



REOPENING

Richland County Community Unit 1

2020 - 2021

Information Guide for the reopening of school for the 2020 - 2021 school year based on guidance from the Illinois State Board of Education, the Illinois Department of Public Health, and the Centers for Disease Control. As the conditions affecting the reopening of school may change rapidly, this plan is subject to modification at any time.

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Executive Summary

After the COVID-19 pandemic forced the closure of all public and private schools in Illinois, the Richland County School District quickly developed and implemented a Remote Learning Plan that provided continuity of education for students, minimized learning loss, and continued to provide educational opportunities focused on critical learning standards. While the Remote Learning Plan was a best attempt to keep students engaged in meaningful learning during the school closure, it was not the same as the high-quality in-person instruction that existed pre-pandemic. Based on this, the ultimate goal of this Reopening Plan is to return to some version of in-person learning while prioritizing student and staff health and safety.

The entire state of Illinois, including the Central Region that includes Richland County, is currently in Phase 4 of the Restore Illinois Plan. During Phase 4 schools may reopen for in-person learning, but they must follow the guidelines established by the Illinois Department of Public Health. These guidelines include:

- 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 schoolwide cleaning and disinfection

In order to effectively plan for the reopening of schools for the 2020 - 2021 school year, the Richland County School District focused on three primary areas of health and wellness, instruction, and facilities and operations. Each of these three focal areas formed a committee made up of 20 - 25 individuals that met several times during the summer. A summary of each committee's goals and priorities are listed below.

Health & Wellness Planning Committee

Goal 1 - Develop protocols and procedures to adhere to the IDPH guidelines for the return to school.

Goal 2 - Develop a communication plan for students, parents, and staff that outlines the health and safety guidelines.

Goal 3 - Develop a plan for monitoring student and staff health, including mental and emotional health.

Instructional Planning Committee

Goal 1 - Develop strategies that address the social/emotional needs of students.

Goal 2 - Develop strategies that will help to minimize learning loss from the school closure period last spring.

Goal 3 - Implement a consistent learning management platform that will be used to deliver remote learning as needed.

Goal 4 - Examine various scheduling options that will meet the learning needs of students but help to maintain a safe and healthy learning environment.

Goal 5 - Develop strategies that address concerns about student engagement, participation, and learning during a period of remote learning.

Facilities & Operations Planning Committee

Goal 1 - Implement protocols and procedures for the daily operation of the school that emphasizes student and staff health and safety.

Goal 2 - Implement protocols and procedures that enhance the cleaning and disinfecting of schools, especially high-use areas.

Goal 3 - Develop strategies to enhance internet connectivity for students and staff outside of school

In addition to the work of the three committees, a survey collected input from parents. This survey collected information from approximately 1000 parents and was used to inform the development of the reopening plan.

RCCU1 Model

In-person learning has been strongly encouraged by ISBE during Phase 4. It is the belief of RCCU1 that in-person learning will best meet the needs of most students. During Phase 4 of the Restore Illinois Plan, an In-Person Learning Model will be the norm for all district schools with strict following of IDPH & ISBE guidelines. In this model, students will follow a somewhat normal school routine, but this will not be the same as the pre-pandemic routine.

A Remote Learning Option is available for students who have an elevated health risk or a family member with an elevated health risk or for students who are not comfortable with in-person learning at this time. If the Remote Learning Option is selected, this will be for the entire grading period term or trimester. A student may move back to in-person learning for the new grading period by contacting their school's principal.

If Illinois returns to Phase 3 or lower, the entire school district will return to Full Remote Learning. Full Remote Learning 2.0 will adhere to stricter guidelines for student learning and participation than existed in the spring. This includes daily participation in instruction from home.

Health & Wellness

- Daily Procedures
 - All students and staff members are required to complete the daily COVID-19 screening process. This will include logging in to Skyward and answering questions. It will also include a temperature check upon entering the building.
 - Each school will have an isolated space for any individual who exhibits COVID-19 symptoms during the school day.
 - Face coverings are mandatory. RCCU1 will provide one cloth face mask for every student and staff member. If a student has a medical condition that prevents him/her from wearing a mask, then it is likely that a 504 Plan will be

developed for that student. While the plan is being developed the student will either need to wear a mask or participate in remote learning. In most cases, if a student is unable to wear a mask it is likely that the student will need to participate in remote learning. This will ensure both that student's safety and the safety of other students and staff.

