



August 2020

Site Level Plans are based on guidance from Crete-Monee School District 201-U, Illinois State Board of Education, Illinois Department of Public Health, and Centers for Disease Control and Prevention. Please note that it contains the most current information and best practices known to us at this time. However, it is subject to changes and updates as more information may become available from state and federal agencies.

LINKS TO IMPORTANT INFORMATION

[Reopening with Equity Overview](#)

[Reopening with Equity Reference Guide](#)

[20-21 Calendar School](#)

CMHS WEEKLY SCHEDULE – REMOTE ONLY THROUGH OCTOBER 16, 2020 ALL GRADE LEVELS – REGULAR SCHEDULE				
Monday	Tuesday	Wednesday	Thursday	Friday
ALL STUDENTS REMOTE Synchronous Instruction	ALL STUDENTS REMOTE Synchronous Instruction	ALL STUDENTS REMOTE Asynchronous Synchronous Instruction Small/Individual Work - By Appointment Only STUDENTS ARE EXPECTED TO CHECK-IN FOR ATTENDANCE	ALL STUDENTS REMOTE Synchronous Instruction	ALL STUDENTS REMOTE Synchronous Instruction

REMOTE SCHOOL REGULAR SCHEDULE		
PERIOD	START	END
1	7:25 AM	8:15 AM
2	8:20 AM	9:10 AM
3	9:15 AM	10:05 AM
H.E.R.O. 4	10:10 AM	10:35 AM
5A	10:40 AM	11:05 AM
6B	11:10 AM	11:35 AM
7C	11:40 AM	12:05 PM
8D	12:10 PM	12:35 PM
9E	12:40 PM	1:05 PM
10	1:10 PM	2:00 PM
11	2:05 PM	2:45 PM

Students will have online access to all of their teachers during their scheduled periods.



CHMS WEEKLY SCHEDULE - HYBRID AND REMOTE IF SAFE TO RETURN TO SCHOOL ON OCTOBER 19, 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
Face-to-Face Instruction Half Day Last Names A-K All Grades	Face-to-Face Instruction Half Day Last Names A-K All Grades	Asynchronous Small/Individual Work - By Appointment Only STUDENTS ARE EXPECTED TO CHECK-IN FOR ATTENDANCE	Face-to-Face Instruction Half Day Last Names L-Z All Grades	Face-to-Face Instruction Half Day Last Name L-Z All Grades

An adjustment will need to be made to the Early Dismissal Schedule to include the HERO period. The HERO has been shortened to fifteen (15) minutes during this time.

HYBRID SCHEDULE		
PERIOD	START	END
1	7:25 AM	7:55 AM
2	8:00 AM	8:30 AM
3	8:35 AM	9:05 AM
H.E.R.O. 4	9:10 AM	9:25 AM
5/6/7	9:30 AM	10:00 AM
7/8/9	10:05 AM	10:35 AM
10	10:40 AM	11:10 AM

The dismissal is twenty (20) minutes beyond our normal early dismissal.

Students will have online access to all of their teachers during their scheduled periods.



PLANNING	
Requirements	Plan
<p>Face Coverings</p>	<ul style="list-style-type: none"> ● if a student is unable to wear a face mask, the student will participate in full-time remote learning. ● When students and staff are onsite, or on the bus, masks will be required at all times. <ul style="list-style-type: none"> - Students are permitted to remove masks for lunch. - Parents will be asked to send in at least one clean replacement mask in the event of an accident or soiling of the mask. - Disposable masks will be available for students and staff.
<p>Social Distancing</p> <ul style="list-style-type: none"> ● Classrooms ● Hallways - Traffic Flow ● Hallway Supervision ● Lockers ● Cafeteria ● Auditorium ● Gym - Locker Rooms 	<ul style="list-style-type: none"> ● Classrooms will be limited to fifteen (15) people. ● Students will carry needed materials throughout the day. ● No lockers will be used. ● Clear backpacks or mesh bags will be allowed. ● Locker rooms will not be used. ● Auditorium, Cafeteria, and other open spaces will be socially distanced per the current State of Illinois guidance. ● Utilizing signage will be used to promote social distancing. ● Create one direction hallways (marked on floor). ● Hallways will be supervised by CMHS staff. ● Stairflow will remain the same. ● Rearrange classrooms as much as possible to promote social distancing. ● Student passing times will be staggered. ● Re-evaluating our arrival and departure procedures to have social distancing in hallways and common areas. ● With only one grade level at a time in the building, we can spread rooms out so that students/staff are not in the closest proximity. ● Create locations (classrooms and open spaces) for lunch service. ● Teachers' cleaning desks - then hallway supervision.
<p>Classrooms</p> <ul style="list-style-type: none"> ● Chromebooks ● Remove Furniture ● Remove Personal Items ● Remove Soft Surfaces ● Desks Facing Forward ● Social Distancing ● No Sharing ● Marked Path of Travel ● Safe Capacity for Social Distancing 	<ul style="list-style-type: none"> ● 1:1 Technology ● Fifteen (15) students per class. ● Eight-Nine (89) classrooms will be used. ● Classrooms will be configured based on ISBE guidelines. ● Seating will face the same direction. ● Seating charts will be used. ● Classrooms will be set up with desks separated by 6 feet on all sides. ● Rooms with tables will either need to have desks replacing them OR the number of students in that space must be limited. ● All extraneous furniture and items will be removed from classrooms for hygienic purposes. ● Outside each classroom will be hand sanitizer. ● Supplies and materials will not be shared. ● The classrooms will be cleaned nightly. ● Buildings will be sanitized on Friday evenings.



