offer an option for full-time Remote Learning. Students in grades 6 - 12 who choose this option will be assigned courses through Apex Learning and will not receive academic support by core area Donovan teachers. K-5 students will be assigned courses through Edmentum and will not receive academic support by core area Donovan teachers. Families will have from July 28 - August 11 to decide which learning environment to choose for the fall semester. You must contact school superintendent Toby Coates at [coatest@donovanschools.org](mailto:coatest@donovanschools.org) by Tuesday, August 11. This decision will be final for the fall semester so the district can staff accordingly.

In the case of an outbreak, students choosing On-Site Learning will be moved to a remote learning environment with their current teachers.

**[Donovan CUSD #3 DOES NOT have the authority to waive any of these State requirements]**

#### **Reminders:**

- The proposed plan assumes the state of Illinois is in Phase 4 of Governor Pritzker’s Restore Illinois Plan
- Donovan CUSD #3 will return to all Remote Learning if the state of Illinois reverts back to Phase 3
- When the State moves to a status that is similar or identical to what is currently called “Phase 5” within the Governor’s Restore Illinois Plan, this Plan will be phased-out in accordance with public health guidelines.

#### **Capacity Limits:**

1. One space = 50 maximum
2. Outdoors, 30’ between each group of no more than 50

#### **Students / Staff / Parents Entering Building:**

1. Only Essential Staff will be allowed into the building.
2. Symptom/Temperature checks for all those entering the building.
3. Student designated entrances
4. Staff currently have designated entrances

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### **Start of Day:**

1. Elementary
  - A. Start of Day
    - (1). Perimeter doors propped open and supervised
    - (2). Students riding bus will enter **west** doors in front of building
    - (3). Parents will be asked to drop students off on the **east** side of the building
      - (a). Students getting dropped off will enter **east** doors in front of building
    - (4). Staff entrance NW doors
    - (5). Classroom doors will be propped open
    - (6). Students report to assigned areas of the building
      - (a). Gym
      - (b). Cafeteria
      - (c). Other classrooms
      - (d). Outdoor Area

Breakfast is free to all students and will be served in the cafeteria - may be eaten in multiple locations

2. JH/HS
  - A. Perimeter doors propped open and supervised
    - (1). Bus riders dropped off and enter through District Office doors
    - (2). Walkers and drivers enter through normal high school doors
  - B. Students report to 1<sup>st</sup> hour class or cafeteria for breakfast
    - (1). Breakfast is free to all students
    - (2). No hallway congregating
    - (3). If breakfast reaches close to 50 students, the old gym will be opened

### **End of Day:**

1. Elementary
  - A. Students riding bus home will be walked to bus through both east and west main doors
    - (1). Parents will be asked to pick students up on the east side of the building
      - (a), *2nd-5th Students being picked up will be walked to Northeast doors*
      - (b), *K-1st Students being picked up will be walked to Southeast doors*

### **Face Coverings:**

1. Masks
  - A. District will supply a limited number of school color/logo masks.
2. Expectations
  - A. Consistency
  - B. Board policy / handbook – Similar to dress code
3. Staff will be encouraged to take outdoor breaks with students
  - A. Students/staff when outdoors and 6 feet apart may take their masks off
4. Medical Reasons
  - A. Medically fragile students as documented by a physician will be provided remote learning at home. Wifi and a device may be available
5. Refusal
  - A. Home school

### **Student Hygiene:**

1. Handwashing Schedules
2. Reminders of “no face touching”
3. Reminder posters throughout building

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### **Full-Time Remote Learning:**

