



**Caseyville Elementary School's Return to Learn Plans
433 S. 2nd Street
Caseyville, IL 62232**

**Request for Approval
July 30, 2020**

**Approved by: Sharon Valentine
August 7, 2020**

Submitted By:

Mrs. Chelsea Clark, Principal

Caseyville's Return to Learning Committee Members

Chelsea Clark, Principal
Kristin Scott, Secretary
Kim Rivera, Health Care Attendant
Kathy Sullivan, 2nd Grade
Susan Hammond Rimar, Kindergarten
Melissa Hardy, Speech and Language Pathologist
Cindy Moad, Special Education
Rhonda Hammon, Educational Assistant
Mercedes Herring, 3rd Grade
Anne Bauer, Social Worker
Sherry Piffner-Bathon, Title 1

***All Certified and Non-Certified Employees will participate in district wide trainings on Thursday, August 13th & Friday, August 14th. Trainings will include safety and cleaning protocols as well as proper handwashing techniques. ***

Traditional Learning Model and Blended Learning Model Procedures

	Action Plan:	Supervision:	Things To Do/Supplies Needed:
Arrival	<ul style="list-style-type: none"> -Students must have masks on before they enter the building. Give masks to students who don't have one. -Students will enter through designated grade level doors in front or back of building. A staff member will be present at every door. -Students riding buses. Buses will not be able to unload students unless a staff member is present to dismiss students in order to control the number of students entering the building at once. -Students needing breakfast will get in from the breakfast cart in their hallway.* -New students can be escorted to their classroom by an adult on duty -Adults on duty will need to stop parents from entering and send them to the office doors/intercom. 	<p>Bus/Front Doors/Back Door: See Duty Schedule everyone has an assignment</p> <p>Classrooms: K-4 Teachers</p>	<ul style="list-style-type: none"> -Student masks -Classlists -Walkie-Talkies
Dismissal	<p>Masks will be worn during dismissal process. Students will use hand sanitizer upon exiting classroom.</p> <p>-Gradual dismissal process: One Bus Adult Supervisor will pick up bus riders from each class. Walk the students to the buses. Then go pick up students from the next classroom they are assigned or monitor students outside</p> <p>*Noncertified and At-Will Employees will ride buses 8/20-8/27 (3 A Days, 3 B Days) 1st classroom of each grade level at 12:50pm 2nd classroom of each grade level at 12:55 3rd classroom and anyone left at 1:00</p>	<p>BUS: See Duty Schedule Non Classroom Teachers & Non certified Staff</p> <p>Car Rider/Walkers: *See duty schedule</p>	<ul style="list-style-type: none"> -Walkie Talkies -Bus lists for each grade with bus number -15 Cones -Grade Level Signs

	<p>Relief Aides will put out dismissal cones each day by 12:30</p> <p>A relief aide will come starting at 12:50 to classrooms to dismiss students attending Y Club. The relief aide will walk students to the gymnasium.</p> <p>Grade level cones in back for car riders/walkers. Grade level cones are in order between kindergarten and 4th grade wings. Grade level sign displayed on cones for parents to see where their student is. Student tells teacher "I see my.... mom/ride/parent/etc." Teacher and pickup person make eye contact and wave. Student is released to go to their pickup person only at that point. When each teacher comes in after her students are gone, she will bring in her cone to Ms. Karen's room.</p>		
<p>Recess</p>	<p>Students will use hand sanitizer upon entering and exiting classrooms. Students will wear masks while walking in and out of the building to recess.</p> <ul style="list-style-type: none"> a. Relief aides will meet classes in their room and escort to the playground, using nearest exterior door b. Classroom teachers will meet classes outside to escort students into building. <ul style="list-style-type: none"> i. Classes will line up at class cone - this will vary based upon schedule. c. Masks will be placed in paper bag for each student once out of the building. Bags will be placed in laundry basket near class cone. Teacher will distribute masks/bags back to students. <p>Students will have rotating assigned areas on the playground based upon classroom teacher.</p> <ul style="list-style-type: none"> a. Cones used at dismissal will be used as a visual for students to see designated recess area for that day. <p>Aides will disinfect playground using spray in between recesses</p>	<p>Aides</p>	<ul style="list-style-type: none"> *Disinfectant Spray *Rotating Schedule Needs to be created and assigned cones *Paper Bags for Masks to placed in during recess *Laundry baskets for class sets of masks.