- Social distancing will be observed to the greatest extent possible.
- Limit of 50 individuals in one space, including school buses.
- Limited access to visitors and volunteers. This will be evaluated on a monthly basis throughout the school year.
- Preparing For When A Student Or Staff Member Becomes Sick
 - Any student or staff member should stay home based on responses to the daily COVID-19 screener.
 - Families and staff members are asked to report possible infections to the school so that contact tracing may occur.
 - If a student or staff member tests positive for COVID-19, the school district will closely follow IDPH guidelines for quarantine.
 - Any student or staff member who has tested positive for COVID-19 must be symptom free for 24 hours (without taking fever reducing medication) and must wait at least 10 days since symptoms first appeared before returning to school.
- Quarantine Procedures
 - If an individual had close contact with someone who has tested positive for COVID-19, he/she must self-quarantine for 14 days. Close contact is defined as closer than 6 feet for more than 15 minutes.
 - If an entire classroom or multiple classrooms are required to self-quarantine, those classrooms will transition to remote learning procedures to the greatest extent possible.
 - Any student who is required to self-quarantine will transition to remote learning for the entire quarantine period.
 - Any staff member who is required to self-quarantine may be asked to facilitate remote learning on a case by case basis.
 - Decisions about quarantine will be made in accordance with IDPH guidelines and in consultation with local medical professionals. Further, RCCU1 will work closely with local health officials to assist them with contact tracing.
- Special Needs Populations
 - Some special needs students have a strict Individualized Education Program (IEP) with detailed medical plans and other related services. These situations will be closely monitored by special needs staff to ensure that steps are taken to minimize chances of infection and that all aspects of the IEP are followed.
- Mental Health
 - Regardless of the age of the student, the school closure was a major disruption in his/her life. Some students may exhibit heightened anxiety, nervousness, irritability, etc. as a result. Many experts in child development and psychology consider the school closure to be an ACE (Adverse Childhood Experience) similar to other traumatic events that negatively impact a child. All members of

the school community must recognize this and intentional planning will be done to address the social/emotional needs of children.

Instruction

During all aspects of the RCCU1 Reopening Plan, each grade level and course will consistently implement curriculum standards with a focus on essential standards. This will also include specific steps to address any possible learning loss from the school closure in spring 2020. The school district will utilize Schoology as a learning management platform at all grade levels. The school day will be shortened during Phase 4. This shortened schedule will further reduce potential contact/exposure, reduce the amount of time students are wearing masks, and provide additional time for teacher planning to allow for preparation for both in-person and remote learning. A detailed schedule of the school day may be found in the section below for each school.

In-Person Learning Model

- Classrooms
 - Social distancing will be practiced to the greatest extent possible.
 - Face coverings will be mandatory.
 - Student desks will be facing the same direction as much as possible.
 - Frequent cleaning and disinfecting protocols will occur.
 - Students will practice frequent hand hygiene and use hand sanitizer as needed.
- Richland County Elementary School
 - Students will remain in static groups to limit contact/exposure to other students.
 - Arrival and departure times will be staggered to limit group sizes.
 - Other schedules during the school day will be staggered to limit student contact/exposure.
 - Lunch periods will not have an entire grade level in the dining hall at the same time. This may require eating in classrooms or other alternatives.
 - Specials courses (PE, Music, Art, Library, etc.) will be offered in a modified way.
 - Schedule
 - 8:00 am - 2:00 pm (Refer to the RCES section for specific details.)
- Richland County Middle School
 - Students will remain in a cohort group during the school day.
 - Arrival and departure times will be staggered to limit group sizes.
 - Passing periods will be modified to limit student contact/exposure.
 - Lunch periods will be modified to prevent all students from being together in the cafeteria at the same time.
 - Students will take elective courses on a regular schedule with modifications.
 - Physical Education classes will not require uniforms or use locker rooms.
 - Music classes will have special protocols based on IDPH/ISBE guidelines.
 - Art supplies will not be shared by students.
 - Schedule
 - 8:05 am - 2:00 pm (Refer to the RCMS section for specific details.)

- Richland County High School
 - Students will begin the school year by utilizing a blended learning model.
 - Students will attend classes two (2) days a week and complete remote learning activities the rest of the week.
 - A breakdown of attendance days and alternate sites can be found later in this document under the RCHS portion.
 - The use of alternate sites will last until the RCHS renovation project is at a point to allow a return to full in-person learning.
 - For a student participating in in-person learning, all courses will be available. If a student is involved in remote learning, some courses that have specific “hands-on” components will not be available. A list of these courses can be found later in this document as well.
 - Schedule
 - 8:10 am - 1:10 pm (See RCHS section below for more information.)
 - Students will attend all 4 blocks and be released with a sack lunch if they typically eat lunch at the school.

Remote Learning Option

- Student Eligibility
 - Students with an elevated health risk or a family member with elevated health risk.
 - Students who are uncomfortable with in-person instruction.
- Length of Remote Learning
 - Students may not move back and forth between in-person learning and remote learning during a grading period.
 - RCES students may change to a different learning model at the end of the trimester by contacting their school’s principal.
 - RCMS & RCHS students may change to a different learning model at the end of the 9-week term by contacting their school’s principal.
 - The decision to do remote learning to begin the school year must be made by the end of the business day on Friday, August 21st.
- Student Expectations
 - Consistent internet access must be available for the student.
 - Attendance, grading, and accountability is the same as for in-person learning.
 - Students must have a device at home to support remote learning. If the student does not have a device, one will be made available to the student. The student will be responsible for the cost of a lost or damaged device.
- Concerns
 - Any instructional concern or a problem with the device may be emailed to remotelarning@rccu1.net.

