

**Charles Dorris Intermediate School**  
**2020/21 Hybrid Return to Learn Plan**  
**2020/21 Full Return to Lean Plan**



Kevin Stirnaman - Principal  
Doug Kirk - Asst. Principal  
Sara Soehlke - Asst. Principal  
Emily Matthews - Educational Assistant  
Gina Burgess - 6th grade Gen Ed teacher  
Jenna Klucker - 6th grade SPED teacher  
Kristen Leech - 5th grade SPED teacher  
Laura O'Hara - Speech Pathologist  
Leah Milton - Music teacher  
Michele Dye - School Nurse  
Sarah Harrison - 6th grade SPED teacher  
Shonnese Wilson - Educational Assistant  
Tina Houck - 6th grade Gen Ed teacher  
Holli Lorsbach - 5th grade Gen Ed teacher

## **Return to Learn - Hybrid/Blended Model and Full Return to Learn**

### **Prior to school beginning will be an Open House/Meet the Teacher event**

Teachers will make appointments 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, classroom procedures, safety requirements, attendance procedures, etc.

Chromebooks would be distributed at this time. Students would begin the Hybrid or Full Return Model on Thursday, August 20<sup>th</sup>.

### **Safety Procedures/Protocols for event**

Appointments will be staggered by grade level.

No more than four families (8 people) per classroom at one time

Surfaces would be 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)

## **Buses**

Children will be screened prior to entering the bus by parents with the district screener agreed upon in Student Handbook. Students will be masked and will board the bus from back to front. A seating chart will be developed and adhered to by the bus driver. Weather permitting, windows will be opened. Buses will unload from front to back. If a positive case occurs, the bus will be notified so they can be cleaned and sanitized. A possible case will be treated with the same rule for safety. Buses will wait as long as possible to clean, according to Department of Health guidelines.

## **Schedule for a school day**

**Bus riders** - Ed Assistants will be on duty in AM. Bus riders who do not eat breakfast at school will be directed to enter the building in the new wing or near room 106. Students will be directed to their classrooms, where teachers will be on duty.

**Car riders** - Students will be dropped off at the circle drive in front of the school, where they will be directed through the hallway to go back to class. Ed Assistants are on duty to direct students back to classrooms and to maintain social distancing.

**Breakfast** - Bus riders who require breakfast will enter the doors by the gym, where Ed Assistants are on duty. They will be directed to the cafeteria, where they will grab a bagged breakfast and then go to class. Students who are car riders who require breakfast will enter the front doors where Admin and Ed Assistants are on duty. They will grab a bagged breakfast and return to their classrooms.

**Procedures for classroom distancing** - All student desks will be facing the same direction. Teacher desks will face the same direction if possible. If not possible, teacher desk will be spaced appropriately away from students. Student desks will be socially distanced to the greatest extent possible. Classroom seating charts will be developed and adhered to.

**8:30 - 9:00** - Teachers on duty in classrooms: Students enter the building. Teachers will do morning work, an SEL lesson and get the kids ready for the day when they enter the classroom. All staff and students wearing masks/PPE. Doors will be kept open to help with ventilation and to keep touching of door handles to a minimum until school day starts. Windows will be kept open when possible.

**9:00 - 11:00** Instruction

**11:00 - 11:20 Lunch in Classroom with teacher** - Lunch count will be taken and given to lunch staff in AM. Lunch will either be delivered to classrooms or one adult or designated student will retrieve lunches that have been placed in a bin and bring them back to the classrooms. Desks will be sanitized before and after eating. Students must eat at own desk, not in a community space in classroom. Large trash bins will be placed outside of classrooms for disposal of trash. Custodians will take trash out and move bins to next set of classrooms.

**11:20 - 11:40 Teacher Break provided by Relief Aides** - Relief Aides will supervise students for a recess while teacher takes their break. Whether students go outside or stay inside will depend on weather/Admin discretion. If inside, students will remain at their own desks with PPE on.

**Recess (if outside)** - 6 classrooms will be on recess per teacher break period. We will utilize the front area for 2 classrooms, the basketball court (up to 2 classes), the tennis court (up to 2 classes) and the track/field (up to

2 + classes). In a Hybrid return, there will be a max of approximately 15 students per class. Spreading them out into these areas will keep numbers down and allow students to socially distance and possibly remove masks for a short period of time. If masks are removed, they will stay on students' face. Hand sanitizer will be used and masks will be placed back over face at the conclusion of recess. The plan at the moment is not to use any playground equipment. If playground equipment is utilized, each classroom will be assigned equipment. After the completion of recess, that classroom will clean each piece of equipment upon returning to class.

### **11:40 - 2:00** Instruction

\*30 minute PE and Music period 4 days a week for staff.

**PE** - Students will go to gym for PE. If weather allows, PE will be outside. If weather is inclement, the curtain can be closed to split the gym into 2 spaces. Activities will include those that will use no equipment and allows for social distancing. If equipment does have to be used, it will be cleaned after every class period. Students will be supervised and social distanced during passing periods by their teacher to and from PE. Masks to be worn.

**Music** - Music staff to travel to classrooms to keep multiple groups from using the Music rooms.

**Band** - Band will utilize outside space. When Band has to be inside, a schedule will be developed where no more than 8 percussion students can practice with PPE on. All other instrument groups will utilize online lessons if students can't utilize outside area.

**Chorus** - Outside area will be utilized when weather allows. Social distancing will be maintained. Masks will be worn at all times during singing. In the event that chorus can't utilize outside spaces, online programs/lessons will be used.