	<p style="text-align: center;">Recess Schedule</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">9:15 - 9:30</td> <td>Kdg Recess</td> </tr> <tr> <td>9:40 - 9:55</td> <td>1st Grade Recess</td> </tr> <tr> <td>10:05 - 10:20</td> <td>2nd Grade Recess</td> </tr> <tr> <td>10:30 - 10:45</td> <td>3rd Grade Recess</td> </tr> <tr> <td>10:55 - 11:10</td> <td>4th Grade Recess</td> </tr> </table>	9:15 - 9:30	Kdg Recess	9:40 - 9:55	1st Grade Recess	10:05 - 10:20	2nd Grade Recess	10:30 - 10:45	3rd Grade Recess	10:55 - 11:10	4th Grade Recess		
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Breakfast	<ol style="list-style-type: none"> 1. Students obtain b'fast from hallway supervisor (grab and go b'fast) <ol style="list-style-type: none"> a. Supervisor will highlight student's name 2. Hand sanitizer upon classroom 3. Wipe down desk prior to eating 4. Put mask in paper bag while eating 5. Eat b'fast at assigned desk/space 6. Put mask back on 7. Dispose of large trash cans placed throughout hallways 8. Hand sanitizer upon entering classroom 9. Wipe down desk 	<p>Classroom Teachers & Non classroom certified staff and noncertified staff will be assigned duties throughout the school starting at 7:30</p>	<p>*Disinfectant wipes *Large Trash Cans in Hallways</p>										
Lunch	<ol style="list-style-type: none"> 1. Lunch counts will occur at the beginning of the day for hot and cold choices <ol style="list-style-type: none"> a. Teacher will turn in on laminated sheet students' choices 2. Lunches will be delivered to classrooms by relief aides. 3. Students wipe down desks prior to eating 4. Masks will placed in paper bag 5. Students all use hand sanitizer prior to eating 6. Eat lunch at assigned desk/space 7. Put mask back on 8. Dispose of large trash cans place throughout hallways 9. Hand Sanitizer upon entering classroom 	<p>Classroom Teachers & 1 additional staff member will be assigned to each classroom to relieve the teacher to use the restroom and get her lunch.</p> <p>Additional staff member will monitor hallway/restroom once lunch</p>	<p>*Disinfectant wipes *Large Trash Cans in Hallways</p>										

	<p>10. Disinfect desk/work space</p> <p>Students who got b'fast and lunch on the day in attendance will take home food for the following day they are participating in Remote Learning. Students in attendance on Thursday will take home food for Friday & Monday. Students in attendance on Friday will take home food for Monday & Tuesday. Directions will be included on reheating instructions and ingredients.</p> <p>Full Remote learning students will make arrangements to pick up a week's worth of meals on Mondays.</p> <p>Students with food allergies will eat in a safe area. Washed before and after. Diabetics will be appropriately monitored.</p>	has been eaten.	
Hallway Traffic	<ol style="list-style-type: none"> 1. Students and staff will follow arrows on floor designating flow of traffic 2. Facemasks in the hallway 3. Adhere to displayed social distancing signage 4. Weather permitting, ground level classrooms will use outside routes for transitions 		<p>*Signage to designate hallway directions.- dots to mark spaces on the walls/floors to keep 6ft apart</p> <p>*divider down the hallway (tape on floor)</p>
Bathroom & Water Fountain Usage	<p>*Stagger times for each class, Restroom Break sign up for class will be sent out with specific restrooms to use.</p> <ol style="list-style-type: none"> 1. 3 students at a time will be allowed in the bathroom. 2. Students will use social distancing stickers while waiting for restroom. <p>Nonclass Bathroom Break</p> <ol style="list-style-type: none"> 1. Each class will have a bathroom pass/clip for students needing to use the restroom outside of his/her assigned time. 2. Teachers will establish in their own classroom what this process looks like to 	*Classroom Teacher & Relief Aide (Non Class Break)	<p>*Wipes available in or near each restroom</p> <p>*Marked distances from each other</p> <p>*More than one trash can</p> <p>*Disinfecting spray</p> <p>*Bottle filling stations near or replacing existing drinking fountains.</p>