Facilities & Operations

- Daily Operations
 - The daily school schedule will be shortened. A detailed schedule may be found in the sections below for each school.
 - There will be staggered start and end times and passing periods during the day.
 - IDPH guidelines for daily symptom checks, social distancing and face coverings will be followed.
- Enhanced Cleaning & Disinfecting
 - Increased daily cleaning protocols will be established. This will include frequently disinfecting surfaces in high-traffic areas, disinfecting student desks, and deep cleaning after the school day has ended.
 - Any area used by a person testing positive for COVID-19 will be closed until cleaning and disinfecting procedures have been completed.
 - Signage for social distancing and face coverings will be posted.
- Transportation
 - Regular bus routes will be used, but some routes may change from previous years.
 - A maximum of 50 people are allowed on a bus including the driver.
 - Students who live within 1.5 miles of their respective school are not eligible for bus transportation.
 - Assigned seating will be implemented with siblings allowed to share seats.
 - All passengers, including the driver, will be required to wear face coverings.

	Bus AM Drop-off	Bus PM Pick-up
RCES	7:45 - 7:55	1:45 - 2:00
RCMS	7:50 - 8:00	1:50 - 2:00
RCHS	7:55 - 8:05	1:35 - 1:40
Special Education	7:45 (RCHS) 7:55 (RCES) 8:00 (RCMS)	1:30 (RCES) 1:35 (RCMS) 1:40 (RCHS)

- Food Service
 - Daily meals will be provided.
 - Breakfast will be “Grab & Go” and students will eat in designated areas.
 - Lunch will be held in the cafeteria or other designated areas to limit the number of people in one space.
- Technology Utilization
 - Technology will play an important role in the reopening plan, but it does not replace the importance of the relationship between the student and teacher. As stated above, the preferred method of instruction is in-person learning.

- In both in-person and remote learning, the school district will use a learning platform called Schoology. This will allow for a more consistent approach from classroom to classroom and grade level to grade level.
 - The school district is moving to a 1:1 environment for the use of devices to support student learning. These devices will be provided to students for daily use and will be available to take home if needed in the event of a return to remote learning. Any student that takes a RCCU1 device home must have a signed agreement to pay for the replacement of a lost or damaged device.
 - Students in grades 2 - 12 will have access to a chromebook. Students in grades K - 1 will have access to an i-Pad.
 - In the event of a return to full remote learning, internet hubs will be available for those students that do not have reliable internet access at home. These will include wi-fi equipped school buses parked in specific locations, enhanced wi-fi coverage in school parking lots, and established locations throughout Richland County that provide wi-fi for students.
 - For issues related to technology or remote learning, please send an email to remotelearning@rccu1.net.
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Richland County Elementary School

Richland County Elementary School will follow all of the health and wellness, instruction, and facilities and operations procedures outlined in the sections above. The information described below is intended to be specific for RCES and help parents and students have a better understanding of the day to day operations of the school.

Preschool (specific information):

- RCES Preschool will align with the Richland County Elementary School Reopening Plan unless otherwise noted below.
- In-person and Remote Learning options are available.
- Hours of operations:
 - Session 1: 8:00 am - 10:30 am (snack provided)
 - Session 2: 11:45 am - 2:00 pm (snack provided)
- Busing will be available if needed. However, parents are encouraged to transport their preschool students if possible to decrease exposure risk. Preschool students will adhere to the district transportation health and safety guidelines.
- Masks will be required for in-person preschool. Staff will continue to support and assist students in putting masks on if needed.
- The school district COVID-19 screening is required daily for preschool students. It is strongly recommended that parents self certify their student/s using the COVID-19 screening tool found in Skyward on the district and school website. Self certification must be done daily. This will include a temperature check upon entering the building.

- Back to School event for Preschool/Jumpstart will be held Monday, August 24, from 5:00 - 7:00 pm (preschool students only).
 - Students are encouraged to attend with parents only and come meet their classroom teacher.
 - Classroom teachers will be outside in front of RCES to allow for appropriate social distancing.