## **2:00 Dismissal**

**Bus Dismissal** - Staggered dismissal with 5th grade being dismissed to buses or cars 5 minutes prior to 6th grade. Students required to wear masks. Admin and Ed Assistants on duty in hall. Teachers walk students to bus lines outside. Admin on duty in the bus lot to supervise students getting on the bus. During inclement weather days, buses will be called as they arrive and Ed Assistants and Admin will be on duty in the hall to supervise lines as they head down to be dismissed through the gym doors.

**Car Dismissal** - Car riders will be dismissed first in a staggered schedule at the end of the day so that car riders and bus riders will not be in the hallway at the same time. Ed Assistants, Admin, ISS Monitor and Buildings and Grounds monitor will be on duty in hallway to help with flow of traffic. Car riders will be dismissed out the flag pole doors. Parents will be directed to stay in cars to avoid large groupings.

**2:00 - 3:30 - Lunch/Remote Learning/Prep** - Teachers will be allowed to take the remainder of the lunch period they missed during the day (40 minutes) immediately following student dismissal. After that period, teachers will have the remainder of the work day (approximately 50 minutes) to work on remote learning contact with students.

**Office** - Visitors not allowed unless by appointment. Social distancing will be maintained by secretaries and B&G monitor. If a parent arrives to pick up a student for early dismissal, they will wait outside for student. If weather is inclement, the vestibule will be utilized. PPE worn at all times. Surface areas will be cleaned/disinfected multiple times throughout the day.

**Library** - An online collection record will be utilized for students to choose books and the books will be delivered to classrooms. The Library will be closed for its traditional use. It will be utilized for approximately 90 minutes

daily for LA SPED instruction due to lack of space. The same rules will apply to that space as apply to typical classrooms as far as social distancing, PPE and cleaning.

**Restroom** - Breaks will be scheduled with staff. All restrooms will have to be utilized due to lack of restroom space at DIS. Only a number of students will be allowed at a time to ensure distancing. A schedule will be built into middle portion of the day where the building custodians will utilize pump sprayers to clean the restrooms. Additional cleaning will be addressed on a case by case basis.

**Hallways** - Teachers will be switching classes in nearly all cases, not students. Music teachers will travel. Lunch will be in classrooms. All this will ensure the least amount of traffic possible in hallway. When students enter the hallway for restroom breaks, they will be distanced and supervised. When students walk to PE and back, they will be distanced and supervised. Masks worn at all times. Signage will direct students on traffic flow. Classes located next to exterior doors can utilize outside for hallway transitions.

**Nurse's office/student** - Staff must notify office when a student is being sent down. Student must have a pass with reason stated as to why they are visiting the nurse. If a student is to return to class, they will be given a note with permission from the nurse. If a student has symptoms (fever, etc), they will be sent to quarantine room to go home. Meds delivered to class or student to nurse with mask on. Admin can help with this if it becomes necessary. Minor issues (band aides, lost tooth, etc) will be handled in the classroom. Office will be cleaned as needed, multiple times throughout the day.

**Nurse's office/staff** - If a staff member needs to be triaged for a possible health issue, the staff member reports to Administration. Nurse will do screening.

**Quarantine Room** - The available Music room will be the quarantine room. In the event that the quarantine room has to be utilized, the monitor on duty will wear full PPE (gown, gloves, eye protection and a medical grade mask). Room will not be used for any other purpose. Room will not be cleaned until as close to 24 hours as possible after a student has been in quarantine.

**Contact Tracing** - DIS will have a point of contact with Department of Health available 24 hours a day, 7 days a week.

**Signage/Videos** - To be used in all areas with staff and students to promote social distancing and health guidelines.

**Lockers** - Limited use of lockers where they are assigned every other locker to promote distancing. Lockers will be used as students arrive and not during the day. Student supplies and books will be stored in the classrooms.

**Outside areas** can be used as learning areas when recess is not in session and distancing is maintained.

**Rtl classes/EL classes** - Allow Tier 3 and EL students to attend class in the Rtl and EL rooms. Small groups, no more than 6 students. Socially distanced. Drop from 40 to 30 minutes. Power ½ hour groups meet through Zoom, Google Meets or Google classroom so they don't have to switch classes.

**Class switches for SCI and SS** - Teachers switch rooms, not students.

**Related services** - SPED has planned for many of those services to be delivered in an online platform. Pushing into classrooms or pulling small

groups or individual students is still possible, while maintaining all social distancing and health guidelines.

**Technology** - Each student has their own device and will not share. Devices will be cleaned with technology approved cleaner. Classroom technology will be limited to teacher use as far as possible in classroom. If teacher requires student to use Promethean Board (for example) the Board and/or pen must be disinfected after each use.

**Extra Curricular** - In the event that guidelines allow extra curricular clubs/activities to be in session, numbers will be limited as appropriate per activity and larger spaces will be utilized. Band and chorus can be held with small groups in larger spaces. Spaces will be cleaned after meetings as appropriate. Our typical STEM numbers would necessitate an online STEM option so students aren't excluded based on social distancing. Athletics will follow ISBE/IHSA guidance.

**Supplies** - Each student will maintain their own supplies and sharing will not be allowed. If a student requires a supply they do not have, the teacher will provide it.

**Cleaning** - Breakfast and lunch will be eaten in the classroom. After each meal, staff will wipe down all surface areas with district provided cleaning products. Additional cleaning will be addressed on a case by case basis.

**Handwashing** - Every classroom will have a large bottle of hand sanitizer mounted to the wall in their classroom. Students will be required to use hand sanitizer upon leaving and returning to the classroom. Students will be educated on the importance of washing hands at the conclusion of all restroom visits. Hand sanitizer will also be located in every stairwell, in every hallway and by the cafeteria. Signage will accompany the hand sanitizer, promoting its use.

**Water Bottles** – Individual water bottles will be encouraged for all students. Bottles can be filled at individual water fountains, especially the touchless bottle filling stations throughout the building.