

Champaign Unit 4 Schools



Framework for Beginning the 2020-2021 School Year

July 29, 2020

Table of Contents

A Note from the Superintendent	3
Registration	4
Immunizations and Physicals.....	4
Teaching & Learning Schedules	5
Early Childhood Learning Schedule	5
K-5 Learning Schedule	6
Middle School Learning Schedule.....	9
High School Learning Schedule	18
Novak Academy Learning Schedule	21
Related Teaching & Learning Questions	22
IEP/504 Services	22
Gifted Programming	22
Extracurricular Activities.....	23
School Closure	23
Distance Learning	23
Devices and Internet Access	24
Face Coverings (Masks)	25
Social Distancing	25
Capacity Limits	26
Symptom Screening/Temperature Checks.....	27
Illness at School	29
Positive COVID-19 Tests	30
Protocols	30
Communication.....	31
Return to School/Work	32
Self-Quarantine	32
Protocols	32
Return to School/Work	32
Safety & Wellness.....	33
Social/Emotional Needs.....	33
Guests & Visitors.....	33
Hand Hygiene	33
PPE.....	34
Cleaning & Sanitizing.....	34
Air Quality	34
Signage & Education	35
Water Fountains & Restrooms.....	35
Food Service	35
Appendices.....	37
COVID-19 Sabbatical Form	37
Food Service Details	38
Cleaning & Sanitizing Details	41
Transportation Details.....	45

A Note from the Superintendent

The last several weeks have created a level of anxiety for families, educators, and the community as we work to determine how best to provide education for our students this Fall.

We have received lots of feedback during the crafting of this framework and I am hopeful that the following information will provide some clarity.

While the Illinois State Board of Education and Illinois Department of Public Health agree that in-person learning is the goal, they acknowledge that this may not be feasible for everyone. Our framework offers all students the opportunity to start remotely. It also allows us to begin inviting small groups of students back for two days of in-person instruction per week. Schools will reach out initially to students with Individual Education Plans/504s, Emergent Bilinguals, students eligible for free or reduced lunch, and students with a parent employed by Unit 4.

We will continue to monitor updates and local data over the next several weeks. Although it is our hope that we may be able to welcome additional students back in-person, we recognize that we may need to return to full distance learning as conditions change. We believe this framework provides a flexible delivery model that allows us to respond accordingly.

We look forward to your continued support as we work to reconnect our students and staff this year.

With gratitude for your continued patience and understanding,

A handwritten signature in black ink that reads "Dr. Susan Zola". The signature is written in a cursive, flowing style.

Dr. Susan Zola,
Superintendent

REGISTRATION FOR 2020-2021

1. Do I need to register my student for the upcoming school year?

Yes. Registration for all Unit 4 students is required regardless of whether the student is attending an in-person class or attending distance learning.

The District will hold the place of all students who are registered and all students who are not registered but have filled out a COVID Sabbatical form (see Appendix). Additional forms are available at the Mellon Administrative Center.

Registering For School Year 2020-2021?	Attending In-Person 2020-2021	Attending Distance Learning 2020-2021
	YES, Please Register	YES, Please Register
Seat Held At Home School	Yes	Yes
Pay Registration Fee <ul style="list-style-type: none"> Fees cover materials, Chromebooks, textbooks, other equipment, supplies 	Yes	Yes
Food Service, If Applicable	Yes, with filled out form	Yes, with filled out form
Not Registering For School Year 2020? Not Attending U4 School	Homeschooling	Other School Alternative
	No Registration Required	No Registration Required
Seat Held At Home School	Yes / COVID Sabbatical Form needs to be submitted	Yes / COVID Sabbatical Form needs to be submitted
Pay Registration Fee	NO	NO

IMMUNIZATIONS AND PHYSICALS

2. Will the District require immunizations and physicals if students are attending only the distance learning?

Yes. Regardless of which learning option a family selects, the District requires all appropriate physicals and immunizations. If a parent/guardian needs any forms or information please feel free to call the District's Nursing Department at (217) 351-3701.

TEACHING & LEARNING SCHEDULES

3. What will instruction look like for the school year?

EARLY CHILDHOOD LEARNING SCHEDULE (As of July 29, 2020)

- General Overview:** All students will remain in the already assigned AM or PM sessions as the school year starts. All students may choose to attend solely via distance learning or will be welcomed back to school for a combination of in person instruction and distance learning. Students will be placed into cohorts by last name to attend in person some days and distance learning other days. Both in-person instruction and distance learning instruction will be 2.5 hours per day for all 5 days of the week. All students will be attending distance learning on Wednesdays of each week.

The District is reviewing student registration information and will be able to provide more detailed information to parents in early August.

All early childhood students who are receiving in-person instruction will be transported “door to door.”

CECC AM GROUP 9:15 - 11:45 AM					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
In-School	A-K	L-Z	DISTANCE LEARNING	A-K	L-Z
At Home	L-Z	A-K		L-Z	A-K
Full Distance	UPON REQUEST A-Z	UPON REQUEST A-Z	UPON REQUEST A-Z	UPON REQUEST A-Z	UPON REQUEST A-Z
CECC PM GROUP 12:50 - 3:20 PM					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
In-School	A-K	L-Z	DISTANCE LEARNING	A-K	L-Z
At Home	L-Z	A-K		L-Z	A-K
Full Distance	UPON REQUEST A-Z	UPON REQUEST A-Z	UPON REQUEST A-Z	UPON REQUEST A-Z	UPON REQUEST A-Z

Students who are attending in-person instruction will be receiving a snack during the day.

Teachers, staff and visitors to the CECC classes will have to wear face coverings. The District will be providing disposable masks if needed. Additionally, the District has ordered face shields for all classroom staff and related services providers. The District is also reviewing the purchase of additional PPE for staff including disposable gowns and other protective shields.

K-5 LEARNING SCHEDULE

(As of July 29, 2020)

- All elementary students will engage in five (5) hours of instruction each day of the week, Monday through Friday.
- Most students will engage in distance learning. For those students in distance learning, the five (5) hours of instruction will include at least two and a half (2 ½) hours of live, online instruction with their teacher(s) and classmates. The specific times and schedule for the two and a half (2 ½) hours of live, online instruction will be determined by each school. The five (5) hours of instruction each day will also include at least two and a half (2 ½) hours of structured, independent work.
- Groups of students (currently, those with IEPs/504s, Emergent Bilinguals, students eligible for free or reduced lunch, and students with a parent employed by Unit 4) will be invited to attend in-person instruction at their home school on Monday and Thursday or Tuesday and Friday depending upon their last name. (In order to ensure we have adequate staff available to carry out this plan, students with a parent employed by Unit 4 may attend all four in-person days, perhaps with a modified instructional format.) The in-person instruction will include four (4) hours at school and one (1) hour of structured, independent work.
- All K-5 Students will be attending distance learning on Wednesdays of each week.
- A sample K-5 Learning Plan is on the following page.

Students Last Name A - K / Attend In-Person and either Session 1 or Session 2 Depending Upon Session Assignment					
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Start Time	7:50 am/8:55 am	7:50 am/8:55 am	7:50 am/8:55 am	7:50 am/8:55 am	7:50 am/8:55 am
	IN-PERSON INSTRUCTION (4hrs plus 1 hr Independent Learning)	SESSION 1 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)	DIRECTED INSTRUCTION	IN-PERSON INSTRUCTION (4hrs plus 1 hr Independent Learning)	SESSION 1 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)
		SESSION 2 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)	INDEPENDENT LEARNING		SESSION 2 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)
End Time:	1:05 pm/2:10 pm	1:05 pm/2:10 pm	1:05 pm/2:10 pm	1:05 pm/2:10 pm	1:05 pm/2:10 pm
Students Last Name L - Z / Attend In Person and either Session 1 or Session 2 Depending Upon Session Assignment					
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Start Time	7:50 am/8:55 am	7:50 am/8:55 am	7:50 am/8:55 am	7:50 am/8:55 am	7:50 am/8:55 am
	SESSION 1 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)	IN-PERSON INSTRUCTION (4hrs plus 1 hr Independent Learning)	DIRECTED INSTRUCTION	SESSION 1 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)	IN-PERSON INSTRUCTION (4hrs plus 1 hr Independent Learning)
	SESSION 2 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)		INDEPENDENT LEARNING	SESSION 2 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)	
End Time:	1:05 pm/2:10 pm	1:05 pm/2:10 pm	1:05 pm/2:10 pm	1:05 pm/2:10 pm	1:05 pm/2:10 pm
FULL TIME DISTANCE LEARNING STUDENTS ATTENDING SESSION 1 or SESSION 2 (To Match Current Building Start Times)					
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Start Time	8:00 am/9:00 am	8:00 am/9:00 am	8:00 am/9:00 am	8:00 am/9:00 am	8:00 am/9:00 am
Session 1 8:00am - 10:30am 9:00am - 11:30am	SESSION 1 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)	SESSION 1 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)	DIRECTED INSTRUCTION	SESSION 1 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)	SESSION 1 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)
Session 2 11:00am - 1:30 pm 12 noon - 2:30pm	SESSION 2 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)	SESSION 2 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)	INDEPENDENT LEARNING	SESSION 2 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)	SESSION 2 (2.5 hrs Directed Instruction plus 2.5 hrs Independent Learning)
End Time:	1:30 pm/2:30 pm	1:30 pm/2:30 pm	1:30 pm/2:30 pm	1:30 pm/2:30 pm	1:30 pm/2:30 pm
Teacher Work Day:	Tier 1 - 7:20-2:35		Tier 2 - 8:25-3:40		