Back to School Events

- Back to School Nights for Kindergarten - 5th Grade will be an outside, three night event (August 25, 26, & 27, from 5:00 pm -7:00 pm) to allow for social distancing.
 - August 25 - 2nd grade (front of building) & 5th grade(back of building)
 - August 26 - 1st grade (front of building) & 4th grade(back of building)
 - August 27 - Kindergarten (front of building) & 3rd grade(back of building)
- Students are encouraged to attend, but will be limited to one adult/guardian.
- Parents will receive a postcard with specific details related to their child's classroom and will be assigned a 15 minute block of time in which to attend. This will allow for greater social distancing.
- Virtual building tours and faculty introduction videos will be shared before the school year begins via social media and RCES website.
- Back to School Night for Remote Learners will be August 31, from 5:00 pm -7:00 pm. Meet & greet and material pickup will be outside in a designated area by teacher.
- School supplies should be sent the first week of school, not on Back to School Nights.

Arrival and Dismissal

- The school day will begin at 8:00 am and end at 2:00 pm. Bus riders will be dismissed first, beginning at 1:45 pm. All other students will be dismissed at 2:00 pm.
- It is strongly recommended that parents self certify their student/s using the COVID-19 screening tool found in Skyward. Self certification must be done daily. This will include a temperature check upon entering the building.
- Bus Riders
 - Any student that rides a bus to school will be issued a pack of COVID-19 screening slips to be completed by the parent/guardian prior to boarding the bus. This slip will be handed to the driver as the student enters.
 - Buses will be unloaded at Exits 2, 3, & 5. Students will report to their classroom upon arrival.
- Non-Bus Riders
 - It is strongly recommended that parents self certify their student/s using the COVID-19 screening tool found in Skyward. Self certification must be done daily. This will include a temperature check upon entering the building.
 - Students will enter Exit 1 or 12 and report to their classroom. Exit 5 will not be used for non-bus riders to enter the building.
- Breakfast will be a grab and go style served in the pods. Cleaning will be required after breakfast.

- If students arrive prior to 7:45 am, they will report to the dining hall and sit at a designated spot to allow for social distancing.
- Handwashing will be required upon arrival to the classroom and throughout the day.
- Students will begin loading buses at 1:45 pm. Car riders/Walkers will be released at 2:00 pm. Parents are encouraged to not arrive at school prior to 1:55 pm. Exit 5 will not be used for student pickup.

Classrooms

- Students will be in individual desks, facing the same direction, and spaced out as much as possible.
- Students will use individual school supplies as much as possible.
- Students will be assigned an individual cubby that will not be shared by another student.
- Students are encouraged to bring their own bottle of water (no glass containers). Some drinking fountains will be fitted with bottle fillers.
- Hand sanitizer will be provided in the classroom.

Physical Education

- Weather permitting, Physical Education will be outside for social distancing and the removal of masks.
- Games/sports that have close contact will be avoided.
- Shared equipment will be discouraged or thoroughly sanitized between uses.

Library

- Library services will be provided.
- Digital and downloadable books will be available.
- Book requests may be made through Discover and will be delivered to the students. Upon return, books will be quarantined for three days prior to being shelved or distributed to another student.
- The librarian will provide read alouds, book talks, etc. either in the classroom, outside, or via videos.

Computers/Music/Art/Science

- Specials teachers will provide instruction in the classrooms, outside when appropriate, or virtually.
- Students will use their own supplies or shared items will be sanitized between uses.
- Students will have their own device (iPad/Chromebook) for their use only.

Lunch

- Students will be on a rolling schedule, allowing them to eat in the classroom or dining hall depending on the day.
- The dining hall will be sectioned into two rooms by walls of plexiglass. On each side two classes will be able to eat. Students will be facing the same direction and only sitting on one side of the long tables. Students will be spaced out on the bench by using markers to indicate where to sit.

- Overflow may sit on the green area of the gym with the metal curtain pulled.
- Outside seating may be available, weather permitting.
- If students eat in the classroom, thorough cleaning will be done before and after lunch.
- Handwashing will be required before/after lunch and throughout the day.

Recess

- Recess will not be on the playground equipment at the time of school opening.
- Recess times will be staggered and scheduled throughout the day.
- The mixing of classes and grade levels will be avoided.
- Teachers and/or their Teacher Assistant will be responsible for recess and remain with the students at all times.
- Outside spaces will be utilized with social distancing so that masks may be removed.
- Handwashing will be required before and after recess and throughout the day.

Hallways and Bathrooms

- Visual markers will be utilized to direct the flow of traffic.
- Social distancing will occur as much as possible.
- Classes will have designated times for bathroom breaks throughout the day. If a classroom has a bathroom, they will only be allowed to use that bathroom. Students will be allowed to use the restroom outside of the scheduled times in the case of an emergency.
- Hand washing will be required after bathroom usage and throughout the day.

Cleaning Schedule/Signage

- A cleaning schedule will be implemented to allow for additional cleaning during the school day and after students have been dismissed.
- Signage will be posted around the school to promote social distancing, procedures, and proper hand hygiene.

Student Attendance

- Daily attendance and engagement is expected whether students are attending school In-Person or participating in Remote Learning.

