

Auburn CUSD #10 Reopening Plan

AES Reopening Plan

Reopening plan for K-2 (Pre-K will stay remote learning, with restricted in-person learning for special needs students.)

A survey went out to parents giving them the option to choose to remain remote or return to in person. Surveys need to be returned via email by Sunday October 11 at midnight. Parents who choose remote learning/ staying home must do so for the remainder of the quarter. When a new quarter starts, parents will have the choice to remain remote or return to in person learning.

In Person Learning- 8:15- 12:00 Monday through Friday

Distance Learning- Students will receive at minimum a recorded lesson with time for office support daily, teacher office hours will be posted on their google classroom.

Morning Drop Off:

AES building and grounds will open at 8:00. Students should not arrive before 8:00. All students will be required to wear a mask to enter the building. If a student does not have a mask, one will be provided. If a student refuses to wear a mask, parents will be called and the student will be sent home.

Car Riders:

Students being dropped off in a car should use the **parent pick up lane** at the east end of the building. Students will remain in their car until a staff member approaches the car. Students will get out of their car and go to the playground to and wait on a line (social distanced) to have their temperature taken. They will be sent to their classroom or to the cafeteria if they need to eat breakfast. Breakfast is served until 8:15. Staff will be stationed throughout the building to help maintain social distancing. Restrooms will be closed unless directed there by a staff member.

Walkers and Bus students:

Walkers and bus riders will enter the **gym doors**. Students will have their temperature checked. They will then be sent straight to their classroom or the cafeteria if eating at school. Breakfast is served until 8:15. Staff will be stationed throughout the building to help social distancing. Restrooms will be closed unless directed there by a staff member.

Dismissal:

Bus riders will be dismissed out the 5th street doors to load the buses. Walkers/students being picked up by parents on the playground will be dismissed after buses are called. Car riders will be picked up from the parent pick up lane on the east end of the building. **If possible the first few weeks, if you can pick up on the playground it will help shorten the parent pick up lane.**

Snack

Students will be allowed to bring a prepacked snack and a water bottle daily. Please send a small snack such as a granola bar, rice crispy treat, pouch of apple sauce, something that can be eaten quickly. Water bottles will go home every day and we asked that you wash them each night. Water fountains are closed at this time. We asked that you send your student with a beach towel to remain at school to use for outdoor snack/mask breaks (weather permitting). In inclement weather, students will eat at tables with Plexiglass dividers or eat in shifts so they are distanced from others while masks are off.

Attendance

In person and online families will be required to report student absences each day their child is ill. Questions may be asked regarding illness symptoms. Unexcused absences will be recorded for absent students who are not reported absent.

Hallways/Restrooms

- Limits will be placed on the number of students allowed in a hallway at one time. In addition, social distancing guidelines will be followed.
- Restroom procedures will limit the number of students transitioning in the hallway and in restrooms at one time.

Classrooms

- Classroom seating will be configured with maximum allowable space between students. In addition, classrooms with tables have a Plexiglas

divider between each student. Classrooms with desks will be spread out following guidelines.

- Instructional plans will be modified to reduce student contact, sharing of materials or equipment, and maintain appropriate social distancing to the greatest extent possible.
- Masks are required at all times while inside the building.

Technology & Remote Learning Platforms

Kindergarten – kindergarten will utilize iPads. Kindergarten students who are coming for in person instruction need to return their iPad to school. If your student is sent home/ quarantined, the iPad will be sent home with them or delivered to your house. Students in grades 1-2 will bring their Chromebooks to and from school each day. The charger will need to remain in book bags when not in use. Please charge your students chrome book every night.

- PRE-K and Kindergarten- Seesaw
- Grades 1 and 2 - Google Classroom

Breakfast/Lunch

- Students will have the option to eat breakfast at school while maintaining social distance and following guidelines.
- If you are currently getting lunches delivered, the plan will be released soon.

Outdoor Recess for K-2

- Teachers will have the flexibility to take outdoor breaks adhering to social distancing rules. Masks will be required unless they are on a mask break following the guidelines.
- Equipment will be cleaned often.

Transportation

- Routes will be created with a maximum number of 50 students on each bus.
- In order to finalize our routes, it's imperative that parents/guardians fill out the survey to have their children use bus transportation.
- Parents are required to complete the self-certification for their children before they board the bus and keep them home if they have any symptoms. A symptom questionnaire will be used to collect information for students called in sick.