<p align="center">Common Platform for Learning and Communication:</p> <p>Every teacher will use Google Classroom at least once a day for each of their classes/content areas. This usage will include the sharing of assignments, announcements, and housing of essential resources to support learning for the 2020-2021 school year.</p>	
<p align="center">Common Resources for All Students with an Emphasis on Digital Skills for All Students</p>	
Math	enVision (Core resource) for each student (Recommendation: ExactPath for all students in grades 2-5)
Literacy	Wonders Units and Assessments (Core Resource), Independent Reading Time, Shared Reading Time, Virtual Guided Reading Sessions for all students at least 1/week, and Writing Time Every Day (Recommendation: ExactPath for all students in grades 2-5)
SEL	Second Step (Core Resource), SEL Learning Standards/Goals, and COVID-19 Specific Lessons.
<p align="center">Attendance</p> <p>Student attendance will be entered for both In-Person and Distance Learning in TAC</p>	
<p align="center">Grading & Report Cards</p> <ul style="list-style-type: none"> • October 20, 2020 - Distribution on October 22 & 23 • January 5, 2021 - Distribution on January 8, 2021 • March 9, 2021 - Distribution on March 11 & 12 • May 18, 2021 - Distribution on May 21 (last day of school - snow days TBD) 	

MIDDLE SCHOOL LEARNING SCHEDULE

(As of July 29, 2020)

Edison, Franklin, & Jefferson Middle School In-Person & Distance Learning Schedules

Starts August, 24, 2020

Student Attendance and Engagement Expectations

Students are expected to be in attendance and engaged either in-person or via distance learning for all of their scheduled classes periods 1-8.

Attendance is defined as one or a combination of the following: in-person instruction, distance learning instruction, distance learning completion of assignments on APEX with teacher/class or independently, and other methods of distance learning developed by non-APEX teachers. Daily contact is made each day with all students.

In-Person Student Attendance Details

- Monday/Thursday or Tuesday/Friday: Each student in attendance with teachers 2 days a week for all classes onsite 4 hours, with one additional hour of homework.
- Monday/Thursday or Tuesday/Friday: Each student works on assigned coursework on APEX or teacher-designed online assignments the other 2 days a week during the scheduled class times. One additional hour of homework is assigned.
- Wednesday: Each student in attendance with teacher 1 day a week via distance learning for all classes for over 5 hours.
- Each student's engagement/attendance is monitored by APEX or via other means and attendance is taken daily per period via TAC.
- In order to ensure we have adequate staff available to carry out this plan, students with a parent employed by Unit 4 may attend all four in-person days, perhaps with a modified instructional format.

Distance Learning Student Attendance Details

- Monday, Wednesday, Friday: Each student in attendance with teachers for all classes via distance learning, with Monday and Friday having one additional hour of assigned homework.
- Tuesday and Thursday: Each student in attendance via distance learning to check in and, if needed, remain for support. Students continue coursework on APEX or on assignments and activities created by non-APEX teachers but don't have to remain online the entire period. One additional hour of assigned homework each day.
- Each student's engagement/attendance is monitored by APEX or via other means and attendance is taken daily per period via TAC.

Edison Middle School

IN-PERSON STUDENT SCHEDULE

6th

Monday	Tuesday	Wednesday	Thursday	Friday
In-Person A-K	In-Person L-Z	Distance Learning	In-Person A-K	In-Person L-Z
Eligible students with last names A-K attend school in-person periods 1-8	Eligible students with last names L-Z attend school in-person periods 1-8	All students attend all classes virtually from home.	Eligible students with last names A-K attend school in-person periods 1-8	Eligible Students with last names L-Z attend school in-person periods 1-8
1st 7:45-8:10 2nd 8:15-8:40 3rd 8:45-9:10 4th 9:15-9:40 5th 9:45-10:10 6th 10:15-10:40 7th 10:45-11:10 8th 11:15-11:40	1st 7:45-8:10 2nd 8:15-8:40 3rd 8:45-9:10 4th 9:15-9:40 5th 9:45-10:10 6th 10:15-10:40 7th 10:45-11:10 8th 11:15-11:40	1st 7:55-8:35 2nd 8:40-9:20 3rd 9:25-10:05 4th 10:10-10:50 5th 10:55-11:35 Lunch 11:40-12:10 6th 12:15-12:55 7th 1:00-1:40 8th 1:45-2:25	1st 7:45-8:10 2nd 8:15-8:40 3rd 8:45-9:10 4th 9:15-9:40 5th 9:45-10:10 6th 10:15-10:40 7th 10:45-11:10 8th 11:15-11:40	1st 7:45-8:10 2nd 8:15-8:40 3rd 8:45-9:10 4th 9:15-9:40 5th 9:45-10:10 6th 10:15-10:40 7th 10:45-11:10 8th 11:15-11:40
11:40-11:50 Staggered Release/Grab & Go Lunch			11:40-11:50 Staggered Release/Grab & Go Lunch	
Eligible students with last names L-Z complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	Eligible students with last names A-K complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	All In-Person students (A-Z) participate virtually	Eligible students with last names L-Z complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	Eligible students with last names A-K complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.
In-person learning teachers will work together to give a minimum of one hour of homework.	In-person learning teachers will work together to give a minimum of one hour of homework.		In-person learning teachers will work together to give a minimum of one hour of homework.	In-person learning teachers will work together to give a minimum of one hour of homework.
Team/Shared Planning		Team/Shared Planning	Team/Shared Planning	
12:30-3:00		2:30-3:10	12:30-3:00	

7th & 8th

Monday	Tuesday	Wednesday	Thursday	Friday
In-Person A-K	In-Person L-Z	Distance Learning	In-Person A-K	In-Person L-Z
Eligible students with last names A-K attend school in-person periods 1-8	Eligible students with last names L-Z attend school in-person periods 1-8	All students attend all classes virtually from home.	Eligible students with last names A-K attend school in-person periods 1-8	Eligible Students with last names L-Z attend school in-person periods 1-8
1st 7:55-8:20 2nd 8:25-8:50 3rd 8:55-9:20 4th 9:25-9:50 5th 9:55-10:20 6th 10:25-10:50 7th 10:55-11:20 8th 11:25-11:50	1st 7:55-8:20 2nd 8:25-8:50 3rd 8:55-9:20 4th 9:25-9:50 5th 9:55-10:20 6th 10:25-10:50 7th 10:55-11:20 8th 11:25-11:50	1st 7:55-8:35 2nd 8:40-9:20 3rd 9:25-10:05 4th 10:10-10:50 5th 10:55-11:35 Lunch 11:40-12:10 6th 12:15-12:55 7th 1:00-1:40 8th 1:45-2:25	1st 7:55-8:20 2nd 8:25-8:50 3rd 8:55-9:20 4th 9:25-9:50 5th 9:55-10:20 6th 10:25-10:50 7th 10:55-11:20 8th 11:25-11:50	1st 7:55-8:20 2nd 8:25-8:50 3rd 8:55-9:20 4th 9:25-9:50 5th 9:55-10:20 6th 10:25-10:50 7th 10:55-11:20 8th 11:25-11:50
11:50-12:00 Staggered Release/Grab & Go Lunch			11:50-12:00 Staggered Release/Grab & Go Lunch	
Eligible students with last names L-Z complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	Eligible students with last names A-K complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	All In-Person students (A-Z) participate virtually	Eligible students with last names L-Z complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	Eligible students with last names A-K complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.
In-person learning teachers will work together to give a minimum of one hour of homework.	In-person learning teachers will work together to give a minimum of one hour of homework.		In-person learning teachers will work together to give a minimum of one hour of homework.	In-person learning teachers will work together to give a minimum of one hour of homework.
Team/Shared Planning		Team/Shared Planning	Team/Shared Planning	
12:40-3:10		2:30-3:10	12:40-3:10	