Visitors

- Visitors must be pre-approved by administration prior to their visit and have essential business to conduct inside or outside of the building.
- Should a visitor need to enter the building they will be symptom checked and required to wear a face covering.
- Hand sanitizer will be available.
- Programs such as CHAT, Ag in the Classroom, Music Therapy, and Mentoring services will begin the school year remotely. This will be evaluated on a monthly basis throughout the school year.

Nurse/Sick Room

- The nurse's office will be for administering medications and dealing with sickness, injuries, and non-COVID 19 related issues.
- If a student has COVID-19 symptoms, the teacher will call a secretary and/or a Principal to alert them and escort the student to the designated sick room. The sick room is the former Black/South computer lab closest to the Primary main entrance.
- If a student has COVID-19 symptoms, parents/families will be contacted immediately.

Mental Health

- RCES is committed to meeting the needs of all students. Faculty and staff will work hard to meet students' academic needs as well as their social/emotional needs, with a focus on each child's well being.
- Access to school counselors and support will be provided as needed.
- Students will be monitored throughout the school day for areas of concern.
- Resources and supports will be provided to teachers and staff.

Richland County Middle School

Richland County Middle School will follow all of the health and wellness, instruction, and facilities and operations procedures outlined in the sections above. The information described below is intended to be specific for RCMS and help parents and students have a better understanding of the day to day operations of the school.

Back to School Events

- Virtual / In-Person Events
 - A back to school video that focuses on daily procedures throughout the school day will be released via the RCMS Facebook page and website.
 - The 6th Grade Team & Rotation Team will conduct an informational meeting on August 24th & 25th from 5:30 - 7:00 pm. There is a maximum of 2 parents/guardians allowed for each student. Students will not attend this event (due to IDPH safety guidelines) as they may attend 6th grade Academy Day. Details about this program will be shared with 6th grade parents. All participants will be screened and temperature checked and a mask is required to enter the building. Any attendee that is unable to comply with this requirement will not be able to enter the building.
 - The 7th Grade Team & 8th Grade Team will conduct a virtual back to school program on August 26th (7th Grade) and August 27th (8th Grade) from 6:00 - 7:00 pm. Details about this program will be shared with 7th & 8th grade parents.
 - All incoming 6th Grade students will participate in the annual 6th Grade Academy on August 27th from 10:00 - 11:15 am.

Arrival and Dismissal

- Arrival and departure times will be staggered to limit group sizes.
- Arrival Procedures
 - Doors will open at 7:45 am.
 - Students will enter in one of three doors:
 - Bus Riders
 - Any student that rides a bus to school will be issued a pack of COVID-19 screening slips to be completed by the parent/guardian prior to boarding the bus. This slip will be handed to the driver as the student enters.
 - Enter through the main entrance and go directly to homeroom. If the bus rider eats breakfast they should enter through the cafeteria entrance (Exit 15) and sit in the appropriate area to eat.
 - Non-Bus Riders
 - It is strongly recommended that parents self certify their student/s using the COVID-19 screening tool found in Skyward. Self certification must be done daily. This will include a temperature check upon entering the building.
 - Enter through the cafeteria entrance (Exit 11) by the dumpster and go directly to homeroom. If eating breakfast, the student should stay in the cafeteria. Students that do not ride a bus should not arrive at school before 7:45 am as the doors will be locked.
- Dismissal Procedures
 - RCMS will have a 2:00 pm dismissal schedule. Due to transportation considerations, this process may begin earlier to dismiss students in waves to prevent student gatherings as much as possible.
 - Bus riders will be dismissed first. After all bus riding students are dismissed, car riders, walkers, and bike riders will follow.

Classrooms

- Social distancing will be practiced to the greatest extent possible.
- Students will remain in a cohort group during the school day. Students will begin the day in their Homeroom (Attendance + Lunch Count taken immediately).
- Face coverings will be mandatory.
- Student desks will be facing the same direction as much as possible.
- Frequent cleaning and disinfecting protocols will occur.
- Students will practice frequent hand hygiene and use hand sanitizer as needed.
- Students will have pencil bags and or backpacks (drawstring bags are preferred) that will stay under their chairs or in a predetermined location by the teacher. A school supply list will be modified and communicated to parents.

Physical Education

- Physical Education will be offered every other day.
- Physical Education classes will not require uniforms or use locker rooms.
 - PE uniforms will be ordered and may be used if this region moves to Phase 5.

- Physical Education teachers will pick up students from their homerooms to take them to a designated area for the activity.
- Weather permitting, Physical Education will be outside as much as possible to allow for social distancing and the removal of masks.
- Games/sports that have close contact will be avoided.
- Shared equipment will be discouraged or thoroughly sanitized.