Visitors

- At this time, visitors, volunteers, and activities with external groups will not be allowed inside our facilities beyond each school's vestibule.
- Parents/Guardians may drop off items or their students at the designated locations.
- Essential visitors will be required to certify that they are symptom-free using a Visitor Check-In System.
- Essential visitors to facilities will be required to wear masks and will be restricted in their access to the building as a whole.

Facilities Cleanliness

All schools and buildings will be cleaned and disinfected daily in accordance with the CDC and IDPH recommendations. All hard surfaces will be cleaned with wipes/sprays. All frequent-touch surfaces will be cleaned with wipes/sprays, then sanitized using approved disinfectants. Following all cleaning of classrooms, hallways, bathrooms, etc., disinfectant sprayers/misters will be used as a further precaution. Additional cleaning materials will be available for all staff members to use throughout the school day. In addition:

- Classrooms will be fogged and cleaned daily after student dismissal.
- Restrooms will be cleaned often.
- Objects and equipment will be cleaned and sanitized before and after use.
- Any area used by a sick person will be closed until proper cleaning and disinfection have been completed.

Social Distancing

When physically present, social distancing will be practiced whenever possible. All persons within a school building will be asked to maintain an appropriate distance from each other to reduce the risk of infection.

Personal Protective Equipment (PPE)

In accordance with the ISBE guidance, all people in school buildings will be required to wear face coverings while indoors. Additional face coverings will be available if needed.

Hand Hygiene

Classrooms and other locations throughout the school will be equipped with hand sanitizer. All students and staff members will be asked to use hand sanitizer when entering locations within a school building.

Grading

AES will continue to use traditional grading practices for students.

Return to school for AMS:

1. Buildings/grounds will open at 8:00am. Students are not to arrive before 8:00am whether walking, riding their bike, or be dropped off by parent or guardian. Anyone coming into the building will be required to wear a mask. If they don't have one, we will provide it. If students refuse to wear the mask they will be asked to leave and parents will be called.
2. Students can be dropped off in two locations 1. The south gate in the alley and come in the cafeteria door off of the blacktop. 2. The front of the building by the south exit closest to the high school, enter the side door. Temps will be taken there by adults upon entrance to the building. If a student has a temp they will be brought to the office, a nurse called, parents called, and sent home. Anyone being dropped off to school after 8:15 am start time must report directly to the main entrance and buzz into the office.
3. The students will report directly to their locker to drop off bookbags and jackets then go directly to the classroom. We will station staff throughout the building to make sure students are going to the proper location. Restrooms will be off limits unless directed there by a staff member.
4. Students who have to see a nurse will be directed there and they will make a determination to send home or not. If the nurse is not here, they will be sent to the office and we will contact the nurse so they can make a determination to send the student home or not. If the student is sent home they will remain there for 10 days unless they get an alternative diagnosis the next day.
5. Any student or staff that test positive will be quarantined and we will do a thorough contact trace here at school and let anyone else know if they need to be quarantined as well.
6. Students will be able to have water bottles with them but will not be allowed to refill them at school.
7. Those that choose to stay home for distance learning must remain there for the quarter. At the quarter students will have the choice to continue to stay home or return to in-person learning.
8. For those who choose to stay home for distance learning the daily lessons, instruction, and homework will be posted in google classroom for students to access. There will be no live lessons recorded from in-person learning nor will the students have the ability to log in to live classroom lessons. Those students who chose to do distance learning will be able to contact teachers during their office hours daily. Teacher office hours will be posted on their google classroom page.

9. For those doing in-person learning, there will be no paper/pencil instruction to turn in. All work that will be turned in to be graded will be done via chromebook. Chromebooks and charger will travel to and from school daily. Students should charge Chromebooks every night. Students will be able to use scratch paper, workbooks, classroom notes ect. at their desks but will not hand it off to others.
10. Parent pick up will need to be done on North Grand (playground), and in the front parking lot of AMS. The alley will be used for buses only. There is no easy way to do this as we are limited in space. Please do not have your child come meet you on 7th street while in line to get into the parking lot. This is a major safety issue as they have to cross parking lot traffic to get there. Please be patient in this process.
11. Updated supply lists are available on the district web page.
12. Library will not be open but an online library is available that we will use for students. Students can also bring a book from home if they so choose.
13. Restrooms will be cleaned often throughout the day. Students will help in wiping down their work areas throughout the day. Custodians will thoroughly clean the building before the start of the next day. Students will wash hands and use hand sanitizer often.
14. Students will have recess and practice social distancing while outside. Any equipment used will be sanitized before the next use.
15. The administration has the discretion to make changes to the plan based on the changes in COVID 19.

