



RIMSD #41 2020-21

A Quick Guide for Parents and Guardians on Remote and Blended Learning Plans



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Overview

From the Superintendent

Dear RIMSD #41 Families,

Due to current public health conditions, the Rock Island-Milan School District will begin the 2020-21 school year with Full Remote Learning, which begins on Thursday, August 6.

On Tuesday, September 8, in-person instruction will begin in school buildings with a Blended Learning Plan (pending local public health conditions and guidance from local and state officials).

This guide is to help you find the important information you need in a quick, efficient manner. The entire Full Remote Learning Plan and the Blended Learning Plan are located on our web site under E-Learning.

As we have experienced, the pandemic conditions change from week-to-week. This is considered a living document, and will be updated to reflect any changes that occur as we navigate our way through the pandemic.

RIMSD #41 administrators will continually monitor health conditions and review procedures and protocols, making adjustments as needed to ensure compliance with public health guidelines and local, state, and federal law.

Thank you for your patience and understanding during this uncertain time.

Sincerely,

Dr. Reginald Lawrence II

Superintendent, Rock Island-Milan School District #41



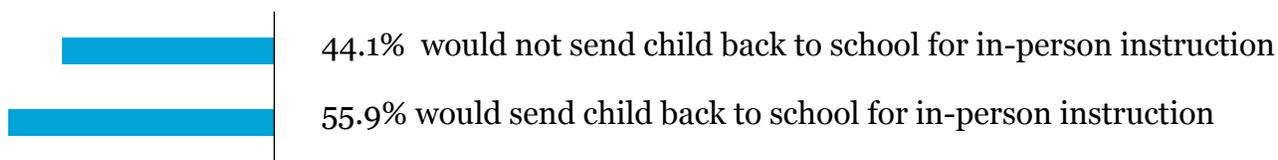
Dr. Reginald Lawrence

Survey Data

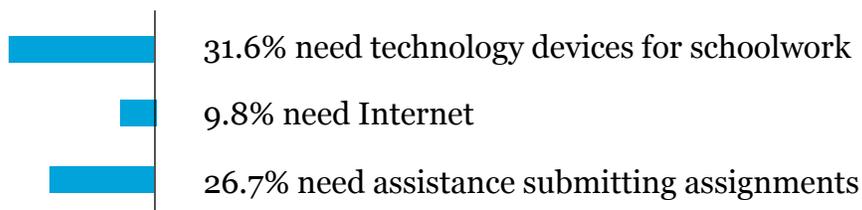
In early July, feedback was gathered from parents, students and staff about the beginning of the 2020-21 school year and were asked about their intentions in sending their child to school or continuing with Remote Learning. A total of 5000 households completed the parent and student survey, and another 560 surveys were completed by staff.

Overall, the survey results indicated that a large percentage parents and staff felt that beginning the school year with Remote Learning was the safe approach as pandemic conditions were constantly fluctuating. Superintendent Lawrence’s School Reopen Plan was approved by the Board of Education on July 15, 2020.

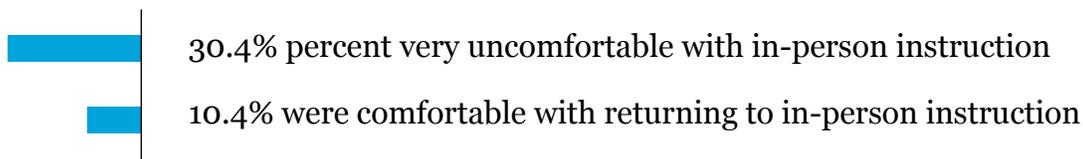
RIMSD #41 Parent Survey



RIMSD #41 Student Survey



RIMSD #41 Staff Survey



Abbreviations throughout plan:

IDPH: Illinois Department of Public Health

ISBE: Illinois School Board of Education

IEP: Individualized Education Plan

EL: English Learner

Teaching & Learning

What is Remote and Blended Learning?