	<p>utilize the clip</p> <ol style="list-style-type: none"> 3. Outside each restroom there will be clips with 3 clip spaces on each chart or signage. 4. Upon entering the restroom, the student will place the clip on the signage. 5. When leaving the restroom, the student will remove the clip from signage. 6. If all 3 spots on the signage are full for restroom usage, students will wait their turn on social distancing stickers. 7. Upon returning to classroom, student will sanitize his/her hands, disinfect clip and return clip to appropriate place in classroom. <p>Restrooms will be cleaned and sanitized periodically throughout the day.</p> <p>*Students will use water fountain or filling station after using the restroom when hands are clean. Require water bottles to have a removable top so that the part that touches the mouth will not touch the station.</p> <p>*Teach, Model and Reteach Bathroom Expectations - Show Videos</p> <ol style="list-style-type: none"> 1) Dispose of Trash 2) Wipe Down Sinks and Handles after Each Class 3) Wipe Down Water Fountain After Each Class 4) Proper Handwashing Techniques 		<p>*Gloves available for the teacher or supervisor to wipe down the filling station.</p> <p>*Clips for each teacher/class</p> <p>*Clip signage outside each restroom</p>
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<p>Classrooms</p>	<p>In the classroom, students must wear masks at all times except when eating during lunch.</p> <p>Seating:</p> <ul style="list-style-type: none"> ● If possible, desks should be 6 feet apart facing the same direction. ● If using tables, their area needs to be clearly marked so that students know where their work space is. (Examples for identified workplace: Assigned seating with names, Section off areas with tape, Placing a place mat) Individual teachers may need to ask for additional seating if there is not enough spacing between students. ● Students should sit as far apart as possible when sitting on the carpet. ● If using desks, they must all face the same direction. <p>Materials/Manipulatives/Toys</p> <ul style="list-style-type: none"> ● School supplies should not be shared. Each student should have their own supplies, with storage to keep them separated. ● Teachers should have a cleaning plan to sanitize educational materials and equipment after use. Some examples included are, a tub set aside for materials that are waiting to be cleaned, student routines established to wipe down materials after each use. <p>Chromebook Cart</p> <ul style="list-style-type: none"> ● Each student needs to be assigned their own chromebook. ● If Hybrid model, students will take home chromebooks daily ● Chromebook must be sanitized with cleaning supplies that are approved by the technology staff. <p>Classroom Library</p> <ul style="list-style-type: none"> ● Students may use books from your classroom library; however, they need to be sanitized before and after use. ● Students can store borrowed books in an individual container like a book box. ● After students are finished with a book, 		<p>Cleaning solution needed for each classroom so that manipulatives and toys can be soaked and disinfected after each use, not to be shared on a daily basis.</p> <p>Circle Dots for markings on floor</p> <p>Door stops</p>
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	<p>they can put it in a tub labeled “Book Hangout” where the book sits for 24-48 hours before it is returned to its spot.</p> <ul style="list-style-type: none">● When students are book shopping, they need to practice social distancing to the greatest extent possible. When shopping, they must be encouraged to not touch the books as much as possible. If they touch a book, then they need to sanitize it and put it in the “Book Hangout.” <p>Lockers/ Storage</p> <ul style="list-style-type: none">● If lockers are separated into sections, students can use them on alternative days if in Hybrid model. However, the teacher must have a plan in place for students taking turns going into the locker.● Students must store their supplies in separate containers. (Examples include plastic containers, chair pockets, book boxes, etc.) <p>Walking in Classroom</p> <ul style="list-style-type: none">● When moving around in the classroom, students must practice social distancing to the greatest extent possible. (One way to help is to have arrows marking which way to walk in the classroom.) <p>Arriving & Leaving Classroom</p> <ul style="list-style-type: none">● When lining up to leave the classroom, students need to practice social distancing to the greatest extent possible● When students enter or leave the classroom, they must hand sanitizer.● Teachers need to have a plan for entering and exiting classrooms while practicing social distancing. (For example: With classes that have two doors, one can be used solely for entering and the other for leaving.● Only one student can walk through the door at a time.● When all students are arriving and entering at the same, teachers could prop the door open to prevent each child from touching the door knob.● Students will wipe down work space		
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	<p>upon entering classroom at the start of day, recess and specials</p> <ul style="list-style-type: none"> ● To the greatest extent possible, these services should be provided with push-in support services. ● When not feasible, please follow the following protocol. <ul style="list-style-type: none"> ○ Students will utilize hand sanitizer upon entering and exiting rooms. ○ Students will not share supplies ○ Students may need to bring personal pencil box from gen ed classroom to complete activities ○ Prior to leaving room, students will disinfect workspace. <p>Snacks/Meals</p> <ul style="list-style-type: none"> ● See b'fast & lunch for specific plans ● All snacks need to be brought in by the student or teacher, no group snacks. If brought in by the teacher, they need to be individually wrapped. ● Teachers should review building food procedures and have a plan in place for their individual classroom food procedures. ● Students should implement proper handwashing or hand sanitizer prior to eating. ● Classroom food areas should be cleaned and sanitized after meal time. <p>Cleaning/Sanitizing</p> <ul style="list-style-type: none"> ● Students and classroom teachers should perform a midday cleaning/sanitizing of frequently used areas. This must be performed consistently every school day. ● Classrooms should have sanitization/social distancing signage (provided by the district) posted in the classrooms. 		
Sick Student/Staff Member	<p>Staff:</p> <ol style="list-style-type: none"> 1. If a staff member becomes sick and needs to leave, they are to report to building administrator. Nurse will 		*Technology - drop phone line in temporary conference room.

