

Return to School Plan 2021-2022



Nashville Community High School District #99 has developed a Return to School plan for the 2021–2022 school year. The COVID-19 pandemic resulted in the change to operating procedures last year. We used a Hybrid schedule to re-open school for safety precautions. While NCHS implemented adequate student remote learning, it reinforced that in-person student learning cannot be duplicated with remote meetings or video conferencing. The value of in-person student and teacher interaction is key to student success and learning. Nashville Community High School developed a Return to School Plan with collaboration from administrative staff, teachers, parents, and the local health department. This plan will follow guidance from the IDPH, ISBE, IHSA, and CDC to ensure our students and staff return to school safely.

IMPORTANT DISCLAIMER

***This set of guidelines and protocols are being developed at this time, WITH the directives we CURRENTLY have from: (a) the Executive Branch of Illinois Government, (b) a legislative guide from the General Assembly, (c) guidance from the Illinois State Board of Education, or (d) a defined set of guidelines from the State or County health department. This is strictly a proactive attempt by NCHS to anticipate and plan for all eventualities in the fall of 2021 by outlining some viable options. Therefore, the contents of the Return to School document must be viewed as preliminary, and as such are subject to change when further formal guidance or mandates are issued by the proper authorities.**

Staff & Student Protection Plan

NCHS is committed to the health and safety of our students, staff, and their families. The following plan has been developed with that in mind. While our plan specifies guidelines for our staff and students, everyone's health and safety is dependent on each individual. Each staff member should ensure their own and others' health and safety by adhering to these guidelines and reporting any issues or safety concerns to the administration. Each of us will play a role in our collective safety. The principal will be responsible for submitting the individual plans for review and approval. Every effort should be made to ensure the health and safety of staff and students, including an area for quarantine and a nurse's space.

Social Distancing

NCHS students and staff are encouraged to maintain social distancing (3 feet separation) throughout the school day, whenever possible. Social distancing applies to all areas including the classroom, common areas and the main office. Student loitering will be reduced to a minimum.

Face Coverings

NCHS does understand that social distancing will not be possible in all areas of the building. The CDC guidance that Illinois has fully adopted for all K-12 public and nonpublic schools. This guidance is based on updated recommendations in CDC guidance for COVID-19 prevention in K-12 schools and an updated Executive Order for the State of Illinois. Executive Order 2021- 18 requires that all teachers, staff, students, and visitors to P-12 schools who are two years of age or older and medically able to tolerate a mask, regardless of vaccination status, to wear a mask while indoors.

Administrative Procedure : Masks

Any face mask/face coverings worn at NCHS must follow these guidelines:

Acceptable Types:

- face masks
- gaiter masks

Unacceptable Types:

- bandanas
- face shields

Sizing:

- must fit over the nose **and** mouth

Style:

- must be free of writing / lettering (see EXCEPTIONS below)
- must be free of logos and flags (see EXCEPTIONS below)
- EXCEPTIONS to writing / lettering / logos:
 - NCHS school-sponsored organizations

- higher education institutions
- professional / university / local athletic teams
- U.S. government military branches

Students wearing an unapproved face mask will need to remove it and wear an approved face mask explained in this procedure. NCHS will have disposable masks that will be offered to those wearing unapproved masks or those that do not have a face covering.

Disciplinary action will be taken under non-compliance for continued disregard of this procedure.

Hand Hygiene

Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Staff members 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 should be used. Students and staff should avoid touching their mouth, eyes, or nose as much as possible. Staff and students should sanitize their hands upon entering the classroom each and every time. If assisting a student requires close contact, hand washing or sanitizing should be done before and after contact with students.

Health Screenings

Only students and staff who are healthy should report to school for learning. Students and staff with any of the following symptoms of COVID-19 should remain home:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- A measured temperature of 100.4 degrees Fahrenheit or greater
- Headache
- New loss of taste or smell
- Sore throat
- Nausea or vomiting
- Known close contact with a person who has been diagnosed with COVID-19

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms should report to the designated area, following the building procedure. In accordance with CDC and IDPH guidelines, any students impacted by being in contact with this person will remain in the quarantine area until a parent or guardian picks the student up, or until alternative transportation home is arranged. A staff member will remain in the quarantine area until the student is able to leave. These individuals should self-monitor and return to school according to the IDPH guidelines. A doctor's note may be required for returning to work or school. Staff who have had contact with someone who is positive for COVID-19 should notify their building principal

or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 should follow the IDPH guidelines for self-monitoring and self-quarantine.