What is Remote Learning? Remote learning for instruction involves providing students with State and/or District approved, standards-aligned curriculum in an online/virtual environment. RIMSD will use Google Classroom (preK-12). PreK and K will have the option of using Choice Boards until Google Classroom training is completed with students and parents/guardians. Materials will be provided for both staff and students.

What is Blended Learning? Under Phase 3 and 4 of the Governor's Restore Illinois Plan, school districts may begin in-person learning, following guidelines from the IDPH, ISBE and the local Health Department. Rock Island-Milan Public Schools has developed an instruction plan to allow for a combination of remote (online) and in-person learning for our students. This is called a Blended Learning Plan.

Timeline of Events & Schedules

Before Labor Day

- The first day of school for students will be Thursday, August 6, 2020. This will be a full Remote Learning start to school. (Details in the sections below.)
- Remote Learning will continue until the Friday before Labor Day. RIMSD will transition to Blended Learning on Tuesday, September 8, 2020. (Refer to the Blended Learning Plan for details.)

**These plans are subject to change at any time, depending on any local, state, or federal situations or decisions.*

By August 14th, parents/guardians will need to identify whether or not they will be sending their child/children to the school building for any form of in-person learning (under the Blended Learning plan) during quarter 1 of the 2020-2021 school year. Parents will be sent a link to an online Google form the week of August 10 where they can indicate their choice for the remainder of the 1st Quarter.

- You may switch from Blended to Remote Learning at any time by notifying your school principal.
- You may NOT switch from Remote to Blended.

- This is a quarter 1 commitment.

If parents/guardians plan to keep their child/children home, they will participate in a full Remote Learning plan. (This plan will look different than the district-wide Remote Learning Plan that occurs from August 6th – September 4th.)

Blended Learning Schedule

- All students with the last names that start with A-L will follow Schedule A.
- All students with the last names that start with M-Z will follow Schedule B.
- Any questions about a child’s schedule, contact your child/children’s principal.

Schedule A:

- Students with the last names that start with A-L will report to school on Mondays and Tuesdays.
 - o These students will stay home for Remote Learning on Wednesdays, Thursdays, and Fridays.

Schedule B:

- Students with the last names that start with M-Z will report to school on Thursdays and Fridays.
 - o These students will stay home for Remote Learning on Mondays, Tuesdays, and Wednesdays.

After Labor Day

- Full Remote Learning option after Labor Day, under a Blended Learning Plan: If a parent/guardian chooses the full remote learning option, his/her child/children will NOT have live instruction from teachers each day of the week. They will be involved in primarily independent learning. On district-wide Remote Learning days (Wednesday), all students will have at least one live lesson with teachers and have the opportunity to ask questions, seek clarification, etc. At this time, it is not possible to provide full time teachers for full remote and full-time teachers for blended in-person learning.
- Blended Learning option, to begin after Labor Day: If a parent/guardian chooses to send their child to in-person learning (Blended Learning: part at school and part at home), his/her child/children will attend school a minimum of 2 days each week (A schedule --

Monday and Tuesday; or B schedule -- Thursday and Friday). Approximately half of the student population would come at one time.

- The school day may be altered and the number of days may increase, based on student numbers and IDPH and ISBE regulations. All students in the Blended Learning format will participate in district-wide Remote Learning days (Wednesday). On each Wednesday, all students will have at least one live lesson from teachers, that is done remotely, and have the opportunity to ask questions, seek clarification, etc.

**The decision will remain in effect through the first quarter of the 2020-2021 school year.*

Schedules

Remote Learning Start and End Student Times:

- PreK - Grade 12: 8:30 a.m. - 1:30 p.m.