	<p>document symptoms.</p> <ol style="list-style-type: none"> 2. Staff member will adhere to Unit 10 guidelines to return to work. <p>Student:</p> <ol style="list-style-type: none"> 1. Staff is encourage to handle minor, non-ill symptoms within the classroom - lost tooth, bandaids, etc. <ol style="list-style-type: none"> a. If you feel it is significant, you can email the health staff for documentation purposes, they will record it in the student's file on Skyward. 2. When sending an ill student to the office, staff will notify office prior to student being sent. <ol style="list-style-type: none"> a. Do not send a buddy with the student unless they have dizziness or severe trouble breathing. 3. Secretary and Administrator will continue to assist health staff with medicine, students needing assistance, etc. <p>Isolation Room</p> <ol style="list-style-type: none"> 1. The isolation room will be located in the current conference . A student will be placed in the isolation room if a student exhibits a fever or respiratory issues. <ol style="list-style-type: none"> a. The current conference room will be relocated to 101-S 2. If a student is in the isolation room, the health staff will supervise the student. <ol style="list-style-type: none"> a. If no health staff is present, a non-certified employee or an at will employee will supervise the student. b. Staff members in the isolation are required by health department to be in full PPE gear that will be provided. 3. Students will remain in isolation room until they are picked up. 4. Isolation room will be disinfected and sanitized regularly. 		<p>* Additional mats for students that are resting.</p> <p>*Maybe a baby monitor to help supervise the kids if the health staff is assisting others.</p>
Office Area	Staff and students will put hand sanitizer on prior to entering and leaving office		Door stop At every phone in the