AUBURN JUNIOR HIGH REOPENING PLAN

Starting November 2nd, students will have the choice to attend Auburn Junior High School in-person or through distance learning. Once a student chooses distance learning they will be held to that choice and not allowed to attend in-person learning until the start of the following quarter. If a student is choosing to participate in distance learning on November 2nd, then the next time they will be able to choose in-person learning would be the start of the 3rd quarter on January 6th, 2021. A student may choose to switch from in-person to distance learning at any time.

Distance Learning

Students who choose to not return to in-person learning will participate in distance learning. This will consist of viewing a short video clip or lecture notes posted by the teacher on their Google Classroom Page and completing the assigned work. Teachers will be available in the afternoon via Zoom, email, or phone call during office hours to help students with any questions they may have. This option will not involve direct face-to-face instruction with teachers during the scheduled class period.

If you choose distance learning, you will still be able to participate in extracurricular activities.

The rest of this plan will pertain to students who will be in-person starting on November 2nd. By choosing to return to in-person learning your student is agreeing to follow all procedures and guidelines outlined below. If any of these procedures or guidelines changes, it will be communicated to both the students and parents.

Schedule

<u>6th Grade</u>		<u>7th Grade</u>		<u>8th Grade</u>	
8:30-9:00	1 st Hour	8:30-9:03	1 st Hour	8:30-9:00	1 st Hour
9:03-9:49	2 nd Hour	9:06-9:46	2 nd Hour	9:03-9:43	2 nd Hour
9:52-10:32	3 rd Hour	9:49-10:29	3 rd Hour	9:46-10:26	3 rd Hour
10:35-11:15	4 th Hour	10:32-11:12	4 th Hour	10:29-11:11	4 th Hour
11:18-12:03	5 th Hour	11:15-12:00	5 th Hour	11:14-11:57	5 th Hour

Day to Day Changes

- Masks must be worn at all times when inside the building.
- We will not be using lockers. Please bring only necessary supplies – including your fully charged Chromebook. Backpacks or a small bag will be permitted throughout the building.
- Students will not be changing into their PE uniforms for gym class.
- Water fountains are turned off in the building, please bring a bottle of water if needed.
- Each student will have an assigned seat in each classroom.

Arriving at School

- Masks must be worn at all times when inside the building.
- Students may not enter the building until 8:00 AM.
- All students will enter through the south main doors.
- Temperature checks will be taken at the door upon entry by staff members.

Once students enter the building they should go directly to their first hour classroom.

Throughout the Day

- Students will be released from each class by grade level at different times to avoid overcrowding in the hallways.
- Upon leaving each class students will be asked to wipe down/disinfect their area with the help of the teacher. All frequent-touch surfaces within the classroom will be wiped down by the teacher between classes.
- There will be restrictions on the amount of students allowed into an unstructured area (for example restrooms) at one time.
- Classroom seating will be configured with maximum allowable space between students. We cannot guarantee students' desks will be six feet apart.

Dismissal

- When students are released at noon we will ask them to leave the building as quickly as possible using the same designated doors they entered.
- Students who are bus riders will be provided a lunch and it will be stored on the bus to be taken as the student leaves the bus. Students who are picked up by a parent or walkers can pick up their lunch in the cafeteria as they leave.

Attendance

- If your student will be absent from school, call the school office to report the absence as you traditionally would.
- Procedures for certain symptoms will be handled per the Sangamon County Health Department guidelines. Please be respectful to the office staff and nurses when they ask certain questions and give instruction on how your student should proceed with school attendance.
- If your student shows or reports symptoms while at school, they will be asked to report to the nurse or the office staff to be evaluated.