Blended Learning Start and End Student Times (in-person):

- PreK:
 - Early Childhood Special Education (ECSE): 8:30 a.m. – 10:30 a.m.
 - Preschool for All (PFA): 8:30 a.m. – 10:30 a.m.
 - Head Start (HS):
 - 8:00am – 2:00 p.m. for full day session
 - 8:30am – 11:30 p.m. for part-day session
 - 8:30am – 2:00 p.m. for extended day session
- Elementary K-6: 8:30 a.m. – 2:00 p.m.
- Jr. High 7-8: 8:10 a.m. – 1:45 p.m.
- High School: 8:00 a.m. – 1:45 p.m.

Student Expectations in Remote or Blended Learning:

- Students are expected to access Google Classroom each day of Remote Learning.
- Students are not expected to be online from 8:30 a.m. – 1:30 p.m. continually.
- Students are expected to complete the attendance question in Google Classroom each day of Remote Learning.

- Students are expected to complete work on assigned due dates.
- Students are expected to attend assigned in-person learning days, if parents chose the Blended Learning option.
- Students are expected to engage in learning, whether remote or blended.
- If a student completes the attendance questions but does not turn in assignments, teachers will make contact with parents. At a defined time, noted by the teacher, the appropriate grade will be given.
- If home internet usage for a student goes down, students or parents need to contact the building principal so student attendance is not affected.

Information for Students receiving Special Education Services

- Students will work with the special education teacher throughout both Remote and Blended Learning.
- Students will also work with general education teachers as well. This may vary based on the IEP details.
- Testing will be scheduled on an individual basis.
- IEP supports will be given to all students with IEPs.

Information for English Language Learners

Screening Schedule

Screening times:

Monday 1:30 p.m. - 3:30 p.m.

Tuesday 1:30 p.m. - 3:30 p.m.

Wednesday (outside of PD/PLC times)

Thursday 1:30 p.m. - 3:30 p.m.

Friday-1:30 p.m. - 3:30 p.m.

**EL Teachers will schedule times with families to come into the building for Screening*

Screening Details:

- Location: EL classroom at designated building
- The building secretary will provide the EL teacher with the Home Language Surveys of all students that marked “yes” for either of the two questions pertaining to a language other than English spoken in the home or by the student.
- EL teachers will create a testing schedule with the identified students.
- EL teachers will utilize interpreters to contact families with a scheduled time for testing.

Parent/Student Considerations for Screening

- Parents will expect a call from EL teacher or District Interpreter.
- Parents will bring students during scheduled screening time and wait in a safe location while the EL teacher is testing.
- RIMSD41 will continue to provide all English Learner students with services that will enable English Learners to “overcome barriers that impede equal participation in the district’s instructional program” in accordance with the Equal Educational Opportunities Act (EEOA).

Attendance and Grades

Student Attendance:

Students must answer the student attendance question each day in Google Classroom (i.e. What is your name? What assignments are you working on for online learning today?)

- Attendance must be taken by staff each day by 3:00 pm; Staff may go back one day, in case a student was not able to connect prior to 3:00 but did complete daily tasks later that day (by 11:59 p.m.)
- If a student completes the attendance questions but does not turn in assignments, teachers will make contact with parents. At a defined time, noted by the teacher, the appropriate grade will be given based.

When students are in-person for Blended Learning, staff will take attendance. If a student is going to be absent, be it due to illness or an appointment, it is the parent’s responsibility to call the school and report the absence.

Grading:

RIMSD will use current grading practices (K-8 Standards Based Grading in TeacherEase - with the high likelihood access will be opened to parents at the K-6 level. If this opens to parents, this will not start right away.); traditional grading at the high school.

- EDS/K12 and TeacherEase Parent Portals will most likely be turned on for ALL grade levels. This most likely will not occur immediately at the elementary level. Specific timing is yet to be determined.
- Parent information sheets and resources will be provided. (May not happen immediately, due to timing constraints.)
- Google Classroom for TeacherEase is being explored. More details to come.

What are the additional student expectations for Remote and Blended Learning?