	<p>Prop open office door so no one is required to constantly touch it.</p> <p>Hard surfaces will be disinfected approximately every 45-60 minutes.</p> <p>Only 1 “family” &/or person should be allowed in the vestibule at all times.</p> <ol style="list-style-type: none"> 1. Staff member will sign in students to avoid passing paper and pen back and forth. <ol style="list-style-type: none"> a. New Tardy Slips will be created. 2. Parents bringing in backpacks, chromebooks, etc. late will leave items on purple bench. They will not be admitted to vestibule. *May need to revise during inclement weather* 3. IDs may be verified through exterior window not always requiring parents to come into vestibule. 4. Parents signing out students early can wait outside vestibule after signing out student. <p>The delivery of our USPS/UPS/FEDEX should be left in the vestibule instead of the office. Then disinfected before delivery.</p> <p>Prior to sending any student to the office the staff member needs to buzz the office to notify. Especially if the child is sick.</p> <ol style="list-style-type: none"> 1. Students exhibit Covid like symptoms will immediately go into isolation room for an evaluation. <p>When a student is late that child’s temperature is taken before the parent leaves regardless of the tardiness reason.</p>		<p>vestibule/office disinfectant wipes will be needed on hand.</p> <p>Thermometer for the vestibule.</p>
<p>Bus</p>	<p>First Student Bus Company is a 3rd party contracted service through CUSD. We are working in collaboration with them to implement</p>	<p>Bus Drivers and Bus Monitors</p>	<p>Extra Masks Seating Charts</p>

	<p>the following safety protocols and procedures:</p> <ol style="list-style-type: none">1. Students will load the bus from back to front minimizing contact/exposures.2. Students will wear a mask at all times.<ol style="list-style-type: none">a. Extra masks will be available for students if needed.3. First Student and Building Administrator will work to create seating charts.<ol style="list-style-type: none">a. Siblings will sit together4. No more than 50 students/route5. Buses will be clean and disinfected in between routes.6. Weather permitting, windows will remain down. <p><u>Transportation</u></p> <p>First Student Bus Company Transportation has played a critical role in the operations for many aspects of our student's education. Transportation has developed several safety protocols to keep our staff and students safe during the COVID-19 pandemic.</p> <p>Student transportation procedures have been developed to assure compliance with all applicable expectations under state and federal guidelines. All individuals on a bus must wear a face covering, no more than 50 individuals should be on a bus at one time, and social distancing must be maintained to the greatest extent possible. Students must undergo symptom and temperature checks, which may include self-certification, before boarding a bus. Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene. Drivers and monitors must undergo symptom and temperature checks or self-certify and verify that they are free of symptoms before the start of each workday. Drivers and monitors who</p>		for A day and B day (Hybrid Model)
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have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or symptoms of COVID-19 may not work. Drivers and monitors who become ill during their route should contact their supervisor immediately.

42 Student transportation should apply the most feasible social distancing guidelines. The CDC recommends that entities should “create distance between children on school buses ...when possible.” No more than 50 individuals may be on a vehicle at any one time during Phase 4. All physical changes to school transportation vehicles must meet Illinois Department of Transportation (IDOT) and Secretary of State rules and regulations. All required IDOT inspections should occur.