Edison Middle School

DISTANCE LEARNING STUDENT SCHEDULE

6th

Monday	Tuesday	Wednesday	Thursday	Friday
Distance Learning	Distance Learning and Student Support	Distance Learning	Distance Learning and Student Support	Distance Learning
All students school via distance learning periods 1-8.	All students check in for attendance and remain for support via distance learning as needed for periods 1-8.	All students attend school via distance learning periods 1-8.	All students check in for attendance and remain for support via distance learning as needed for periods 1-8.	All students school via distance learning periods 1-8.
1st 7:45-8:10 2nd 8:15-8:40 3rd 8:45-9:10 4th 9:15-9:40 5th 9:45-10:10 6th 10:15-10:40 7th 10:45-11:10 8th 11:15-11:40	1st 7:45-8:10 2nd 8:15-8:40 3rd 8:45-9:10 4th 9:15-9:40 5th 9:45-10:10 6th 10:15-10:40 7th 10:45-11:10 8th 11:15-11:40	1st 7:55-8:35 2nd 8:40-9:20 3rd 9:25-10:05 4th 10:10-10:50 5th 10:55-11:35 Lunch 11:40-12:10 6th 12:15-12:55 7th 1:00-1:40 8th 1:45-2:25	1st 7:45-8:10 2nd 8:15-8:40 3rd 8:45-9:10 4th 9:15-9:40 5th 9:45-10:10 6th 10:15-10:40 7th 10:45-11:10 8th 11:15-11:40	1st 7:45-8:10 2nd 8:15-8:40 3rd 8:45-9:10 4th 9:15-9:40 5th 9:45-10:10 6th 10:15-10:40 7th 10:45-11:10 8th 11:15-11:40
Distance learning teachers will work together to give a minimum of one hour of homework.	Distance learning teachers will work together to give a minimum of one hour of homework.		Distance learning teachers will work together to give a minimum of one hour of homework.	Distance learning teachers will work together to give a minimum of one hour of homework.
Team/Shared Planning		Team/Shared Planning	Team/Shared Planning	
12:30-3:00		2:30-3:10	12:30-3:00	

7th & 8th

Monday	Tuesday	Wednesday	Thursday	Friday
Distance Learning	Distance Learning and Student Support	Distance Learning	Distance Learning and Student Support	Distance Learning
All students school via distance learning periods 1-8.	All students check in for attendance and remain for support via distance learning as needed for periods 1-8.	All students attend school via distance learning periods 1-8.	All students check in for attendance and remain for support via distance learning as needed for periods 1-8.	All students school via distance learning periods 1-8.
1st 7:55-8:20 2nd 8:25-8:50 3rd 8:55-9:20 4th 9:25-9:50 5th 9:55-10:20 6th 10:25-10:50 7th 10:55-11:20 8th 11:25-11:50	1st 7:55-8:20 2nd 8:25-8:50 3rd 8:55-9:20 4th 9:25-9:50 5th 9:55-10:20 6th 10:25-10:50 7th 10:55-11:20 8th 11:25-11:50	1st 7:55-8:35 2nd 8:40-9:20 3rd 9:25-10:05 4th 10:10-10:50 5th 10:55-11:35 Lunch 11:40-12:10 6th 12:15-12:55 7th 1:00-1:40 8th 1:45-2:25	1st 7:55-8:20 2nd 8:25-8:50 3rd 8:55-9:20 4th 9:25-9:50 5th 9:55-10:20 6th 10:25-10:50 7th 10:55-11:20 8th 11:25-11:50	1st 7:55-8:20 2nd 8:25-8:50 3rd 8:55-9:20 4th 9:25-9:50 5th 9:55-10:20 6th 10:25-10:50 7th 10:55-11:20 8th 11:25-11:50
Distance learning teachers will work together to give a minimum of one hour of homework.	Distance learning teachers will work together to give a minimum of one hour of homework.		Distance learning teachers will work together to give a minimum of one hour of homework.	Distance learning teachers will work together to give a minimum of one hour of homework.
Team/Shared Planning		Team/Shared Planning	Team/Shared Planning	
12:30-3:10		2:30-3:10	12:30-3:10	

Franklin Middle School

IN-PERSON STUDENT SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
In-Person A-K	In-Person L-Z	Distance Learning	In-Person A-K	In-Person L-Z
Eligible students with last names A-K attend school in-person periods 1-8	Eligible students with last names L-Z attend school in-person periods 1-8	All students attend all classes virtually from home.	Eligible students with last names A-K attend school in-person periods 1-8	Eligible Students with last names L-Z attend school in-person periods 1-8
1st 8:05-8:30 2nd 8:35-9:00 3rd 9:05-9:30 4th 9:35-10:00 5th 10:05-10:30 6th 10:35-11:00 7th 11:05-11:30 8th 11:35-12:00	1st 8:05-8:30 2nd 8:35-9:00 3rd 9:05-9:30 4th 9:35-10:00 5th 10:05-10:30 6th 10:35-11:00 7th 11:05-11:30 8th 11:35-12:00	1st 8:05-8:45 2nd 8:50-9:30 3rd 9:35-10:15 4th 10:20-11:00 5th 11:05-11:45 LUNCH 11:50-12:20 6th 12:25-1:05 7th 1:10-1:50 8th 1:55-2:35	1st 8:05-8:30 2nd 8:35-9:00 3rd 9:05-9:30 4th 9:35-10:00 5th 10:05-10:30 6th 10:35-11:00 7th 11:05-11:30 8th 11:35-12:00	1st 8:05-8:30 2nd 8:35-9:00 3rd 9:05-9:30 4th 9:35-10:00 5th 10:05-10:30 6th 10:35-11:00 7th 11:05-11:30 8th 11:35-12:00
12:00-12:10 Staggered Release/Grab & Go Lunch			12:00 -12:10 Staggered Release/Grab & Go Lunch	
Eligible students with last names L-Z complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	Eligible students with last names A-K complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	All In-Person students (A-Z) participate virtually	Eligible students with last names L-Z complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	Eligible students with last names A-K complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.
In-person learning teachers will work together to give a minimum of one hour of homework.	In-person learning teachers will work together to give a minimum of one hour of homework.		In-person learning teachers will work together to give a minimum of one hour of homework.	In-person learning teachers will work together to give a minimum of one hour of homework.
Team/Shared Planning		Team/Shared Planning	Team/Shared Planning	
1:00-3:20		2:00-3:20	1:00-3:20	

Franklin Middle School

DISTANCE LEARNING STUDENT SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Distance Learning	Distance Learning and Student Support	Distance Learning	Distance Learning and Student Support	Distance Learning
All students school via distance learning periods 1-8.	All students check in for attendance and remain for support via distance learning as needed for periods 1-8.	All students attend school via distance learning periods 1-8.	All students check in for attendance and remain for support via distance learning as needed for periods 1-8.	All students school via distance learning periods 1-8.
1st 8:05-8:30 2nd 8:35-9:00 3rd 9:05-9:30 4th 9:35-10:00 5th 10:05-10:30 6th 10:35-11:00 7th 11:05-11:30 8th 11:35-12:00	1st 8:05-8:30 2nd 8:35-9:00 3rd 9:05-9:30 4th 9:35-10:00 5th 10:05-10:30 6th 10:35-11:00 7th 11:05-11:30 8th 11:35-12:00	1st 8:05-8:45 2nd 8:50-9:30 3rd 9:35-10:15 4th 10:20-11:00 5th 11:05-11:45 LUNCH 11:50-12:20 6th 12:25-1:05 7th 1:10-1:50 8th 1:55-2:35	1st 8:05-8:30 2nd 8:35-9:00 3rd 9:05-9:30 4th 9:35-10:00 5th 10:05-10:30 6th 10:35-11:00 7th 11:05-11:30 8th 11:35-12:00	1st 8:05-8:30 2nd 8:35-9:00 3rd 9:05-9:30 4th 9:35-10:00 5th 10:05-10:30 6th 10:35-11:00 7th 11:05-11:30 8th 11:35-12:00
Distance learning teachers will work together to give a minimum of one hour of homework.	Distance learning teachers will work together to give a minimum of one hour of homework.		Distance learning teachers will work together to give a minimum of one hour of homework.	Distance learning teachers will work together to give a minimum of one hour of homework.
Team/Shared Planning		Team/Shared Planning	Team/Shared Planning	
1:00-3:20		2:00-3:20	1:00-3:20	