1. Students in grades 6-12 who choose this option will be assigned courses through Apex Learning and will not receive academic support by core area Donovan teachers. K-5 students will be assigned courses through Edmentum and will not receive academic support by core area Donovan teachers. Students with an IEP will continue to receive services from assigned ISEA staff. Students with a 504 plan will receive their appropriate services. The first day of school will be August 24 for all students.
  2. Students will be assigned a remote learning facilitator that will monitor learning activities through the online platforms. A student will receive a schedule that includes core area subjects and select electives.
  3. Students will be expected to log-in to verify daily attendance by 10:00 a.m. each day.
  4. Students will be expected to complete assignments and assessments in the same timeframe as if they were engaged in in-person learning. The semester ends on December 18.
  5. Grades will be reported as either "Pass" or "Fail" and will not count towards a student's overall GPA
  6. All remote learners will receive a school-issued Chromebook.
- Points to consider before you opt-in to full-time remote learning:
    - Remote learning will require guidance and support from guardians.
    - Content for remote learning will be aligned to the Illinois Learning Standards. **Not all Donovan CUSD #3 courses will be available through Apex Learning.**
    - Families are expected to provide a learning space that includes reliable internet access.
    - Please realize this decision is binding for students for the entire fall semester.

### **School Cleaning & Disinfecting:**

1. Daily classroom cleaning
2. Lunchroom - in between lunches
3. Classroom Lunch – cleaning classrooms where students eat
4. Sanitizing stations for each classroom

### **Social Distancing:**

1. Classrooms
  - A. Seating Chart enforced
  - B. Hand sanitizer station in each classroom
  - C. Desks spaced out and all facing same direction
  - D. Emphasis on the 6-foot apart rule as much as possible (markings on floor in hallways)
  - E. Less furniture to allow for desk spacing
  - F. No carpet areas
  - G. No common areas (group tables)
  - H. No sharing of materials (glue, crayons, markers, etc.)
  - I. Hallway schedules
  - J. Stairwells may be one-way traffic
2. Lunchroom - extra spaces/locations - **Lunch is free to all students!**
  - A. Sanitization of tables and chairs following each use
  - B. Classes will be dismissed when needed
  - C. Students in line 6 feet apart

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- D. All tables will be disinfected between lunches
- E. Disposable silverware and plates may be used
- F. Shields may be used for additional protection
- 3. Lockers - spaced based on grade and location – Every other locker at JH/HS.
  - A. No dressing for PE
- 4. Outside Activities – Recess and PE
  - A. Recess and Physical Education will happen daily and will be managed per IDPH guidelines. Could be outside, inside, or a combination of both.

### **Transportation:**

- 1. Parents are encouraged to transport their child(ren) to and from school.
- 2. Bus Monitor – takes student temperature
- 3. Student will NOT ride the bus if their temperature is OVER 100.4 degrees
- 4. Student uses hand sanitizer before entering bus
- 5. Students must be wearing a mask when entering the bus as well as the entire bus route
- 6. Seating charts will be enforced.
  - A. Families (Live in same house) sit together in same seat (2)
  - B. Use multiple seats if more than two family members on same bus
  - C. If on bus without family member sit alone
  - D. Individual students encouraged to sit next to window
  - E. Disposable masks offered for every trip
- 7. Sanitization of each bus will occur after each route
- 8. Student utilize hand sanitizer when exiting the bus and entering the school building

### **Symptom Screenings / Self-Quarantine:**

- 1. Separate spaces in both buildings for students displaying symptoms or having a temperature over 100.4. A parent/guardian will be notified and asked to pick up the student.
- 2. Parents should check their children daily for symptoms and not send children to school if symptoms exist. Currently known symptoms include: fever greater than 100.4 F, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.
- 3. Students and staff who have the above symptoms of COVID-19 (listed above) may not attend school.
- 4. Students will be quarantined if the above symptoms are present.
- 5. Temperatures of students will be taken daily by school personnel before entering school and/or the school bus.
- 6. Teachers and staff will self-certify they are free of the above symptoms, record the information daily and submit it to the administration.
- 7. Students will be sent to the school secretary if the above symptoms are present.
- 8. Parents of students with the above symptoms will be called to school so students can receive medical assistance.

### **PK-12 COVID-19 School Exclusion Guidance**

Donovan CUSD #3 will follow the most current recommendations from the ISBE, IDPH & the CDC.