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<p>Transportation</p> <ul style="list-style-type: none"> ● Arrival - Buses ● Arrival - Drop Off ● Dismissal - Buses ● Dismissal - Pick Up ● Supervision ● Bus Routes 	<ul style="list-style-type: none"> ● Masks are required to be worn on buses. ● Based upon District Policy noted in the Reopening with Equity Guide. ● 23 students to a bus, one to a seat, family members can sit together. ● Buses will be disinfected and sanitized daily. ● Bus arrival in the read of the school. ● Bus departure will be the same and supervised by CMHS staff. ● Buses will be loaded from back to front.
<p>Bathrooms</p> <ul style="list-style-type: none"> ● Disinfecting ● Monitoring Use ● Hand Washing ● Student/Class Schedule ● Signage 	<ul style="list-style-type: none"> ● Classroom signout sheets with a time. ● Bathrooms will be sanitized frequently each day. ● No using the bathroom during passing periods (need to avoid overload of kids in the bathroom during this time). ● Hand sanitizer will be outside of each washroom.
<p>Staff</p> <ul style="list-style-type: none"> ● Arrival - Departure ● Lunch - Break Areas ● Meeting Locations ● Temperature Check ● Copy Machines/Printers ● Bathrooms 	<ul style="list-style-type: none"> ● The point of entry for staff is Door 3. ● The staff will eat in classrooms ● The staff will meet virtually. ● Sanitize copier machines - encourage staff not to use fingers to press buttons or immediately sanitize. ● Staff will be in the building on a limited schedule. ● Staff will have limited access to the building, i.e. a designated location in which to work. ● All staff will be temperature checked daily upon arrival. ● Security will do the temperature checks and monitor forms. ● Single-sex bathrooms in each hallway - will be sanitized at the end of the day.
<p>Health Services</p> <ul style="list-style-type: none"> ● Temperature Checks ● Contact Tracing ● Isolation Area ● Symptomatic/Sick ● Daily Medical Care 	<ul style="list-style-type: none"> ● Daily temperature checks and screenings will be conducted. ● Persons will be prohibited from entering the facility if the temperature exceeds 100.4, or if the temperature is lower than 100.4 and accompanied by other symptoms or exhibiting other symptoms COVID-19. ● A location has been designated in each building to quarantine individuals exhibiting symptoms. ● Parents are expected to report any student exposures or diagnosis of COVID-19 to the main office or the building nurse. ● If a student is exhibiting symptoms of any illness, students will be sent home per district health procedures. Parents, guardians, or other authorized individuals must pick up their child. Students will not be allowed to utilize the school bus or public transportation for the return home. Local authorities may be contacted if students are not picked up before the end of the school day. ● Daily medical care will be provided by the District medical staff. ● The District is working closely with the Illinois Department of Health (IDPH) to monitor effective contact tracing practices. ● Please contact your school nurse for readmittance guidance after an illness.