Jefferson Middle School

IN-PERSON STUDENT SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
In-Person A-K	In-Person L-Z	Distance Learning	In-Person A-K	In-Person L-Z
Eligible students with last names A-K attend school in-person periods 1-8	Eligible students with last names L-Z attend school in-person periods 1-8	All students attend all classes virtually from home.	Eligible students with last names A-K attend school in-person periods 1-8	Eligible Students with last names L-Z attend school in-person periods 1-8
1st 7:50-8:15 2nd 8:20-8:45 3rd 8:50-9:15 4th 9:20-9:45 5th 9:50-10:15 6th 10:20-10:45 7th 10:50-11:15 8th 11:20-11:45	1st 7:50-8:15 2nd 8:20-8:45 3rd 8:50-9:15 4th 9:20-9:45 5th 9:50-10:15 6th 10:20-10:45 7th 10:50-11:15 8th 11:20-11:45	1st 7:50-8:30 2nd 8:35-9:15 3rd 9:20-10:00 4th 10:05-10:45 5th 10:50-11:30 Lunch 11:35-12:05 6th 12:10-12:50 7th 12:55-1:35 8th 1:40-2:20	1st 7:50-8:15 2nd 8:20-8:45 3rd 8:50-9:15 4th 9:20-9:45 5th 9:50-10:15 6th 10:20-10:45 7th 10:50-11:15 8th 11:20-11:45	1st 7:50-8:15 2nd 8:20-8:45 3rd 8:50-9:15 4th 9:20-9:45 5th 9:50-10:15 6th 10:20-10:45 7th 10:50-11:15 8th 11:20-11:45
11:45-11:55 Staggered Release/Grab & Go Lunch			11:45-11:55 Staggered Release/Grab & Go Lunch	
Eligible students with last names L-Z complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	Eligible students with last names A-K complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	All In-Person students (A-Z) participate virtually	Eligible students with last names L-Z complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	Eligible students with last names A-K complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.
In-person learning teachers will work together to give a minimum of one hour of homework.	In-person learning teachers will work together to give a minimum of one hour of homework.		In-person learning teachers will work together to give a minimum of one hour of homework.	In-person learning teachers will work together to give a minimum of one hour of homework.
Team/Shared Planning		Team/Shared Planning	Team/Shared Planning	
12:45-3:05		2:25-3:05	12:45-3:05	

Jefferson Middle School

DISTANCE LEARNING STUDENT SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Distance Learning	Distance Learning and Student Support	Distance Learning	Distance Learning and Student Support	Distance Learning
All students school via distance learning periods 1-8.	All students check in for attendance and remain for support via distance learning as needed for periods 1-8.	All students attend school via distance learning periods 1-8.	All students check in for attendance and remain for support via distance learning as needed for periods 1-8.	All students school via distance learning periods 1-8.
1st 7:50-8:15 2nd 8:20-8:45 3rd 8:50-9:15 4th 9:20-9:45 5th 9:50-10:15 6th 10:20-10:45 7th 10:50-11:15 8th 11:20-11:45	1st 7:50-8:15 2nd 8:20-8:45 3rd 8:50-9:15 4th 9:20-9:45 5th 9:50-10:15 6th 10:20-10:45 7th 10:50-11:15 8th 11:20-11:45	1st 7:50-8:30 2nd 8:35-9:15 3rd 9:20-10:00 4th 10:05-10:45 5th 10:50-11:30 Lunch 11:35-12:05 6th 12:10-12:50 7th 12:55-1:35 8th 1:40-2:20	1st 7:50-8:15 2nd 8:20-8:45 3rd 8:50-9:15 4th 9:20-9:45 5th 9:50-10:15 6th 10:20-10:45 7th 10:50-11:15 8th 11:20-11:45	1st 7:50-8:15 2nd 8:20-8:45 3rd 8:50-9:15 4th 9:20-9:45 5th 9:50-10:15 6th 10:20-10:45 7th 10:50-11:15 8th 11:20-11:45
Distance learning teachers will work together to give a minimum of one hour of homework.	Distance learning teachers will work together to give a minimum of one hour of homework.		Distance learning teachers will work together to give a minimum of one hour of homework.	Distance learning teachers will work together to give a minimum of one hour of homework.
Team/Shared Planning		Team/Shared Planning	Team/Shared Planning	
12:45-3:05		2:25-3:05	12:45-3:05	

HIGH SCHOOL LEARNING PLAN

(As of July 29, 2020)

Centennial & Central High Schools

In-Person and Distance Learning Schedules

Starts August 26, 2020

9th Grade Orientation August 24th and 25th

Student Attendance and Engagement Expectations

Students are expected to be in attendance and engaged either in-person or via distance learning for all of their scheduled classes periods 1-8.

Attendance is defined as one or a combination of the following: in-person instruction, distance learning instruction, distance learning completion of assignments on APEX with teacher/class or independently, and other methods of distance learning developed by non-APEX teachers. Daily contact is made each day with all students.

In-Person Student Attendance Details

- Monday/Thursday or Tuesday/Friday: Each student in attendance with teachers 2 days a week for all classes onsite 4 hours, with one additional hour of assigned homework
- Monday/Thursday or Tuesday/Friday: Each student works on assigned coursework on APEX or teacher-designed online assignments the other 2 days a week during the scheduled class times. One additional hour of homework is assigned
- Wednesday: Each student in attendance with teacher 1 day a week via distance learning for all classes for over 5 hours.
- Each student's engagement/attendance is monitored by APEX or via other means and attendance is taken daily per period via TAC.
- In order to ensure we have adequate staff available to carry out this plan, students with a parent employed by Unit 4 may attend all four in-person days, perhaps with a modified instructional format.

Distance Learning Student Attendance Details

- Monday, Wednesday, Friday: Each student in attendance with teachers for all classes via distance learning, with Monday and Friday having one additional hour of assigned homework.
- Tuesday and Thursday: Each student in attendance via distance learning to check in and, if needed, remain for support. Students continue coursework on APEX or on assignments and activities created by non-APEX teachers but don't have to remain online the entire period. One additional hour of assigned homework each day.
- Each student's engagement/attendance is monitored by APEX or via other means and attendance is taken daily per period via TAC.

IN-PERSON STUDENT SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
In-Person A-K	In-Person L-Z	Distance Learning Day	In-Person A-K	In-Person L-Z
Eligible students with last names A-K attend school in-person periods 1-8	Eligible students with last names L-Z attend school in-person periods 1-8	All students attend all classes via distance learning.	Eligible students with last names A-K attend school in-person periods 1-8	Eligible Students with last names L-Z attend school in-person periods 1-8
1 st 8:05-8:35 2 nd 8:40-9:10 3 rd 9:15-9:45 4 th 9:50-10:20 5 th 10:25-10:55 6 th 11:00-11:30 7 th 11:35-12:05 8 th 12:10-12:40	1 st 8:05-8:35 2 nd 8:40-9:10 3 rd 9:15-9:45 4 th 9:50-10:20 5 th 10:25-10:55 6 th 11:00-11:30 7 th 11:35-12:05 8 th 12:10-12:40	1 st 8:05-8:52 2 nd 8:57-9:44 3 rd 9:49-10:36 4 th 10:41-11:28 5 th 11:33-12:20 6 th 12:25-1:12 7 th 1:17-2:04 8 th 2:09-2:56	1 st 8:05-8:35 2 nd 8:40-9:10 3 rd 9:15-9:45 4 th 9:50-10:20 5 th 10:25-10:55 6 th 11:00-11:30 7 th 11:35-12:05 8 th 12:10-12:40	1 st 8:05-8:35 2 nd 8:40-9:10 3 rd 9:15-9:45 4 th 9:50-10:20 5 th 10:25-10:55 6 th 11:00-11:30 7 th 11:35-12:05 8 th 12:10-12:40
Grab and Go Lunch			Grab and Go Lunch	
Eligible students with last names L-Z complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	Eligible students with last names A-K complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	All In Person students (A-Z) participate virtually	Eligible students with last names L-Z complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.	Eligible students with last names A-K complete assignments provided by the teacher when they were in-person through APEX/distance learning method during scheduled class times.
At minimum 30 minutes of homework is assigned for all students periods 1 and 2	At minimum 30 minutes of homework is assigned for all students periods 3 and 4		At minimum 30 minutes of homework is assigned for all students periods 5 and 6	At minimum 30 minutes of homework is assigned for all students periods 7 and 8
PLC/Shared Planning		PLC/Shared Planning	PLC/Shared Plan	
1:40 - 3:45		3:00-3:45	1:40 – 3:45	

DISTANCE LEARNING STUDENT SCHEDULE:

Monday	Tuesday	Wednesday	Thursday	Friday
Distance Learning	Distance Learning and Student Support	Distance Learning	Distance Learning and Student Support	Distance Learning
All students attend school via distance learning periods 1-8	All students check in for attendance and remain for support via distance learning as needed for periods 1-8.	All students attend school via distance learning periods 1-8	All students check in for attendance and remain for support via distance learning as needed for periods 1-8.	All students attend school via distance learning periods 1-8
1 st 8:05-8:35 2 nd 8:40-9:10 3 rd 9:15-9:45 4 th 9:50-10:20 5 th 10:25-10:55 6 th 11:00-11:30 7 th 11:35-12:05 8 th 12:10-12:40	1 st 8:05-8:35 2 nd 8:40-9:10 3 rd 9:15-9:45 4 th 9:50-10:20 5 th 10:25-10:55 6 th 11:00-11:30 7 th 11:35-12:05 8 th 12:10-12:40	1 st 8:05-8:52 2 nd 8:57-9:44 3 rd 9:49-10:36 4 th 10:41-11:28 5 th 11:33-12:20 6 th 12:25-1:12 7 th 1:17-2:04 8 th 2:09-2:56	1 st 8:05-8:35 2 nd 8:40-9:10 3 rd 9:15-9:45 4 th 9:50-10:20 5 th 10:25-10:55 6 th 11:00-11:30 7 th 11:35-12:05 8 th 12:10-12:40	1 st 8:05-8:35 2 nd 8:40-9:10 3 rd 9:15-9:45 4 th 9:50-10:20 5 th 10:25-10:55 6 th 11:00-11:30 7 th 11:35-12:05 8 th 12:10-12:40
At minimum 30 minutes of homework is assigned for all students periods 1 and 2	At minimum 30 minutes of homework is assigned for all students periods 3 and 4		At minimum 30 minutes of homework is assigned for all students periods 5 and 6	At minimum 30 minutes of homework is assigned for all students periods 7 and 8
PLC/Shared Planning		PLC/Shared Planning	PLC/Shared Plan	
1:40 - 3:45		3:00-3:45	1:40 – 3:45	

Novak Academy

In-Person and Distance Learning Schedule

Starts August 24, 2020

Student Attendance and Engagement Expectations

Students are expected to be in attendance and engaged for in-person and distance learning daily for all their scheduled classes.