Visitor Policy

Nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated are discouraged from visiting school. Visitors should not come to the building if they are feeling ill or have any Covid like symptoms. Visitors will remain in the main office or other designated area for the duration of the visit per administrator directive.

Classrooms

- When possible, seating should be arranged 3 feet apart.
- Windows should remain open for increased ventilation as much as possible.
- Students will not be allowed to carry backpacks. Students are encouraged to manage their time at their locker in order to be on-time for classes.
- Hand washing should be encouraged throughout the day.
- Hand sanitizing should occur whenever anyone enters the classroom.
- Classrooms will continue to be cleaned daily by our custodial staff.

School Closure Plan

NCHS must continue to be prepared for a short-term closure, regardless of community spread, if an infected person has been in a school building. If this happens, the CDC recommends the following procedures regardless of the level of community spread.

Coordinate with local health officials

Once learning of a COVID-19 case in someone who has been in a school, NCHS will immediately notify local health officials. These officials will help administrators determine a course of action for the school and programs.

- Washington County Health Department will notify NCHS Administration of the positive case of COVID-19
- The two entities will collaborate to contact trace and make a decision on what the next step is for our education plan.
- Students that are fully vaccinated will not be required to quarantine. Parents will communicate with the Washington County Health Department and then the WCHD will inform the NCHS Administration that the student can return to school if fully vaccinated.

School Dismissal

Based on guidance from the CDC, the school **could be** dismissed for 2-5 days if there is a confirmed case at NCHS. This initial short-term dismissal allows time for NCHS and the local health officials to gain a better understanding of the COVID-19 situation impacting the school. Local health officials will help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Any school closure, early dismissal, or cancellation will be made on a case-by-case basis in collaboration with the Washington County Health Department, and will use the most up-to-date information about COVID-19 and the specific cases in the community.
- During any school dismissal, all extracurricular group activities and large events will be cancelled.
- During any school dismissal, staff, students, and their families are discouraged from gathering or socializing anywhere.
- During any school dismissal, full remote learning will continue for all students M-F as scheduled.
- Meals will be offered as "grab-and-go" bagged lunches from a location to be determined for families affected by the school closure.

Communication Plan

NCHS will coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- In such a circumstance, NCHS will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- Families will be notified of the planned duration of the closure and the anticipated return to in-person learning.

Cleaning and Disinfection

NCHS custodial staff will follow the established procedures for building cleaning and disinfection.

- Close off areas used by the individual with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning to clean and disinfect.
- Custodial staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

Extending the school dismissal

Temporarily dismissing NCHS is a strategy to stop or slow the further spread of COVID-19 in the community. The need to extend school closures will be made in collaboration with the Washington County Health Department.

- School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- During school dismissals (after cleaning and disinfection), NCHS may stay open for staff members (unless ill) while students stay home. Keeping facilities open:

- a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and
 - b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school will be made in collaboration with the Washington County Health Department.
- Administrators will seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well, but are taking care of or share a home with someone with a case of COVID-19, should follow instructions from local health officials to determine when to return to school.

Human Resources

This set of guidelines and protocols are being developed at this time, July 2021, KNOWING that at any time changes in a directive from the following could happen.

- (a) the Executive Branch of Illinois Government,
- (b) a legislative guide from the General Assembly,
- (c) a formal designation or guidance from the Illinois State Board of Education, or
- (d) a clearly defined set of guidelines from the State or County Health Department

This is a proactive attempt by NCHS to anticipate and plan for all eventualities in the fall of 2021 by outlining some viable options. Therefore, the contents of the Return to School document must be viewed as preliminary and, as such, are subject to change when formal guidance or mandates are issued by the proper authorities. All stakeholders and groups will need to be cooperative, collaborative, flexible, and creative in finding solutions. The District will operate by mostly developing guidelines and protocols for employees. The District will continue to monitor input from professional organizations such as IASA, IASB, IPA, and others as it surveys the landscape about returning to school in the fall of 2021.