School Bus Sanitation

The transportation sanitation plan includes daily disinfection of the First Student Bus Company fleet. Bus company facilities will be cleaned daily (or between use on all vehicles) with emphasis on high touch surfaces and restrooms. A physical distancing and PPE plan has been developed for the transportation staff when they are at the bus garage. Schools buses will be disinfected daily at the end of routes using only products that meet the EPA criteria and manufacturers’ guidelines and allowed to sit overnight for maximum disinfectant dwell time. First Student’s preferred product is Zoono Z71™ Microbe Shield Surface Monthly Disinfectant. Zoono Z71 an antimicrobial defensive barrier that destroys pathogens — including the virus

	that causes COVID-19 — on contact, making it more effective than traditional disinfectants. Daily disinfectants will also be available.		
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Caseyville Elementary’s Full Remote Learning Plan

Open House/Orientation/Chromebook Distribution - Teachers will make appointments via Google Meets or Zoom with individual parents or small groups from 11-7 on Tuesday, August 18, 2020 and from 9-2 on Wednesday, August 19, 2020. Teachers will review the use of technology including DOJO, Google Classroom, all educational expectations, safety requirements, and attendance procedures. Chromebooks would be distributed at this time. All students would start with remote learning on Thursday, August 20, 2020.

Safety Procedures/Protocols for event - specific plan has been submitted for approval

- Appointments will be staggered by grade level.
- No more than four families (8 people) per classroom at one time
- Tables will be spread out and disinfected after each appointment
- Families will complete a visitor Covid-19 screening prior to entering. (See Attached)
- Temperatures will be taken prior to entering.
- Masks will be worn by all participants in the meeting.

Families will adhere to signage throughout buildings (one way hallways, stairwells, enter/exits doors)

Teacher availability - Teachers will periodically monitor their email and respond to questions between the hours of 8:00 a.m. and 1:00 p.m. Teachers will be available outside of these hours by appt. only. Questions will be responded to individually or in a mass communication using district approved electronic resources. Teachers will use various means to stay connected with students, including: webpage updates, Google Classroom updates, ClassDojo, emails, phone calls, Remind updates, etc., to help the instructor connect with, reassure, and provide students with feedback and encouragement. Students have flexibility to complete their assignments at any time.

Attendance - During Remote Learning, attendance will be taken daily. The preferred method of collecting attendance is always a one-to-one daily connection between the teacher and the student. However, we recognize that this method is not available or practical for all districts and student scenarios under the COVID-19 conditions. We encourage and suggests several ideas for how classroom teachers can collect and count a student as present when the one-to-one daily connection is not practical:

- Video conference “check-ins.”
- Wellness checks coupled with a question on student engagement/participation in lessons.
- Phone calls coupled with a question on student engagement/participation in lessons.
- Text messages or email communications coupled with a question on student engagement/participation in lessons.
- Packet collections by school personnel.

Grading - Caseyville Elementary will use the district's traditional grading policy for both remote and blended learning. Students will be expected to complete all assignments, assessments, and projects in a timely manner. All assignments will be graded when appropriate and students will be provided with feedback on each graded assignment. The district will provide teachers and students with the appropriate resources to complete assignments. Students will receive a midterm grade and follow the district's grading calendar.

Incomplete - Students can only receive an incomplete grade when a situation occurs that is beyond their control. Students who encounter long-term illness while engaged in remote only learning will have an opportunity to make up their assignments, assessments, and projects. The student may need to provide documentation to support their inability to complete the class.

Teachers will create an individualized plan for the student and the student will be given one full term to make-up the assignments. Once the work is complete, the student will receive the grade earned. Students who do not complete the assignments by the end of the term will receive a failing grade for the class.

Instruction - Classroom instruction during remote learning will emphasize quality over quantity, be data-driven and based on the student's individual needs and abilities. Teachers will use instructional strategies to differentiate and address students needs through small group instruction and course placements. Technology integration will be consistent in every classroom to provide resources to meet those needs. At the elementary level, instructional coaches will provide support and resources to assist teachers by modeling lessons, analyzing data, and implementing professional development

Quality over Quantity

- Which standards were missed or partially covered?

- What are the essential standards at the current grade level?
- What are the skills required to master the missed or partially covered standards?
- Will the standard stand alone in instruction or can it be layered in the current grade-level standard?