Attendance is defined as one or a combination of the following: in-person instruction, distance learning instruction, distance learning completion of assignments on APEX with teacher/class or independently, and other methods of distance learning. Daily contact is made each day with all students.

In-Person Student Attendance

- Monday-Friday: Each student in attendance with teachers for 2 classes in-person for 3.5 hours.

Distance Learning Student Attendance

- Monday-Friday: Each student in attendance via distance learning (APEX) for 1 class.
- 12:45-1:45 is teacher directed/supported distance learning.
- 1:45-2:15 students work on APEX assignments independently.

Each student's engagement/attendance is monitored by APEX or via other means and attendance is taken daily per period via TAC.

Daily Schedule		
Class 1	8:15-10:00	Novak
Class 2	10:05-11:50	Novak
Grab and Go Lunch		
Class 3	12:45-1:45	Distance Learning with Teacher
	1:45-2:15	Distance Learning Independently
Teacher PLC/Plan	1:45-3:48	

4. What will Special Education and 504 services (including Young Adult, Functional Life Skills, and Essential Skills) look like this year?

The District is finalizing plans for these services and specialized programming. Parents whose students have IEPs and/or 504 plans will be contacted by District staff or Building Administrators in August with individualized information.

5. Will the District offer the gifted program via distance learning?

Yes. District and Building Administrators are working on determining how gifted programming will be delivered.

6. Does my student lose their place if I choose distance learning?

Please see the information chart in the “Registration” section. No student will lose their place for the 2021-2022 school year if they are registered with the District for school year 2020-2021. No student will lose their place for 2021-2022 if they are not registered with the District, but fill out a COVID Sabbatical form so they can be contacted in the Summer of 2021 to register with the District. A copy of a COVID Sabbatical form is included in the Appendix.

7. Will the hours for In-Person and Distance Learning be the same?

Per State guidelines, all students are to have at least 5 hours of instruction daily. In-person and distance learning hours may vary depending upon the school the student attends. Please see the Teaching & Learning Section for additional information.

8. Will the elementary schools have P.E., Art, and Music classes?

The District is working with Building Administrators and the Teaching and Learning staff to determine how to best incorporate PE, Art and Music into classroom activities. This would include opportunities for both in-person instruction as well as distance learning instruction.

9. How will students release physical energy in a safe manner?

The District is adding tents to elementary schools to provide students with additional spaces to spread out and remove their masks and engage in other activities.

The District is reviewing options to allow for the re-opening of various playgrounds within IDPH and CUPHD guidelines.

10. Is there a plan to have extracurricular activities and clubs?

The decision to have extracurricular activities and clubs will be dependent upon several things. For sports and athletics, the District will follow guidance from IESA (Illinois Elementary School Association) and IHSA (Illinois High School Association). For other activities and clubs, the District and Building Administrators will work with various staff to determine if those activities can proceed for Fall 2020.

11. Will additional students be invited into schools for in-person learning?

The District will begin instruction for Fall 2020 using distance learning for most students. Building principals will be reaching out to families identified for in-person instruction as outlined in the Learning Plans. Given social distancing requirements and classroom configurations, the District is projecting initial class sizes of 12 students per teacher at the elementary level and 15 students per teacher at the middle and high school level. Depending on conditions and guidance from public health officials, additional students may be welcomed in at some point during the year.

12. What will happen if schools are closed?

All students would immediately continue their learning using the distance learning platform.

13. Will the District refund tuition if schools are closed?

No. Registration fees support books, learning materials and technology devices to students to ensure a successful learning experience.

DISTANCE LEARNING

14. What type of platform will be used for distance learning?

Depending upon the grade level of the students, several learning platforms will be available for those students participating in distance learning. Google classroom will be used in some capacity at all grade levels.

15. What will distance learning look like?

Depending upon the grade level of the student, distance learning will incorporate many different types of instructional opportunities. Students will not just use Chromebooks. They will have assigned reading, workbooks, learning packets, opportunities for small group conversations, etc.

While the District will provide an overall framework for instructional expectations, building administrators and teachers will have flexibility to work with their students in creating a successful distance learning experience.

16. How will students and families receive devices?

The District has provided a large number of Chromebooks to students over the past Spring and Summer. The District will continue working with students and families on providing additional technology and devices that will be necessary to participate in distance learning. For students in grades PK-5 devices can be requested through the school building or the District's website. For students in grades 6 to 12, devices will be distributed in classrooms.

17. What is the District doing to provide internet access to those areas that may be underserved?

The Technology Department has spent the spring and summer of 2020 refining and upgrading technology in school buildings and throughout the District to be able to allow for greater access to internet for families and students. Additionally, the District has worked with various community partners including the City of Champaign, Champaign Park District, and others to provide expanded internet capabilities in outside areas by school buildings and parks. The District continues to evaluate options with a variety of organizations to provide additional internet access in areas that previously had no internet capabilities.

The District is also looking at other options including opening up certain buildings in evening hours to be able to allow families and students access to internet within buildings.

The University of Illinois and Parkland College have also agreed to allow students opportunities to access the internet on their campuses if a student is using a District provided device.

18. How will students and staff members in distance learning remain engaged with their in-person friends and colleagues?

Students will have multiple opportunities to see classmates and staff members throughout the week using various forms of technology. Staff members leading distance learning will also be encouraged to find other "low tech" ways such as pen pal letters to connect distance learning students to in-person classmates.

Staff members engaged in distance learning will be assigned within their normal building when space and conditions allow. This will help them connect with colleagues, have access to the same resources and technology as those engaging with students in person, and be better able to transition to in person instruction if conditions allow. To ensure safety for assigned staff, on campus distance learning areas will be arranged to limit student traffic, maximize social distance, and undergo the same rigorous cleaning as in-person areas.

FACE COVERINGS

19. Are face coverings mandatory for everyone?

Yes. As required by IDPH and CUPHD, except while eating and during band, all individuals in a school building must wear an approved face covering unless they have a medical contraindication, are under two years of age, have trouble breathing, or are unconscious, incapacitated, or unable to remove the face covering without assistance. Medical documentation will be required and reviewed carefully for any exceptions.

The District is updating its policy regarding the mandatory use of face coverings.

20. Are face coverings required when students and staff are outside?

Face coverings are not required outside if social distancing is maintained (if individuals remain 6 feet apart from each other).

21. Will face coverings be provided by the District?

The District has purchased reusable cloth masks (with the Unit 4 logo on it) for each student and staff member. Additionally, the District will have a supply of disposable masks available in the event a student or staff member does not have one.

22. How will the District handle students who refuse to wear face coverings?

Students who have not been provided an accommodation to the face covering requirement and refuse to wear a face covering, may be sent home and excluded from instruction, transportation and other school activities.

23. Can't dividers be placed around student and staff desks in lieu of face coverings?

No. Schools may opt to utilize dividers around desks, especially for those individuals who have a face covering exemption; however, the dividers may not be used in lieu of face coverings for students without a written medical exemption.

24. Can my student with special needs wear a face shield?

Face shields may be worn by students who cannot medically tolerate a face covering. The District is formalizing a policy applicable for these situations.

SOCIAL DISTANCING

25. Are all students and staff in a school building required to remain 6 feet apart at all times?

Social distance must be observed as much as possible. ISBE advised desks do not need to be spaced 6 feet apart; however, ISBE recommends that excess furniture be removed from classrooms to allow for as much space as possible in between desks.

The District's goal is to maintain 6 feet of distance in buildings whenever possible to enhance safety and reduce the need for contact tracing and quarantine in the event of a positive case.

26. Is social distance required to be maintained on school busses?

No. ISBE, IDPH and CUPHD guidance states no more than 50 individuals may be on a bus at one time. All individuals on a bus must wear a face covering, unless they meet a face covering exception. The District will allow as much space as possible between each student on a bus. It is recommended that students from the same household sit together on a bus. See the Transportation Plan document in the Appendix for additional information.