Every effort shall be made to ensure subs are available to fill vacancies and/or absences that could be a result of the COVID-19 health precautions. In the event of any unforeseen circumstances, the district will comply with Federal, State, IDPH, ISBE, and CDC guidelines. The district will monitor staffing levels to ensure optimal operations for teaching and learning. In the event that staffing levels drop below the ability for the building to maintain optimal operations, the district will review options and make a decision to return to remote learning or remain in-person.

Remote Learning

The following declaration was made by State Superintendent, Dr. Carmen Ayala, and will guide any and all decisions made relative to remote learning for students:

"Beginning with the 2021-22 school year, all schools must resume fully in-person learning for all student attendance days, provided that, pursuant to 105 ILCS 5/10-30 and 105 ILCS 5/34-18.66,

remote instruction be made available for students who have not received a COVID-19 vaccine or who are not eligible for a COVID-19 vaccine, only while they are under quarantine consistent with guidance or requirements from a local public health department or the Illinois Department of Public Health."

Therefore, families who do not want to return their child to full in-person learning will need to homeschool their child as long term remote learning is no longer an option.

Physical Education, Gymnasiums, and Locker Rooms

Physical activity can support students' overall health and help reduce stress and anxiety. Whenever feasible and weather permitting, we will select outdoor PE activities that allow social distancing. If physical education must be taught inside we will be utilizing the large gym space and weight room. Hand shaking, high fives, or other physical contact is prohibited. All equipment will be sanitized prior to play. Our weight room will be cleaned and sanitized daily. We will focus on frequently touched surfaces such as hand weights, handles, etc. Students should perform hand hygiene after the use of each piece of equipment.

Athletics

NCHS athletics will follow the guidelines provided by the IHSA.

Operations

Food Services

Student lunch will be served through the district meal program, while adhering to all guidelines set forth by the various entities involved.

(IDPH and WASHINGTON COUNTY HEALTH DEPT).

Transportation

NCHS contracts their student transportation through Robinson Transportation. We will continue to work closely with them to keep our staff and students safe during the COVID-19 pandemic. All bus riders **must** wear a face covering while riding on the bus. Students will be socially distanced to 3 feet as much as possible. Students will have assigned seats that they must sit in during the entire bus ride.

School Bus Sanitation

Robinson Transportation has a sanitation plan that will include daily disinfection of facilities and school bus fleet as per guidelines. Facilities will be cleaned daily with emphasis on high touch

surfaces and restrooms. A social distancing and PPE plan is developed for our students and staff to adhere to while on buses. Questions about this plan should be directed to Robinson Transport.

Communications

The purpose of our communication plan is to keep families and stakeholders informed of the current phase of the Restore Illinois Plan and how that relates to the return to school in the fall. Parents will be informed through email and school messenger phone calls. We will also use our website, video board, and social media for information release.

Facilities

NCHS custodial staff are trained on the return to school guidelines, where applicable.

These procedures include extra sanitation efforts using certified EPA products in both low/high contact areas including:

- Desks/chairs/tables
- Door handles
- Countertops
- Handrails
- Light switches
- Bottle filling fountains
- Restroom fixtures

Building custodians will conduct daily cleaning and disinfection. An EPA approved cleaner is used for disinfection along with our standard cleaning protocols. All frequently touched surfaces will be cleaned on a regular basis. Restrooms, hallways, cafeterias, and common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be disinfected daily.

Cleaning schedules have been created and implemented for all facilities and equipment. Extra sanitation efforts will occur daily and include the following high traffic/common areas.

- Hallways
- Stairwells
- Foyers
- Entry ways
- Restrooms
- Main offices
- Gym
- Locker Rooms
- Weight Rooms
- Cafeteria
- Auditorium

Detailed sanitation will occur throughout the facility with extensive deep cleaning of

restrooms and other common areas. Our custodial staff will support food service operations with trash collecting and cleaning after meal consumption. Sanitation, hygiene and PPE supplies will be ordered and stockpiled for employee access.