Library

- The Library/Media Center will be closed to students during the day. However, students will still have access to books through an electronic check out system. The book will be delivered to the student's homeroom teacher. When the student is finished, he/she may drop the book in a container. Upon return, books will be quarantined for three days prior to being shelved or distributed to another student.
- Drop off areas will be provided throughout the school for students to return their books when they are finished.

Rotation Classes (STEM, Art, Health, Computers, Government, History of Rock)

- Students will have one of these courses every other day for one quarter.
- Students who have Art will be picked up by the teacher and taken to another location. The remaining classes will be held in the student's homeroom class.

Breakfast and Lunch

- Breakfast will be provided daily for students. Students will sit in the cafeteria with social distancing guidelines in place. If the designated area in the cafeteria reaches the maximum number, overflow will be on the stage in the gym. Hand sanitizer will be available for students to practice appropriate hand hygiene.
- Lunch periods will be modified to prevent all students from being together in the cafeteria at the same time. Students will travel to designated areas to eat. IDPH guidelines will be followed. Students will practice frequent hand hygiene and use hand sanitizer as needed before lunch procedures.

Hallways and Bathrooms

- Visual markers will be utilized to direct the flow of traffic.
- Classes will have designated bathroom break times throughout the day. Students will be allowed to utilize the bathroom throughout the day in case of an emergency.

Cleaning Schedule/Signage

- A cleaning schedule will be implemented to allow for additional cleaning during the school day and after students have been dismissed.
- Any area used by a person testing positive for COVID-19 will be closed until cleaning and disinfecting procedures have been completed.
- Signage will be posted around the school to promote social distancing, procedures, and proper hand hygiene.

Student Attendance

- Daily attendance and engagement is expected whether students are attending school In-Person or participating in Remote Learning.
- Students enrolled in Remote Learning will be expected to follow the guidelines of their respective teachers.

Visitors

- Visitors must be pre-approved by administration prior to their visit and have essential business to conduct inside or outside of the building.
- Should a visitor need to enter the building they will be symptom checked and required to wear a face covering.
- Hand sanitizer will be available.
- Programs such as Music Therapy and Mentoring services will begin the school year remotely. This will be evaluated on a monthly basis throughout the school year.

Nurse/Sick Room

- The nurse's office will be for administering medications and dealing with sickness, injuries, and non-COVID 19 related issues.
- If a student has COVID-19 symptoms, a staff member will call a secretary and/or a Principal to alert them and escort the student to the designated sick room. The sick room will be in Room #140, not in the nurse's office.
- If a student has COVID-19 symptoms, parents/families will be contacted immediately.

Mental Health

- The faculty and staff at RCMS are committed to meet the needs of our students. Our students will have the opportunity to complete morning check-in assessments that measure the emotional status of each individual. Mental health resources will be provided through Schoology to help teach healthy coping skills for social/emotional issues.
- Access to school counselors and support will be provided as needed.
- Students will be monitored throughout the school day for areas of concern.
- Resources and supports will be provided to teachers and staff.

Richland County High School

Richland County High School will follow all of the health and wellness, instruction, and facilities and operations procedures outlined in the sections above. The information described below is intended to be specific for RCHS and help parents and students have a better understanding of the day to day operations of the school.

Back to School Events

- RCHS Administration will host a live online program wherein specific questions are answered and the public can submit new questions. The date and time for this event will be posted on the RCHS website and Facebook page.
- Students will attend a short orientation on the first day of their attendance at the alternate sites. The focus of the orientation will be the basics of blended learning and what to expect during school in general during this time.
- Prior to the move back into RCHS, students will be given tours during school hours.
- Open House opportunities for parents and the public will also be scheduled once a firm date of completion is announced.

Attendance

- Students will attend for in-person instruction according to the chart below.
- All students will be in remote learning on Fridays.
- For weeks with a Monday holiday (Labor Day), the Monday students will meet on Friday.
- On remote learning days, students may be expected to log in to their class on Schoology at the specified meeting time. At the very least, students will be expected to log into Schoology by 2:00 p.m. each day in order to be counted for attendance.
- Courses that are primarily Freshman/Sophomore level will be housed at Elm Street Christian Church. Courses that are primarily Junior/Senior level will be housed at Immanuel United Methodist Church. A specific list of courses by site will be posted on August 24th, the week before the first day of student attendance.
- Students with multiple sites on their schedule will be transported by school bus.

Freshmen	
Monday and Wednesday	Ackman-Mashburn
Tuesday and Thursday	McDowell-Zwilling
Sophomores	
Monday and Wednesday	Adams-Klingler
Tuesday and Thursday	Kocher-Zwilling
Juniors	
Monday and Wednesday	Akers-Kerr
Tuesday and Thursday	Kessler-Zuber
Seniors	

Monday and Wednesday	Alexander-Kirby
Tuesday and Thursday	Klingler-Zuber

In-Person Only Courses

- Students choosing full remote learning for their instruction will not have access to the courses listed below. If full remote learning students have one of these courses on their schedule, they will need to contact Student Services to request a schedule change.