27. How will schools handle passing periods, restroom breaks, and allowing students to move from class-to-class?

The District is working on the following hallway procedures to adhere to social distancing requirements and IDPH limitations on gathering sizes, when possible:

- Limiting the number of students and staff within hallways at any given time to the greatest extent possible.
- Limiting required movement of students between classes.
- Minimizing the amount of student and staff movement within the schools.
- Providing hallway supervision using hall and bathroom monitors to ensure a limited number of persons enter bathrooms at one time.
- Providing floor markings to designate one-way paths in hallways and designate certain staircases one-way only, where possible.
- Placing floor markings to delineate 6-foot distance between students in locations where they line up.
- Removing furniture or other items that may encourage students and staff from gathering in certain areas.
- Limiting the number of riders in elevators to one or two students with an additional adult (when a student needs continuous support or supervision).
- Suspending the use of lockers for students. Students will carry all their books and materials with them while they are attending in-person instruction.

CAPACITY LIMITS

28. How will the schools reduce classroom capacities?

The District has the ability to control the number of students in the classrooms to promote safety for students and staff. The District is initially looking at a ratio of 1 teacher per 12 students in the elementary grades and 1 teacher per 15 students in the middle school and high school grades.

29. How is the District using outdoor spaces?

Outdoor spaces will be used to encourage distancing, reduce building usage, and provide students with “mask breaks.”

30. What does ‘one space’ mean?

Examples of one space may include one school bus, one classroom, or area of a hallway. Capacity restrictions do not apply to an entire school building.

For the elementary buildings, the District is renting additional outdoor tent structures which can be closed during inclement weather.

31. What does ‘one space’ mean when outside?

Per ISBE/IDPH/CUPHD guidance, when outside, “one space” means each group of 50 or fewer individuals remaining 30 feet apart. (For example, each group of 50 maintaining 6 feet of distancing from each other will require 30 feet in total.) If individuals are 6 feet apart at all times, face coverings do not need to be worn.

SYMPTOM SCREENINGS/TEMPERATURE CHECKS

32. How will required symptom screenings/temperature checks be administered?

Per ISBE and CUPDH Guidance, all students, staff and essential visitors should either self-certify or be certified by a District staff member BEFORE they enter a school building.

The District is currently working on a process for parents and guardians to self-certify students prior to boarding buses or entering schools. The District is also working on self-certification processes for staff and visitors.

The Self Certification Form that parents and/or guardians will be asked to provide EACH DAY a student attends school in-person will look similar to the below form. A self-certification may not be completed at the beginning of the year for the entire year.



SYMPTOM SCREEN FORM

Student Name: _____ Date: _____

School: _____

YES NO

In the past three days (72 hours), has the student experienced:

<input type="checkbox"/>	<input type="checkbox"/>	Fever, cough, chills, and/or muscle aches
<input type="checkbox"/>	<input type="checkbox"/>	Sore throat, runny nose, and/or new loss of taste or smell
<input type="checkbox"/>	<input type="checkbox"/>	Nausea, vomiting, and/or diarrhea
<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath, and/or headache
<input type="checkbox"/>	<input type="checkbox"/>	Close contact (closer than six feet for at least 15 minutes) with anyone with suspected or confirmed Covid-19?
<input type="checkbox"/>	<input type="checkbox"/>	Has the student had any medication to reduce a fever before coming to school?

Temperature: _____ Parent/Guardian Signature: _____

Individuals who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or one known symptom may not enter buildings. Individuals who exhibit symptoms should be sent home and referred to a medical provider for evaluation and treatment and be given information about when they can return to school.

Even if they have completed self-certification, students may also be screened by District staff at the District's discretion.

The District will provide each family/student with a supply of these forms to be filled out each morning. Students will bring this form with them on the bus and into their classrooms. Teachers will collect these forms at the start of each day. The forms will be printed out bright colored paper so they are easy to see.

ALL STUDENTS will be required to have one of these forms each day.

If a student does not have a form before getting on a District bus, the student will be assigned to specific section on the bus until they arrive at school. Once they have arrived at school, the student will be sent to school personnel who will perform a wellness and temperature check and sign the above form prior to the student being allowed to enter the building.

Individuals who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or one known symptom may not enter buildings. Individuals who exhibit symptoms should be sent home and referred to a medical provider for evaluation and treatment and be given information about when they can return to school.

Each school building has a designated area to isolate students prior to being picked up by parents or guardians if they are sent home.

33. Who can perform symptom screenings?

Per ISBE Guidance, any staff member may perform in-person temperature checks and symptom screenings. It is not required that a certified school nurse perform these checks and screenings. If schools have established a self-certification process, parents, guardians, or other individuals can perform the temperature and symptom checks.

34. Can students under the age of 18 self-certify?

Legally emancipated students under the age of 18 may self-certify. For students who are not legally emancipated, parents/guardians or the individual who enrolled the student may certify on behalf of the student.

35. What happens if a student or staff member becomes sick while at school?

If a student or staff member develops signs of COVID-19 (see list under health screenings), the person will be placed away from others in the predetermined isolation area, with supervision at a distance of at least six feet, until the sick person can be picked up or leave the building. While waiting to leave school, the individual with symptoms should wear a disposable surgical face mask or, if not available, a cloth face mask.

Parents/Guardians must return to pick up students as soon as possible to limit the amount of exposure that other students and staff have to the symptomatic student. The District will require parents or guardians to return to school to pick up students within 1 hour of receiving a call from the school

Once vacated, the isolation area will be closed as long as possible (preferably 24 hours) and then cleaning and disinfecting will occur. Windows will be opened for outside ventilation before cleaning if possible.

The staff member, or the student's parent or guardian, will be encouraged to follow IDPH guidance, and/or call their healthcare provider for guidance to prevent potential community transmission of infectious disease.

The student's parent or guardian, or staff member, should inform the school right away if the person with symptoms is diagnosed with COVID-19.

A student or staff member who had signs of suspected or confirmed COVID-19 can return to the program when:

At least three days (72 hours) have passed since recovery-defined as no fever without the use of fever-reducing medications, feeling well, and improvement in respiratory signs like cough and shortness of breath **AND** at least 10 days have passed since onset of symptoms.

Examples:

A case that is well on day 3 and afebrile and feeling well for 72 hours must remain isolated through day 10.

A case that is still symptomatic on day 10, and symptoms last until day 12, cannot be released until at least day 15.

OR

It has been three days (72 hours) since recovery **AND** a health care provider has certified that the student or staff does not have suspected or confirmed COVID-19.

(From IDPH “Releasing COVID-19 Cases and Contacts from Isolation and Quarantine” 5-26-2020)

36. How will the schools identify “asymptomatic” students or staff?

The District currently has no way of identifying asymptomatic students or staff.

POSITIVE COVID-19 TESTS

37. What protocol or procedures are in place if someone tests positive?

Per current CUPHD guidance:

“Champaign-Urbana Public Health District will have a staff person, a School COVID Liaison, designated to work with all schools in Champaign County. *Following the case investigations, CUPHD’s school COVID liaison will reach out to the school district’s point of contact. Guidance and assistance will be provided specific to each case and situation.* The following is a general description of how CUPHD investigates and mitigates a case of COVID-19.

Case Investigation:

All positive COVID-19 test results of individuals living in Champaign County are reported by laboratories to the CUPHD. Each person who tests positive is a COVID-19 “case.” One of the CUPHD’s Case Investigators reaches out to each case by phone for a detailed interview. In the case of minors, CUPHD will reach out to their parent or guardian.

During the interview, we ask questions including age, gender-assigned-at-birth, racial identity, the course of the disease so far, and all possible sources of exposure within the

14 days prior to becoming ill and while symptomatic. The interview also focuses on working with the case to determine any other people who may have been exposed by the case during the infectious period. These people are called “close contacts” and will be placed in quarantine. The case may have had contact with these people at home, at work, or in the community. *A close contact is someone a case reports spending 15 or more minutes within 6 feet of the case during the two days before they became ill or while symptomatic.*

Cases are put into isolation. Isolation is used to separate people who have tested positive COVID-19 (those who are sick and those with no symptoms) from people who are not currently infected. People who are in isolation are required to stay home until it is safe for them to be around others and CUPHD has released from isolation. They should not leave their home for any reason except to seek emergency medical care. Confirmed cases must be isolated for a minimum of 10 days after symptom onset (or testing date if they are asymptomatic). This timeframe could be extended depending on their symptoms. CUPHD follows each case daily during their isolation to determine if isolation should be extended.

CUPHD discusses the medical situation with the individual, provides information about how to safely isolate at home, and links them to care if needed. Confirmed cases and close contacts are offered wrap around services (groceries, masks, thermometers, prescription drug pick-up etc.) so they can successfully remain in isolation and prevent transmission to others.

Contact Tracing:

Anyone who was identified as being in close contact with a confirmed case is now considered a “contact.” The number of close contacts a person has depends on what type of activities they do and their household size. A member of our Contact Tracing team then uses the phone (and other means if available) to reach out to each of those contacts. Public Health notifies the close contacts of their potential exposure and refers them to get tested, even if they don’t have symptoms. If their test result comes back positive, they will then be switched to a positive case and be put in isolation. If their test is negative, they still need to remain in quarantine for the entire 14 days.