SUMMARY

With safety being the number one priority, we will continue to provide information from ISBE and the Washington County Health Department to ensure that we are meeting the current guidelines. We thank you in advance for your understanding and cooperation as we work through this ever changing process.

Attendance

Each student is required to attend school every day. Students have 5 days or 35 class periods that can be missed with a parent call in. Beyond the 5 days or 35 class periods, students will be required to bring a note from the doctor, court, military leave, funeral card, or college visit (approved through the guidance office) to excuse the absence.

Administrative Procedure : Open/Closed Campus

Students are not allowed to leave campus once they have arrived at school. This includes all students riding the bus. Open campus at lunchtime is a **PRIVILEGE** for juniors and seniors who must:

- Have no unexcused absences
- Not exceed 5 tardies per semester

Any unexcused full day absence will result in five detentions and off campus restriction until the detentions are served. Students must serve these detentions at lunch, but can double up to eliminate the time of off campus restriction. A lunch detention must be served during off campus restrictions.

Any student that skips a detention will add a full week of restriction for the first violation, and two full weeks for the second skipping violation. The third skipping violation will result in restriction of the days remaining in the quarter and or semester.

Students receiving their sixth tardy will result in restriction for one week. The seventh tardy is two weeks, and the eighth tardy is four weeks. Beyond the eighth tardy, the student will receive restrictions for the remainder of the quarter and/or the semester.

Students that are restricted beyond the lunch detention will be required to sign in at the cafeteria register by entering their code, and must remain in the cafeteria until the classes are released.

A parent or school administrator can revoke this privilege at any time.

School Entry

There are 2 points of entry

1. Cafeteria
2. Main Entrance

Students may enter the building at 7:30.

Bus riders will be dropped off in the front of the building as early as 7:30. Bus riders will enter through the main entrance. The entrance doors open at 7:30. All doors will lock at 8:10. Once the doors lock, students arriving late must enter through the main entrance.

Cleaning/handwashing/bathrooms

The building will be cleaned every night by our custodial staff. Foggers and sprayers will be used to sanitize high touch surface areas. High touch areas such as door knobs and bathrooms will also be cleaned throughout the school day.

Students need to sanitize every time they enter the classroom. The custodial staff built several sanitizing stations for the entrances and bathroom areas. Students will need to use these stations frequently.

Dismissal

Students will dismiss at 3:03.

BELL SCHEDULE

Regular Day Bell Schedule 3:03 P.M. Dismissal	Bell Schedule 11:30 A.M. Dismissal
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Period 1	8:10 - 9:02
Period 2	9:06 - 9:56
Period 3	10:00 - 10:50
Period 4	10:54 - 11:44
Period 5A	11:48 - 12:38
Lunch A	11:44 - 12:19
Period 5B	12:23 - 1:13
Lunch B	12:38 - 1:13
Period 6	1:17 - 2:09
Period 7	2:13 - 3:03

Period 1	8:10 - 8:37
Period 2	8:41 - 9:06
Period 3	9:10 - 9:35
Period 4	9:39 - 10:03
Period 5	10:07 - 10:32
Period 6	10:36 - 11:01
Period 7	11:05 - 11:30

BEST Day Bell Schedule 3:03 P.M. Dismissal
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Study Period	8:00 9:00
Period 1	9:10 - 9:52
Period 2	9:56 - 10:38
Period 3	10:42 - 11:24
Period 4	11:28 - 12:10
Period 5A	12:14 - 12:56
Lunch A	12:10 - 12:45
Period 5B	12:49 - 1:31
Lunch B	12:56 - 1:31
Period 6	1:35 - 2:17
Period 7	2:21 - 3:03

“BEST”

Building Excellent Students Together

“BEST” days provide the staff an opportunity to learn and work together with the goal of improving instruction and achievement to better meet the needs of our students. Every Thursday starting on August 19, 2021 students will start the first period at 9:10 and will be dismissed at the regular time of 3:03. Students who ride the bus will still be picked up at their regular scheduled time and will be required to report directly to a supervised study area in the cafeteria upon their arrival until 9:00. Students who do not ride the bus and arrive at school before 8:45 will also be required to report to the cafeteria upon arrival at school.

The bell schedule for BEST is listed above.