All Band/Choir	CEO	STEP	Construction	Drawing 1-2
Film Editing	Graphic Des.	Painting 1-2	Pott/Cer 1-2	Elem Tutoring
Prod. Tech	Web Page	Welding 1-2	Yearbook 1-4	Comm. Wrkshop
Trans. Tech	Office Aide	Intr-Rel Co-Op	Intro to Teaching	Intro to Ag
DC Bio	Nat. Res. Mng.	Drivers Ed.		

Grading and Coursework

- Students attending in person and those only attending remotely will be held to the same standards in regards to grading.
- While some assignments may differ simply because of the circumstances, all students will be on a traditional grading system and not a pass/fail format.
- Students must maintain regular attendance even if they choose full remote learning.
- Due dates for coursework will be on a traditional format. Students will not be able to load up and complete all assignments early or wait until the end of the term.

Arrival and Dismissal

- Students should plan to arrive no earlier than 7:50 am and classes will begin at 8:10 am.
- Bus Riders
 - Any student that rides a bus to school will be issued a pack of COVID-19 screening slips to be completed by the parent/guardian prior to boarding the bus. This slip will be handed to the driver as the student enters.
- Non-Bus Riders
 - It is strongly recommended that parents self certify their student/s using the COVID-19 screening tool found in Skyward. Self certification must be done daily. This will include a temperature check upon entering the building.
- Upon entering the buildings, students will report directly to their 1st Block class.
- Students driving to Elm Street Christian Church will park in the gravel lot to the West of the Cherry School building. Students driving to Immanuel United Methodist Church will park in the main lot to the North of the church.
- Students will be dismissed for lunch at 1:10 pm. Anyone who chooses to leave at that time may do so. Students in need of school transportation will be given a place to stay until busing begins at 1:35 pm.

- Students leaving at 1:10 pm will be asked to leave and not congregate in parking lots or otherwise.

Classrooms

- Social distancing and IDPH guidelines for classroom setup (including assigned seats and forward facing rows) will be followed.
- Face coverings will be worn in classrooms.
- Frequent cleaning and disinfecting protocols will occur.

Technology for In-Person Instruction

- Chromebooks will be provided in each classroom as needed.
- Students and teachers will work together to sanitize their devices after each use.
- Students will not be transporting devices to other classrooms or sites throughout the day.

Technology for Remote Learning

- Whether students choose full remote learning or the regular blended learning model, they will be participating in some remote learning throughout their instruction. If students are in need of a device, they will be asked to pick those up in person at a specified time prior to August 31st. This date/time will be posted at a later date.
- Questions related to remote learning may be emailed to remotelearning@rcu1.net.

Physical Education

- Besides already being reduced by half, Physical Education courses will be divided again based on where a student's primary attendance site is located. This will keep the classes small and allow for more varied activities.
- Much of the instruction and activities done during this time will be conducted outside to allow for better distancing between students and the removal of masks.

Library

- Plans for the checkout of library books are still being developed
- Students will have access to digital book resources until classes resume on the RCHS campus.

OCC Courses

- Students enrolled in courses housed at Olney Central College must adhere to the attendance policies, schedules, and guidelines of that institution.
- The attendance calendar for OCC may look different from that of RCHS and those students will be expected to attend when their course is in session. The first day of classes at OCC will be August 20th.

Breakfast/Lunch/Snacks

- Breakfast will be available as a grab and go at both locations.

- Students will be released at 1:10 pm for lunch. Those students who wish to leave at that time may do so and grab a sack lunch as they exit the building. Those students who want to stay for lunch will be given a place to eat and wait for school transportation at 1:35 pm if needed.
- The passing periods throughout the day will allow time for students to grab a quick snack if needed. Prepackaged items such as granola bars are recommended. Only bottled water will be allowed in each of the buildings.

Bathroom Breaks/Passing Periods

- Teachers will be encouraged to provide restroom breaks throughout each block in order to decrease crowding in the restrooms between blocks.
- The decrease of total numbers should allow for adequate social distancing during passing periods, however students will be reminded to walk down the right side of a hallway and how to allow others to exit a room before entering.

Cleaning

- RCHS Custodial staff will work with staff at each site to maintain a daily cleaning schedule.
- Students and staff will work together to keep desks, chairs, technology, etc. sanitized for student use throughout the day.
- Custodial staff will have the necessary supplies, but students are asked to keep a supply of sanitizing wipes in their backpacks throughout this time.

Visitors

- Visitors must be pre-approved by administration prior to their visit and have essential business to conduct inside or outside of the building.
- After being pre-approved, visitors must report to the secretary desk.
- Face masks will be required prior to entering the building.
- Should a visitor need to enter the building they will be symptom checked and required to wear a face covering.