For the following two weeks, the contact needs to quarantine. Public Health has a system through which a Contract Tracer will call or text each contact daily to monitor how they are doing medically, if they are staying in quarantine, and to see if they need anything like groceries to help them stay at home.” (CUPHD Guidance Document July 21, 2020)

38. What type of communication will be used to notify parents if a student or teacher tests positive?

The District is developing a communication plan to alert parents/guardians and staff if any individual tests positive. Additionally, as noted above, CUPHD will notify individuals separately.

39. Will a staff member or student who tested positive need a doctor's note to return to work or school?

Yes. CUPHD will provide information to positive cases on their ability to return to work or school.

40. Who will pay for the testing if a student or staff member is possibly exposed?

Testing for COVID-19 is currently free at several locations around Champaign. The CUPHD is providing additional materials to the District to send to families regarding free testing sites.

SELF-QUARANTINE

41. When must an individual self-quarantine?

Individuals who have tested positive for COVID-19 or who are suspected of having COVID-19 infection should seek medical attention, self-isolate, and follow CDC guidelines for discontinuation of isolation. Individuals who have had close contact with an individual who has tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days. Individuals who did not have close contact can return to school immediately after disinfection. See the above guidance from CUPHD for more information.

42. What is considered "close contact"?

Close contact means the individual was within 6 feet of the person who tested positive for COVID-19 or is suspected of having COVID-19 infection for more than 15 minutes.

If a student or staff member is identified as a close contact, they will be contacted directly by CUPHD and placed in quarantine. See the above guidance from CUPHD for more information.

43. Will a staff member or student who was subject to quarantine need a doctor's note to return to work or school?

Yes. CUPHD will provide information to those quarantining on their ability to return to work or school.

44. Will my student receive distance learning if he/she is required to quarantine or tests positive?

Any student who is unable to attend in-person instruction will be able to immediately begin distance learning.

45. If a teacher tests positive, will the entire class need to quarantine?

No, only those students/staff that the teacher came into contact with for longer than 15 minutes within 6 feet of distance will need to do so.

SAFETY AND WELLNESS

46. How will the District address the social and emotional needs of staff, students, and families during in-person learning and distance learning?

The District is developing additional curriculum for teachers and staff to provide social and emotional support to all students, families and staff within the District.

We understand this has been a difficult period of time for everyone and recognize the need for programs for both in-person and distance learning students. These programs will be discussed with families and staff as the school year starts.

47. How will student drop off and pick up procedures change?

The District is developing a system for drop-off and pick-up that keeps families at least six feet apart from each other and reduces their need to enter the school. This may include staggering drop-off and pick-up times for various groups, one-way traffic flows, greeting students at their vehicles, or placing distancing markers along driveways and walkways.

48. How will the District handle guests and visitors?

The District will limit guests and visitors to those who are essential. Currently, this includes Student Teachers, Practicum Students, and other individuals needed to assist in delivering a solid educational experience for students.

49. How often will students and staff be expected to wash their hands or use hand sanitizer?

Schools will have procedures to ensure frequent and proper hand hygiene as follows:

- Upon boarding bus transportation
- Upon arrival to and departure from school
- Upon arrival to and departure from new space or classroom
- Before and after food preparation or consumption
- After blowing one's nose, coughing, or sneezing
- Following restroom use
- Upon return from outdoor space, playground, or physical education
- Before and after routine care for another person, such as a child
- After contact with a person who is sick
- Following glove removal

Hands should be washed often with soap and water for 20 seconds. If soap and water is not feasible in a specific area, hand sanitizer with at least 60% alcohol may be used.

50. Besides masks, what other PPE will be provided to staff to keep everyone safe?

The District will ensure that appropriate personal protective equipment (PPE) is made available for use by staff, as needed, based on exposure risk to include gowns, gloves, or face shields. Unit 4 will continue to comply with Occupational Safety and Health Administration (OSHA) standards on bloodborne pathogens, including the proper disposal of PPE and regulated waste.

51. What do the building cleaning and sanitizing protocols look like?

Buildings will be cleaned thoroughly on a regular basis. Classrooms and classroom areas, including fixtures, door handles, light switches or other “high touch points” will be cleaned daily. Washrooms and hallways will be cleaned hourly. Certain areas such as cafeterias, gyms, auditoriums will be cleaned after each group of students departs the space.

The District has purchased electrostatic spray cleaners for each building. Additionally, all buildings will have multiple “sanitizing carts” which will contain a variety of sanitizing materials including cleaners, disinfectants, wipes, hand sanitizer, gloves and masks. These sanitizing carts will be in hallways and main areas of each building. All classrooms will have additional cleaning and sanitizing products in the classroom as well, including gloves, masks, cleaners and disinfectants and paper towels.

The District is working with buildings and teaching staff to remove any unnecessary items from the classrooms including carpeting, soft furniture, blankets, toys etc.

The District’s buses will be cleaned and sanitized after each route (pick up or drop off). Additionally, buses will have sanitizing materials stored on the bus.

Please see the District’s Cleaning and Sanitizing Protocols in the Appendix for additional information.

52. Did the District develop a safety indoor air filtration plan? Will there be CO2 testing?

The District monitors all indoor air filtration systems. Additional testing and maintenance will be performed as needed.

53. What steps will ensure the strict guidelines are enforced?

Signs/posters are being posted at entry points, buses, bathrooms, hallways, common areas in English, Spanish, and French reminding students, staff, and visitors about the importance of face coverings, social distancing, hand hygiene, etc.

Educational videos will be shared with students and staff regarding these same topics.

District custodial staff will be required to fill out documentation evidencing their adherence to cleaning protocols. This documentation will be reviewed by District Administration on a regular basis with information provided back to the Board and public.

54. Will water fountains be available?

The District will restrict all water fountains in buildings. The District is installing “water bottle” filling stations in all buildings so students and staff will have access to filtered water via their personal water bottles.

55. Will students have scheduled restroom breaks?

Yes, students will have bathroom breaks. The use of restroom breaks will be determined by the individual classroom teachers and done using social distancing as much as possible. The District will continue to use Hall Monitors and other staff to allow teachers to spend as much time as possible in the classrooms.

56. Has the District worked with CUPHD on the plan to reopen?

The District has worked closely with CUPHD and will continue to seek their input on the reopening plan prior to school beginning.

FOOD SERVICE

(Please see the Food Service Plan in the Appendix for additional information.)

57. Will food be provided for students who are Distance learning learners?

Students and families that want to receive breakfast and lunch and are attending school with distance learning will receive meals either 1) by using a drive-thru site (no pre-ordering is required) or 2) by contacting the District’s Food Service Department to be added to the at-home delivery list. The District will provide five (5) days of meals at one time.

58. Will the District provide meals to students who are quarantined?

If a student is quarantined and wants to receive breakfast and lunch from the District, they will be able to receive meals either 1) by having a family member use the drive-thru site (no pre-ordering is required) or 2) by contacting the District's Food Service Department to be added to the at-home delivery list. The District will provide five (50) days of meals at one time.

59. Is there a plan for students who have special diets?

The District's Food Service staff will be able to accommodate special diets, including vegetarian options, as needed. Please contact the Food Service area directly to pre-select meals.



Champaign Schools of Choice
703 South New Street
Champaign, IL 61820
Telephone: (217) 351-3701
Fax: (217) 373-7315

Appendix
Sabbatical Form for Covid-19

STATEMENT OF
EXTENUATING CIRCUMSTANCES
REQUEST TO HOLD SEAT ASSIGNMENT
COVID-19 RELATED SITUATION

Student's Name _____

Ethnic Code _____ Grade _____ Gifted/Sped./ESL/Bi-lingual _____

Present School _____ ID# _____

Student's Home Address _____

Telephone # _____ Birthdate _____

Please explain extenuating circumstance: _____

Date of Return to District _____

Parent(s)/Guardian(s) are requested to read the following statement and sign this Release Form.

Assignments may be reserved for a maximum of one year for extenuating circumstances (i.e., family emergency, educational sabbatical, temporary job responsibility). Parents or guardians of students who have received District approval of their family's extenuating circumstances during the second semester must notify the applicable school administration on or before April 1st of the year in which the student (s) are absent from their chosen schools if they plan for their children to return to the District for the following year.

Parent/Guardian Signature

Date

APPROVAL: Principal

Date

E school Withdrawal Date
(Last Day of Attendance)

Date Sent to F.I.C.

Appendix

Fall 2020 Food Service Plan

(As of July 29, 2020)

Menus

Breakfast

4-week Cycle menu followed by K-12

Lunch

5-week Cycle menu followed by K-12

- Special Diets and Vegetarian Options available. Need to contact the Food Service Main Office directly to pre-order meals.

Programming

Currently there is not a USDA waiver available to allow Unit 4 to continue operating under the Summer Food Service Program (“SFSP”). SFSP has allowed the District to provide universal free breakfast and lunch meals to children ages 18 and younger.