Illinois State Board of Education Engagement Suggestions

Kindergarten - minimum of 30 minutes per day, maximum of 90 minutes per day

1st & 2nd Grade - minimum of 45 minutes per day, maximum of 90 minutes per day

3rd & 4th Grade - minimum of 60 minutes per day, maximum of 120 minutes per day

Communication and Engagement - Principal will have daily emails to staff and parents through Schoolmessenger. Principals will do weekly videos for staff and families on a variety of topics. Things will also be shared on Facebook and Twitter. Teachers will share videos, read books, give shout outs, etc. via Facebook and Twitter..

Teachers will be expected to use Google Classroom and/or DOJO (or whatever the district directs) for on-line learning. In addition, teachers will be expected to use the on-line components of the Renaissance Learning programs recently purchased.

Principals/Assistant Principals

- a. Send daily announcements via email, Youtube, Facebook, and/or Twitter.
- b. Meet with teachers and staff weekly using Google Meet/Zoom
- c. Send monthly surveys to parents and teachers
- d. Share daily activities and creative lessons that your teachers are posting with the rest of your staff and community via social media, Google+, and/or email.
- e. Share professional development, educational articles and/or conduct book study
- f. When invited, attend IEP meetings via Google Meet.
- g. Attend PLC meetings
- h. Utilize Instructional Coaches, Coordinators and Department Chairs for projects you are working on. They can assist with data analysis, research, resources and/or professional Development.

Caseyville Teachers

- a. Send weekly announcements to parents via email, Skyward, ClassDojo, or Google Classroom.
Announcements should include weekly lessons and activities, including activities for students without internet access (hopefully this will be solved through the district's efforts to provide internet access to all students).
- b. Recorded or live lessons should be shared daily and teachers should connect with students using Google Meet several times a week. Lessons and activities should reinforce skills that have already been introduced in addition to teaching new material.
- c. Have one on one digital tutorials with students who need extra support.
- d. Special Education teachers check in regularly with the students on your caseload, collaborate with your general education colleagues and related service providers, and continue to document all contacts home in the contact section of Skyward.
- e. When invited, attend IEP meetings via Google Meet.

- f. Title teachers and ELL teachers should provide services with individual students on a rotating schedule.
- g. Attend scheduled meetings with your administration and coordinators using Google Meet.
- h. PLC teams should meet weekly using Google Meet, for 1-hour to discuss lesson plans, activities, digital and non-digital communication and share ideas. This time is flexible and can be determined by the team. Please keep agendas for these meetings.
- i. Utilize your instructional coaches and coordinators as a resource for lesson planning, professional development and instructional resources.
- j. Share ideas via social media and Google+

Non-Certified Staff

- a. Conduct regular wellness checks via phone and in person, when possible, on teacher-identified groups of disengaged students
- b. Deliver instructional materials, digital devices, etc. to transportation-less students and families
- c. Form support groups to encourage social interactions for students struggling with the change in learning environment
- d. Conduct small-group, research-based counseling sessions to support students' social, emotional and behavioral health
- e. Form parent support groups to help parents navigate remote and blended learning expectations, technological challenges, employment challenges, etc.
- f. Provide academic and emotional support to students before, during and after class sessions
- g. Assist classroom teachers with relevant educational duties (attendance, organization, small/large group instruction, etc.)

- h. Participate in virtual/remote classrooms to better assist students during class times or online availability
- i. Collaborate with classroom teacher(s) on content and delivery systems.

Student responsibilities

- a. Review assigned work.
- b. Complete your assigned work by the due date
- c. Ask clarifying questions when you need help or don't understand
- d. Be respectful to yourself, teachers and peers.

Parent/Guardian responsibilities

- a. Review work assigned to the student.
- b. Reserve a space for students to complete remote learning work.
- c. Encourage students to get enough sleep.
- d. Set sensible time limits for technology use.
- e. Talk to students about their work every day.
- f. Help students establish and follow regular daily routines.