- Students are expected to access Google Classroom each day of Remote Learning. Students are not expected to be online from 8:30 a.m. – 1:30 p.m. continually.
- Students are expected to complete the attendance question in Google Classroom each day of Remote Learning.
- Students are expected to complete work on assigned due dates.
- Students are expected to attend assigned in-person learning days, if parents chose the Blended Learning option.
- Students are expected to engage in learning, whether remote or blended.
- If a student completes the attendance questions but does not turn in assignments, teachers will make contact with parents. At a defined time, noted by the teacher, the appropriate grade will be given.

Safety Precautions & Protocols

ISBE and IDPH Specific Guidelines

In-person instruction may resume as regions transition to Phase 3 or 4. Districts must follow Illinois School Board of Education (ISBE) and the Illinois Department of Public Health (IDPH) guidelines, which state the following:

- Require use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed, as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings;
- Require an increase in school-wide cleaning and disinfection.

It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions.

Symptoms and Health Screenings

RIMSD 41 Administration Center and all schools must conduct temperature and symptom screenings or require self-certification and verification for all staff, students, and visitors entering the school buildings.

Known symptoms of COVID-19 that may cause an individual to not enter any building include:

- Temperature greater than 100.4 Fahrenheit/38 degrees Celsius
- Fever Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle and body aches
- Headaches
- Sore throat

- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting
- Diarrhea

Any student or staff who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the designated area on campus, following the building procedure. Please inform your building school nurse/designated staff member.

- Students and staff will be escorted and remain in the quarantine area until a parent or guardian picks the student up, or an alternative transportation home is arranged.
- These individuals must self-monitor and return to school according to the IDPH guidelines.
- A doctor's note may be required for staff returning to work. Staff who has had contact with someone who is positive for COVID-19 must notify their building principal or supervisor immediately.
- Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.

Preparing for When a Student or Staff Member Becomes Sick

RIMSD 41 needs to be prepared and able to respond effectively when there is a case within the school community, whether it be a student or staff member. RIMSD 41 Administration Office and Schools should communicate with families and staff that any individual who tests positive for COVID-19 or who shows signs or symptoms of illness should stay home

- RIMSD staff will use a symptom checklist to determine if they are well enough to attend that day.
- Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home. If emergency services are necessary, call 911.

- Students should never be left alone and must always be supervised while maintaining necessary precautions.
- IDPH and CDC guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from the resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared.
- Those who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor symptoms for 14 days. (Close contact means the individual was within six feet of the individual with symptoms for more than 15 minutes.)
- It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school.
- Staff returning from illness related to COVID-19 should call to check in with the Human Resources Department following quarantine procedures.

Face Masks and Personal Protective Equipment (PPE)

All individuals in RIMSD 41, staff and students in prekindergarten through grade 12, must wear face coverings at all times unless they are younger than 2 years of age; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance.

- Face coverings must be worn at all times in school buildings even when social distance is maintained.
- A physician's note for students and staff who are not able to wear a face covering due to trouble breathing.
- Staff refusal to comply with wearing face coverings and PPE, refer to guidelines adhered through the Human Resources Department.
- Students refusal to comply with wearing face coverings, refer to RIMSD Code of Conduct, student behavior violation to policy of disrespect to the safety and welfare of all individuals within the school environment.

Training

RIMSD 41 Staff Members will be required to complete safety training related to social and physical distancing, face coverings, and hand hygiene procedures.

- Hand hygiene and social distancing will be included in the Instructional Section to help educate students on the importance of proper hygiene and personal safety.
- Employees will also be trained on the proper way to disinfect their individual workstations and classrooms as required.

Social & Physical Distancing

RIMSD 41 has developed procedures to ensure six feet of physical distance from other persons as much as possible. This expectation pertains to students and staff members in all areas and settings to the greatest extent possible.

- Visual reminders will be posted throughout school buildings and visuals will be designated (signs, tape, etc.) as indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, libraries, cafeterias).
- Schools will stagger bus loading and unloading, hall passing periods, bathroom breaks, etc. to ensure student and staff safety.
- Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc.
- Staff break areas will be arranged to facilitate social distancing.