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<p>Specialty Use Rooms</p> <ul style="list-style-type: none"> • Art • Science Labs • Music - Band • Physical Education • Library • Common Areas 	<ul style="list-style-type: none"> • ART AND SCIENCE Materials and tables will need to be disinfected between each use. • ART AND SCIENCE Students are currently accustomed to cleaning after each class (Flinn Safety Contract); Teachers' lesson plans (classroom management/organization) should reflect student clean-up procedures. • BAND - Band may need to use the cafeteria if appropriate social distancing is not possible. • When students are not singing or playing an instrument that requires the use of their mouths, they should wear a cloth face-covering in music class (unless the class is outdoors and distance can be maintained). • While students are singing or playing an instrument, use visual cues to keep them at least 6 feet apart. If it's safe and weather permits, we will consider moving class outdoors where air circulation is better than indoors and maintain at least 6 feet distance between students. • Physical Education will be divided between the gym, fieldhouse, and other available classrooms, as well as outside during warm days. • Library soft seating areas will be closed. • Contact tracing in the library. • Staff in the library will clean the area. • The library must be sanitized between students • COMMON AREAS - monitor students in these areas to encourage them to not sit or congregate in specific areas.
<p>Assessments</p>	<p>Besides formative and summative assessments, the District will administer the following assessments:</p> <ul style="list-style-type: none"> • Fall 2020: K - 8, 9 - 12, pending NWEA • Achieve 3000 (specified groups) • Grade 12 SAT on September 23 • Grade 12 SAT Make-Up Day is October 27 • Grade 11 PSAT/NMSQT on October 14
<p>Small-Group Instruction</p> <ul style="list-style-type: none"> • ELL • Reading • Math • Services (Speech, etc.) • Social Work • Sensory 	<ul style="list-style-type: none"> • Small group instruction will take place in open rooms as needed. All areas will be sanitized after use. • If small groups need to be pulled on-site they can only be pulled from PE class. • Diverse Learners: Students should be onsite daily. As a result, the kids will be pulled for small groups/supports on non-face-to-face days. • Students that need interventions will be determined by the teachers and the Tier II team. • Participation will be based on attendance, academics, behavioral, and SEL needs. • Parents and students who desire additional support should meet/communicate with their teacher(s) to determine best-fit options. • A monitoring process will be established.



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<p>SEL Assessment</p>	<ul style="list-style-type: none"> ● Students and staff will have access to social and emotional support and resources. ● We are investigating SEL Curriculum programs to support the needs of our high school students. We plan to purchase a program by October 1, 2020. Components of the program will be used during H.E.R.O.
<p>Food Service</p> <ul style="list-style-type: none"> ● Breakfast - Lunch ● Class Lunch Containers ● Lunch Schedule ● Supervision ● Disinfectant - Sanitize 	<ul style="list-style-type: none"> ● Breakfast - depending on the number of students on site, we may need to use the bleachers, hallway, and fieldhouse. Also, use the bi-level cafeteria. ● Grab and Go lunches will be offered. ● Food Service staff will organize lunches on carts. ● Lunch will be eaten in classrooms during the last period of the day.
<p>Parent Meetings</p> <ul style="list-style-type: none"> ● Remote or In-Person ● Parent-Teacher Conferences 	<ul style="list-style-type: none"> ● Parent meetings and conferences will need to either be remote or via phone conference - strictly enforced. ● If an in-person meeting must take place, family members and school staff will be seated socially distanced in a designated space..
<p>Visitors and External Groups</p>	<ul style="list-style-type: none"> ● No one other than staff or students will be allowed in the building. ● The only exception to this would be emergency medical personnel. ● If we need to have a parent on site, we will sign them in, conduct a temperature check, form completion and limit exposure by meeting in a large space. Face coverings will be required. ● Emergency pick up procedures will be handled on a case-by-case basis. Please contact the main office for specific procedures.
<p>Communication</p> <p style="text-align: center;">Please check the District website and CMHS website for news and announcements.</p> <p style="text-align: center;"><u>CM 201-U</u></p> <p style="text-align: center;"><u>CMHS</u></p>	<ul style="list-style-type: none"> ● Email: The best and most efficient way to reach our staff is via email. Students and parents are welcome to email their teachers directly with questions, concerns, or simply to check-in. Staff will respond to email within a 48-hour window. ● Phone: To reach a teacher by phone, please call and leave a message on the teacher's voicemail. can be reached via their school extension. Please allow a 72-hour window for staff to return phone calls. ● Family/Student Access: Teachers can communicate directly to parents through Family Access. It is imperative that your contact information, phone number, and email are accurate in our system or you will not receive any notifications. Parents can contact the front office to get their login information. Please call 708-367-8200 to speak with a member of our office staff if you are experiencing any issues with Family Access OR if you are not receiving any communication from the school.