Students with Special Education Services

1. Students who receive special education services in the general education setting will continue to receive assignments from their general education teacher. The Special Education Teacher will continue to make modifications and accommodations for the students based on each of their individual IEPs. They will continue to check in with the students in their classes to check for understanding and provide assistance in completion of assignments and learning activities. The General Education Teacher and The Special Education Teacher should collaborate to ensure the assignments support the student's progress towards their IEP goals and objectives.

2. Students who receive special education services in the general education and special education setting will receive assignments and activities from their general education teacher and from the special education teacher. The Special Education Teacher will continue to make modifications and accommodations for the students based on each of their individual IEPs. They will continue to check in with the students in their classes to check for understanding and provide assistance in completion of assignments and learning activities. The General Education Teacher and The Special Education Teacher should collaborate to ensure the assignments support the student's progress towards their IEP goals and objectives.

3. Students who receive special education services in the Special Education Setting will receive all of their assignments and activities from their special education teacher(s). The Special Education Teacher will continue to make modifications and accommodations for the students based on each of their individual IEPs. They will continue to check in with the students in their classes to check for understanding and provide assistance in completion of assignments and learning activities. The assignments and activities assigned should all support the student's progress towards their IEP goals and objectives.

4. Related Services: Speech, Social Work, Occupational Therapy, Physical Therapy, Adapted PE

Each student's case manager and related service provider(s) should collaborate with the parents/guardians of the students on their caseloads to determine the services which can be provided via consult, telephone conferences, Google Meets, an online therapy platform, etc. Additional resources may be posted to the District

backpack and/or emailed/mailed to parents/guardians which may include home practice activity resources, including videos, website links, etc. These team decisions should be based upon the student's goals and objectives outlined in their IEPs and take into consideration available technology as well as the amount of time the student will need to dedicate to their core academics. The related service provider and parents/guardians will develop an agreed upon schedule and mode to deliver the services. These plans should be revisited often and adjusted as necessary to meet each student's individual needs.

5. IEP Meetings

Will continue as scheduled via Google Meets. Please watch your emails for invitations and any important changes to the schedule from your IEP Coordinator

6. Initial Evaluations/Re-evaluations

Will be completed to the greatest extent possible unless they require face to face assessment components in which case they must be postponed until school resumes in order to keep staff and students safe and abide by the shelter in place order and social distancing guidelines.

Social Emotional Activities Outside Remote Learning - The health and mental well-being of students is our top priority. Accommodations and modifications can and should be done when appropriate for students and their mental health.

Suggestions for Additional Activities

Mindfulness

- Reading, e.g., independent reading, listening to someone else read, audiobooks

- Puzzles, Word Searches
- Write a story or in a journal
- Count money
- Draw a map of your neighborhood
- Building with blocks or Legos
- Listen to a podcast, watch a documentary, invent something

Body

- Take a walk
- Dance
- Exercise
- Fine/gross motor activities
- Stretch or do yoga
- Play a sport

Spirit

- Listen to music or sing
- Playing (inside or outside)
- Creative arts
- Coloring or drawing
- Imaginative play
- Meditate

- Do something you've been avoiding

Environment

- Clean up your room
- Do age-appropriate chores
- Gardening
- Fix something broken
- Take care of pets or plants
- Cook or bake

Family

- Write a letter to someone
- Play board games with a family member
- Tell jokes or riddles
- Build a fort and tell stories in it
- Offer to help someone

Maintaining Connectedness to the Community - FREE student meal service is provided to ALL children in the CUSD 10 community during the COVID-19 pandemic closure. We encourage families to take advantage of this offer to ensure all of our children are fed. Meals are made by our Sodexo food service staff and are distributed once a day in brown bags that include: one student lunch and a grab & go breakfast item for the following morning. The district provides a brown-bag lunch service via drive-thru pick up at selected locations and bus delivery routes