Nurse/Sick Room

- The school nurse will be housed at Elm Street Christian Church and remain on call for Immanuel United Methodist Church if needed.
- If a student has COVID-19 symptoms, a staff member will call a secretary and/or a Principal to alert them and escort the student to the designated sick room. The sick room will be in Room #302 at Elm Street Christian Church and in the Fellowship Hall on the stage at Immanuel United Methodist Church, not in the nurse's office.

Mental Health

- Faculty and staff at RCHS understand that this has been and continues to be a trying and stressful time for all involved. High school students have had to deal with uncertainties, cancellations, postponements, etc. The RCHS commitment is to do all it

can to support the entire One Tiger Nation family and support students academically, socially, and emotionally.

- Access to school counselors and support will be provided as needed.
- Students will be monitored throughout the school day for areas of concern.
- Resources and supports will be provided to teachers and staff.

Frequently Asked Questions

Health & Wellness Guidelines

1. Are face coverings required at all times.
Yes. A face covering is required to enter any RCCU1 building and must be worn at all times except when eating. If outdoors and social distancing can be maintained, the face mask may be removed.
2. Can face shields be used in lieu of face coverings (e.g. masks)?
No. Face shields are not effective protection against coronavirus and typically cannot be used as a face covering. In some instances a face shield may be used for a short time when the mouth must be visible, such as when a student is receiving speech/language therapy.
3. What if I show up to school without a mask?
Students who do not have a mask will be provided one to use at no cost.
4. What if I am unable to wear a mask?
If a student is unable to wear a mask, it likely means that he/she has a medical condition that makes the student eligible for accommodations. These accommodations are determined on an individual basis and may include something like frequent mask breaks outside. If the accommodation must be more significant, then it is likely that the student will need to participate in remote learning so that the student and others are not put at risk.
5. How will symptom screening be handled?
IDPH guidelines require that all students and staff that enter the building must be screened for COVID-19 symptoms, which includes verifying a temperature below 100.4 degrees Fahrenheit. Students that ride a bus will use a paper method to answer questions about symptoms. Non-bus riders may use Skyward to answer questions about symptoms. All students will have their temperature taken upon entering the building each day.
6. How will social distancing be maintained?
Social distancing must be maintained as much as possible. Classrooms will have excess furniture removed to allow students to spread out.
7. How will a decision be made about when a student must quarantine?
Information about a positive test result involving a student or staff member will be provided to the school district by public health officials. Public health officials will

determine when a quarantine is necessary, who is required to quarantine, the length of the quarantine, and any necessary contact tracing.

Instruction Guidelines

8. How will students be assessed or graded during remote learning?
The assessment of student learning during remote learning will closely align with traditional methods of assessing student learning. This will also closely align with the assessment of student learning that takes place during in-person learning.

9. If I have chosen to do remote learning but I want to change back to in-person learning, what steps must be taken?
Students may not move from remote learning to in-person learning during a grading period (9-week term at RCHS/RCMS, trimester at RCES). At the end of a grading period, a student may return to in-person learning by having the parent contact the school principal and request a change.

10. If I am participating in in-person learning but I need to quarantine, may I change to remote learning.
Yes. Any student who must quarantine will automatically move to remote learning during the period of the quarantine. When the quarantine is over, the student will return to in-person learning.

11. If I am participating in remote learning, will the school district provide me with a device?
All students that are participating in remote learning may request a chromebook (Grades 2 - 12) or an i-Pad (Kindergarten - 1st Grade). The devices will be checked out to the student with a signed agreement to reimburse the school district for a lost or damaged device.

Facilities & Operations Guidelines

12. What is the process parents and visitors need to follow to access the school?
Access to parents and other visitors will be very limited and must be pre-approved by administration prior to their visit. Face masks will be required prior to entering the building. After being pre-approved, visitors must report to the secretary desk where their temperature will be taken and a symptom check performed.

13. What is the school start and end times?
The start times of each school have been modified from past years to better accommodate younger students by reducing the amount of time on the bus. RCES begins at 8:00 am and ends at 2:00 pm. RCMS begins at 8:05 am and ends at 2:05 pm. RCHS begins at 8:10 am and ends at 1:10 pm. The RCHS schedule has lunch being provided at the end of the school day.

14. If a high school student has one class at Elm Street Christian Church and a later class at Immanuel United Methodist Church, or vice versa, how will the student get from one site to the other?

There are very few instances where a student will need to travel between sites. In the event that this does need to be done, a shuttle bus will transport students. Parents should contact the high school administration with questions about transportation between sites.

15. Will breakfast and lunch still be provided to students?

School breakfast and lunch will be available to students. However, the procedures around breakfast and lunch will be modified from previous school years. These procedures will limit student contact and help to maintain social distancing.