Hygiene

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Staff and students must clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff and students must avoid touching their mouth, eyes, or nose as much as possible.

- It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before

food preparation or before and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal.

- Hand sanitizer will be placed in common areas throughout each school building.
- Each building will place signage reminding everyone of the need for proper hand hygiene in appropriate areas; posters in the bathrooms, hallways, and common areas.

Visitors on School Grounds

Visitors to any building must always wear appropriate and approved face covering and report directly to the main office for a wellness screening, which includes a temperature check. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have access to the building in general to maintain physical distancing.

All visitors entering the building must be asked the following questions:

1. Has the individual washed their hands or used alcohol-based hand sanitizer on entry?

- a. Yes - proceed to question #2
- b. No - please ask them to do so and then proceed to question #2

2. Ask the individual if they have any of the following symptoms:

- a. Cough
- b. Shortness of breath
- c. Fever
- d. Shaking with chills
- e. Headache
- f. Loss of taste or smell
- g. Muscle pain
- h. Sore throat
- i. Vomiting
- j. Diarrhea

If YES, restrict them from entering the building. If NO to all, continue to step #3.

3. Check temperature, looking for a fever of 100.4 degrees or higher. If YES, restrict them from entering the building. If NO to all, continue to step #4.

4. Allow entry to the building and remind the individual to: a. Wash their hands or use hand sanitizer throughout their time in the building.

Do NOT shake hands with, touch, or hug individuals during their visit.

Building Reopening Plan

- Thoroughly ventilate, clean and then disinfect all buildings, desks, equipment and other surfaces prior to students returning, using CDC, IDPH and OSHA guidelines.
- Clean and disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily.
- Create a plan to increase frequency during flu season and if there are increased incidents of COVID-19 exposure in the area or in the school community.
- Inventory buildings to improve prevention measures.
- Ensure there are enough accessible sinks and hand-sanitizing stations to accommodate frequent handwashing by entire classes.
- Determine if the LEA has the appropriate number and type (no-touch) of trash receptacles and that they are placed appropriately to minimize exposure.
- Install protective devices for employees with repeated exposure to the public such as clear plastic barriers in school building offices.
- Isolated room for students who are ill waiting to be picked up (Authorized Room).
- Employee Self Checks before entering building daily.
- Meals provided to classroom.
- Personal Protection Equipment (PPE).
 - The District will provide a mask for all employees. Approved face-shields can be worn, with a mask, if an employee brings their own face shield. The District will provide face-shields for all Speech Pathologists and English Learner employees.
 - Hand sanitation provided in each room.
- All visitors must call before entering the building. Questionnaires will be asked of visitors before visitors are allowed to enter the building. All efforts will be made to conduct

business and provide good customer service without visitors entering the building.

- Students will have temperature checks, with touchless thermometers, before entering building daily.
- Students are required to wear masks.
- Install bottle filling stations in place of drinking fountains.
- All rooms will be cleaned and sanitized each evening.
- All rooms with a COVID-19 diagnosis will be quarantined for 48 hours before being cleaned and sanitized.
- Will be provided ample time throughout the daily schedule for hand washing.
- Training and Professional Development in safety procedures will be provided to each employee.

Athletics & Extracurriculars

Athletics will adhere to state guidance about high school sports from the Illinois High School Association (IHSA). Plans will be adjusted as COVID-19 conditions change.

Fan attendance may be limited or prohibited at campus and district sporting events depending on conditions and guidance from the Illinois Department of Public Health.

Extracurricular activities (band, clubs) will follow the same guidance issued by the Illinois Department of Public Health.

Meals

During Remote Learning, Nutrition Services will continue to provide Meal Distribution **at all school locations** (with the exception of HMELC) on Mondays and Thursdays 9 a.m. - 11 a.m. Families who want breakfast and lunch kits for their students are to go to their child's home school to pick up the meals. Parents will be asked to provide their child's name and student ID number (if possible). For more information on meal items in the kits, contact the Nutrition Services Department 309-793-5900 x10212.