At the start of School Year 2020-2021, the District will be required to operate under the National School Lunch Program (“NSLP”) and the School Breakfast Program (“SBP”). This will require the District to ONLY provide meals to Unit 4 enrolled students. Students will be charged meals based upon their assigned meal status (“free,” “reduced,” and “paid”).

Paid and reduced students can make meal payments by cash or check through the school’s office or by mail to the Food Service Main Office (806 Pioneer Street, Champaign, IL 61820). Online payments can be made at myschoolsbucks.com. Payments will not be accepted at the Point of Service when a student receives a meal.

The District has seven (7) elementary schools operating under Community Eligibility Provisions (“CEP”) and are able to receive universal free breakfast and lunch for students (BTW, Dr. Howard, Garden Hills, IPA, Kenwood, Stratton, Westview). All other elementary schools, middle schools, and high schools are non-CEP.

A/B In-Person School Days Option

Breakfast

- Food Service staff will be stationed at the school entries
- Students will be assigned to a specific building entrance and exit
- Based on these assignments, Food Service will build rosters
- Food Service will mark off students who are on the rosters who take breakfast
- Students will grab pre-bagged breakfast when they enter school building

Lunch

- Food Service staff will be stationed at the school exits
- Assign students to a specific building entrance and exit
- Based on these assignments, Food Service will build rosters
- Food Service will mark off on roster students who take lunch

Distance Learning Days

- Students will be able to pick up meals for days they are engaged in distance learning on one of the days they are attending in-person.

Full Distance Learning Option

- Families will have two options to get meals: 1) by drive-thru site (no pre-order required) or 2) contacting Food Service to be added to the at-home delivery list.
- Drive-thru sites and at-home deliveries tentatively will be scheduled for Wednesdays
- Drive-thru sites will be at Jefferson and Franklin
- Food Service staff will provide 5-day meal boxes. These are similar to what the District did during the Spring and Summer 2020 COVID-19 school closures.
- Details on the timing of delivery and staff providing the delivery of the meal boxes is still being determined.

If the District has to return to 100% Distance Learning At All Grade Levels

- Families will have two options to get meals, 1) by drive-thru site with no pre-order required, or 2) contacting Food Service directly to be added to the at-home delivery list.

- Drive-thru sites will be open Mondays 10 a.m.-1 p.m.
- At-home deliveries will be done on Fridays between 10-11 a.m.
- Drive-thru sites will be established at BTW, Jefferson and Garden Hills. These are the same drive-thru sites the District used during the Spring and Summer of 2020 COVID 19 school closures.
- The District will provide 5-day meal boxes similar to what was done during Spring 2020 COVID-19 school closures.
- Food Service will partner with transportation for door-to-door deliveries.

Appendix Champaign Unit 4 Cleaning Protocols

O&M Sanitizing and Disinfecting per IDPH

Classrooms/Lounges

	Daily	Weekly	Removed	As needed/used	Shared Cleaning
Sinks/Countertops	X				Teachers/Aides Sanitize/O&M Disinfect
Restrooms (If App.)	X				X
Desks & Chairs	X				Teachers/Aides Sanitize/O&M Disinfect
Carpets	X				
Rugs			X		
Extra Tables			X		
Cubbies		X			
Whiteboards		X			
Door Handles	X				
Phones	X				Teachers/Aides Sanitize/O&M Disinfect
Light Switches	X				
Thermostat Control	X				
Pencil Sharpeners	X				
Computers/Laptops				X	X
Trash	X				
Instruments					X – Not O&M
Shared Toys					X – Not O&M
Kitchen Appliances Touch points	X				X

Restrooms

	Hourly	Daily	Weekly	As needed/used
Sinks/Faucets	X			
Countertops		X		
Toilets/Urinals	X			
Stall Doors	X			
Stall Partitions		X		
Door Handles	X			
Toilet/Paper Dispensers		X		
Support Bars *If App	X			

Soap Dispensers		X		
Sanitary Nap Bin	X			
Sanitary Dispenser	X			
Hand Dryer	X			
Mirrors		X		
Floors		X		

Hallways

	Hourly	Daily	Weekly	As Needed	Do Not Use/Remove
Drinking Fountains	X				X
Bottle filler	X				
Lockers *If App					X
Trash				X	
Table Tops	X				
Chairs	X				
Fire Doors		X			
Light Switches	X				
Building Alarm Pad		X			
Directional Signage				X	
Furniture (i.e. Couches/soft chairs, Display tables, etc.)					X

Large Rooms and Areas

	Hourly	Daily	Recommended To Not Use
Cafeteria	After Use		X
Gyms	After Use		
Pool Decks		X	
Locker Rooms*		X – restroom	X - Lockers
Auditoriums*	After Use Where App.		X – Aud. w/ soft seating
Weight Room*			X
Library		X	

Cleaning Procedures

- Cafeteria
 - If used for academic space, desks and chairs will be cleaned and disinfected hourly after use per classroom cleaning procedures.

- If used for lunch distribution (grab and go), tables will be cleaned/disinfected (shared between food service/O&M variable on distribution procedure by building).
- Recommended lunch tables are stored/removed and not available for use
- Recommended area is not use for dining.
- Gyms
 - If used for academic space, desks and chairs will be cleaned and disinfected hourly after use per classroom cleaning procedures.
 - Recommended closed to non-academic activity.
- Pools/Decks
 - If used for athletics, railings and touch points will be cleaned and disinfected after usage.
- Locker Rooms
 - Restroom area will be available.
 - Lockers not available for usage.
 - Recommended showers are closed and changing does not occur.
- Weight Rooms
 - Are able to be used
 - Supplies will be provided for teams to use to clean/disinfect after use.

Admin Spaces & Office

	Hourly	Daily	Weekly	As Needed	Do Not Use/Remove	Shared Cleaning
Phones		X				X
Desktops/Chairs		X				X
Countertops	X					X – After each visitor
Fax Machines				X		X – Not O&M
Copiers				X		X – Not O&M
Door Handles	X					
Computers		X				X – Not O&M
Table Surfaces		X				X
Carpet/Rugs		X				
Plexi Shield		X				X
File Cabinets				X		X – Not O&M
Sinks		X				
Paper Towel Dispenser		X				
Extra Furniture (Soft surfaces)					X	

Cleaning Procedures

Remove

- Extra Household Furniture (Couches, Tables, Chairs, Futons, Pets, Personal Storage Items, Refrigerators, Coffee Makers, Microwaves, Communal Lunches, Oil Diffusers, etc.)

Recommended DO NOT USE:

- Auditoriums with Soft Surfaces
- Locker rooms (Showers/Lockers)
- Playgrounds

Isolation Room Cleaning

- O&M Staff –
 - Close affected areas (CDC recommendation – for 24 hours when feasible)
 - Open outside doors and windows to increase air circulation in the area
 - Clean and Disinfect all areas used by the person who is sick

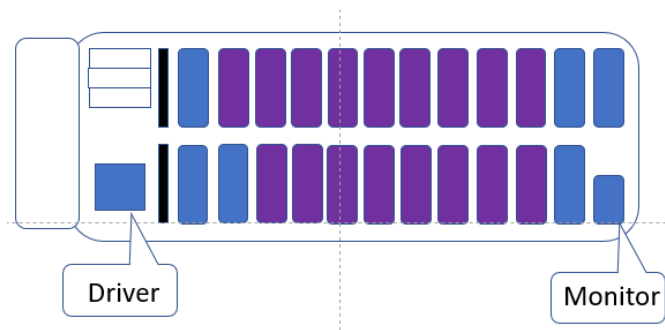
Restroom Maintenance Log

Building: _____ Room: _____
 Month: _____ Frequency: _____

Date	Time	Toilet Paper		Paper Towels		Soap Dispensers		Trash Sanitary Nap		Air Freshener		Toilets Cleaned	Sinks Cleaned	Floors Swept (1x Daily)	Floors Mopped (1x Daily)	Mirrors Cleaned	Touchpoints Disinfected	Initials
		Checked	Filled	Checked	Filled	Checked	Filled	Checked	Emptied	Checked	Replaced							

Appendix
Champaign Unit 4 Transportation Plan
(As of July 29, 2020)

- The K-5 Transportation Plan will accommodate the same start times as in previous school years as well as the shortened student day.
- Transportation will be communicating with families during mid-August regarding route information and pick up/drop off locations.
- There is no transportation on Wednesdays.
- **All Students** will be required to wear masks.
- Students will need to provide evidence of “Self-Certification of Temperature and Wellness” checks signed by a parent or guardian prior to riding any Unit 4 buses.
- Buses will run with 50 students or less per bus.
- Buses will be deep cleaned following each “trip” with students.
- To ensure safe distancing for drivers and monitors, certain seats on buses will be kept empty.



- Bus windows will be kept open as weather permits.
- The District is developing procedures for handling students who do not follow social distancing and mask rules on buses.