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Communication CONTINUED	<ul style="list-style-type: none"> Google Classroom: Teachers will reach out before the start of the school year with access information for students. Students should be sure to subscribe to each of their teachers' Google Classrooms. Parents are welcome to follow students' Google Classrooms as well. Teacher/Subject Google Classroom directory will be listed on your students' grade-level classroom. School Messenger: Emails and phone announcements will be sent out via School Messenger. These communications will be sent to the phone number/email that we have on file in Skyward.
Attendance Attendance Hotline 708-367-8270	<ul style="list-style-type: none"> Attendance will be taken every day, including Wednesday. Daily Attendance will be recorded in Skyward. Wednesday Attendance - Students must sign into each course and complete each assignment. Completion of the assignments will count as their attendance for Wednesday only.
Emergency Drills <ul style="list-style-type: none"> Fire Tornado Lockdown Bus Evacuation 	<ul style="list-style-type: none"> Fire Drill, Tornado, Bus Evacuation drills will be completed with students on site. Active shooter/lockdown drill can be conducted with only staff to meet the state timeline, but we will have to run a second one with students as well to meet that requirement. All safety drills will be conducted as normal using social distancing guidelines.
Available Spaces <ul style="list-style-type: none"> Labs Empty Classrooms Conference Rooms Multi-Purpose Rooms Auditorium 	<ul style="list-style-type: none"> Utilize the classrooms designated on the master schedule. Areas not used on a regular schedule will be locked opened only with the permission of the Principal and or Assistant Principals. These areas may be used with proper social distancing guidelines only with the permission of the Principal and or Assistant Principals.
New Students <ul style="list-style-type: none"> Chromebooks Welcome and Introductions by Admin Google Classroom Software Training 	<ul style="list-style-type: none"> Counselors will send a welcome email to the family and call the family Guardians will have 24 hours to pick up materials. Teachers of new students email the student that same day with directions on how to join the online class (for example, Google Classroom, Syllabus, Aleks, Project Lead the Way, etc.) Parent academy sessions from the beginning of the year will be recorded. New students will have access to recorded Parent Academies. <p>NOTE: ALL information given to students during the summer in addition to new information for the 2020-2021 school year will be provided to NEW students upon registration and materials pick-up: Crete Monee Welcome Folder that includes student schedule, 2020-2021 school calendar, and bell schedules, Student Planner, and Chromebook.</p>
Extra-Curricular <ul style="list-style-type: none"> Athletics Student Groups After School Activities 	<ul style="list-style-type: none"> The District is following the guidance of the Illinois Elementary School Association. In accordance with IESA and the State of Illinois Guidelines, the Athletic Department will post information and procedures. CMHS Athletics



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<p>Disinfecting</p> <ul style="list-style-type: none"> • Desks • Tables • Light Switches • Door Knob - Handles • Common Items • Vending Machines 	<ul style="list-style-type: none"> • The use of vending machines will be prohibited. • Staff will be provided with disinfectant materials. • Staff will be trained on the safe usage of disinfectant materials. • Regularly clean high-touch areas (bathrooms, door handles, light switches, common areas, etc.). • We will develop procedures to increase cleaning throughout the building throughout the day.
<p>Water Coolers and Fountains</p>	<ul style="list-style-type: none"> • Drinking fountains and water coolers are disabled. • The District will provide bottled water.
<p>Curriculum</p>	<p>Planning for high school instruction for fall 2020 requires thoughtful consideration.</p> <p>Teachers will embed blended learning practices as part of their classroom planning routines, including, but not limited to:</p> <ul style="list-style-type: none"> • Assigning paper-based week-long projects. • Utilizing features of Google Classroom. • Making in-person classroom materials available online or remotely. • Modeling protocols for online classroom discussions. • Creating a consistent schedule for assigned work. <p>Our high school students are deeply aware of and may have even personally experienced the societal injustices currently and historically impacting our country.</p> <p>Incorporating current events within the classroom will help students safely process difficult and unsettling realities and information. Our goal is to ensure that, no matter the instructional setting, family context, or connectivity status, equitable access to highly engaging and rigorous content that results in college and career readiness and compelling postsecondary options and plans is available to our students.</p> <p>Feedback and Assessment</p> <p>Feedback will be used to encourage and motivate high school students to access content and engage in suggested activities, such as live discussions, discussion boards/posts, reflections, and short essays.</p> <p>Meaningful, clear, and timely feedback is an important part of the education process and can help increase student learning, motivation, and growth.</p> <p>Feedback will be informative and tailored to the assignment(s) given.</p> <p>Teachers will give feedback on content materials. This practice should be observed even in instances when assignments are not submitted in a timely manner.</p> <p>Teachers will communicate lesson, activity, and assignment learning goals and objectives to students. Instructors should communicate assessment criteria (e.g., via a rubric) to students related to how they will be assessed on course assignments.</p> <p>Feedback should be consistent, ongoing, incremental, and formative as a means of keeping students engaged and informed on the progress of their learning. Along with clear criteria (e.g., rubrics, checklists, etc.)</p>