When In-person Blended Learning begins, prepackaged breakfast and lunch will be available every day. Students may bring their own sack lunch to school if desired.

Technology

Chromebooks

The Rock Island-Milan School District remains committed to assisting all students in need of technology and will continue to work diligently to ensure all students remain engaged as Remote / E-learning is becoming a standard.

Families that are in need of a Chromebook should contact their school principal and notify them of technology needs before the start of the school year. Parents will have to sign an agreement and will receive a Technology Handbook that will include all references to policies and agreements, as well as responsibilities and how to care for the device. Limited hotspots are also available.

Additionally, RIMSD #41 will continue to support parents and have a dedicated phone number and email to assist parents with troubleshooting technology related to the school district services.

Tech support phone: 877-65-ROCKS

Tech support email: techsupport@rimsd41.org

ROCKfi

Through the Community Internet Equity Plan, the school district has purchased several router devices to be placed throughout the RIMSD #41 boundary area to be used as free hotspots.

The network, ROCKfi (Reaching Our Communities Kids With Fidelity), will only allow RIMSD #41 students to connect through their school district issued Chromebook. Students use their Google credentials to authenticate to the ROCKfi network.

A full list of ROCKfi locations will be available on the website under “E-Learning” tab on the front page of www.rimsd41.org

Mediacom is also providing free Internet access via several XSTREAM hotspots throughout the community. Visit <https://mediacomcable.com/xtream-hotspots/> to view the locations of the Mediacom XSTREAM hotspots.

Communications

Protocols & Tools

The Rock Island-Milan School District website at www.rimsd41.org is the central location for all information relating to the school district.

The Rock Island-Milan School District delivers information to RIMSD #41 parents through several communication channels:

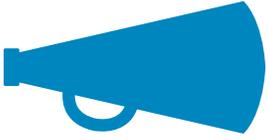
- Remind / text
- Robo-call / voice messaging
- Email hotlines via Mailchimp
- Social media: www.facebook.com/rimsd41, Twitter @R_I_Schools
- Traditional media (broadcast) outlets
- Printed newsletters and informational pieces

Materials and robo-calls are also translated into several different languages. The school district Translations Coordinator provides translations and interpretation services for communication purposes in the Rock Island-Milan School District.

RIMSD #41 also work with community agencies, local government, Chamber of Commerce, health-related groups (including hospitals/clinics), and higher education to provide consistent and factual messaging that reaches a broad audience.

Questions regarding school district communications can be directed to the Communications Office at 309-793-5900 x10281.

How to Be Heard in RIMSD...



Social media can be a wonderful communication tool, but it's not an effective way to share questions or concerns about our students, staff members or district. Often, it can actually make situations worse. If you have questions, concerns or feedback regarding your child, your child's school, or the Rock

Island-Milan School District, please follow this simple guide to ensure that your voice is heard and that you can get an answer quickly.

When you have a question, concern or feedback, please follow these steps:

1

Regarding my child



Please first contact your child's teacher. Many questions and challenges can be resolved in the classroom.

You may contact your child's teacher by phone or email using our district directory.

<https://rimsd41.org/staff/>

If you have already worked with your child's teacher and you continue to have a concern, please contact the school principal.

<https://rimsd41.org/schools/>

2

School related issue



If you have a school-related concern, please contact the school principal.

<https://rimsd41.org/schools/>

If you have already worked with the school principal and you continue to have a concern, please contact the administrator that oversees elementary or secondary schools.

<https://rimsd41.org/admin/>

3

A district related issue



Contact the district office at 309-793-5900. A list of district administrators is available at

<https://rimsd41.org/admin/>

The district is led by a Board of Directors that welcomes and encourages parent, student and community involvement in all matters regarding our schools and the education of our students.

More information at <https://rimsd41.org/boe/>