Facilities Cleanliness

All school building will be cleaned and disinfected daily in accordance with the CDC and IDPH recommendations. All hard surfaces will be cleaned with wipes/sprays. All frequent-touch surfaces will be cleaned with wipes/sprays, then sanitized using approved disinfectants. Following all cleaning of classrooms, hallways, bathrooms, etc., disinfectant sprayers/misters will be used as a further precaution. Additional cleaning materials will be available for all staff members to use throughout the school day. In addition:

- Classrooms will be fogged and cleaned daily after student dismissal.
- Restrooms will be cleaned often.
- Objects and equipment will be cleaned and sanitized before and after use.
- Any area used by a sick person will be closed until proper cleaning and disinfection have been completed.

Auburn High School Reopening Plan

Starting November 2nd, students will have the choice to attend Auburn High School in-person or through distance learning. Once students choose distance learning they will be held to that choice and not allowed to attend in-person learning until the start of the following quarter. If students choose to participate in distance learning on November 2nd, then the next time they will be able to choose in-person learning would be the start of the 3rd quarter on January 6th, 2021. A student may choose to

switch from in-person to distance learning at any time, but then will remain remote until the end of the quarter.

Distance Learning

Students who choose not to return to in-person learning will participate in distance learning. This will consist of viewing a short video clip or lecture notes posted by the teacher on their Google Classroom Page and completing the assigned work. Teachers will be available in the afternoon via Zoom, email, or phone call during office hours to help students with any questions they may have. This option will not involve direct face-to-face instruction with teachers during the scheduled class period.

If students distance learning, they will still be able to participate in extracurricular activities.

The rest of this plan will pertain to students who will be in-person starting on November 2nd. By choosing to return to in-person learning your student is agreeing to follow all procedures and guidelines outlined below. If any of these procedures or guidelines change, changes will be communicated to both the students and parents.

Schedule

8:15-8:55	First Hour
9:01-9:41	Second Hour
9:47-10:27	Third Hour
10:33-11:13	Fourth Hour
11:19-12:00	Fifth Hour

Day to Day Changes

- Masks must be worn at all times when inside the building.
- We will not be using lockers. Please bring only necessary supplies – including your fully charged Chromebook and Chromebook charger. Backpacks or a small bag will be permitted throughout the building.
- Students will not be changing into their PE uniforms for gym class.
- Water fountains are turned off in the buildings. Please bring a bottle of water if needed.
- Each student will have an assigned seat in each classroom.
- Passing periods will be extended to help keep hallway traffic to a minimum.

Arriving to School

- Masks must be worn at all times when inside the building.
- Students may not enter the building until 8:00 AM.
- Bus riders will drop off and enter the building at the Middle School.
- Seniors and Freshmen will enter the building through the South Entrance/High School Gym Lobby Entrance.
- Juniors and Sophomores will enter at the Main Office Entrance off 7th Street.
- Temperature checks will be taken by staff members at the door upon entry.
- Once students enter the building they should go directly to their first hour classroom.

Throughout the Day

- Students will be released by grade level from class to class, and asked to minimize time in the hallway by reporting directly to their next class. This will not be a perfect system, but will be more structured than our previous changing of classes.
- Upon leaving each class students will be asked to wipe down/disinfect their area with the help of the teacher. All frequent touch surfaces within the classroom will be wiped down by the teacher between classes.
- There will be restrictions on the amount of students allowed into an unstructured area (for example restrooms) at one time.
- Classroom seating will be configured with maximum allowable space between students. We cannot guarantee students' desks will be six feet apart.

Dismissal

- When students are released at noon we will ask them to leave the building as quickly as possible using the same designated doors from which they entered.
- Seniors and Freshmen receiving school lunches/breakfast for the following day will pick these up in the high school gym lobby as they leave the building.
- Juniors and Sophomores receiving school lunches/breakfast for the following day will pick these up at the round table outside the high school office as they leave the building.

Attendance

- If your student will be absent from school, call the school office to report the absence as you traditionally would.
- Procedures for certain symptoms will be handled per the Sangamon County Health Department guidelines. Please be respectful to the office staff and nurses when they ask certain questions and give instruction on how your student should proceed with school attendance.
- If students show or report symptoms while at school, they will be asked to report to the nurse or the office staff to be evaluated.

Facilities Cleanliness

All school building will be cleaned and disinfected daily in accordance with the CDC and IDPH recommendations. All hard surfaces will be cleaned with wipes/sprays. All frequent-touch surfaces will be cleaned with wipes/sprays, then sanitized using approved disinfectants. Following all cleaning of classrooms, hallways, bathrooms, etc., disinfectant sprayers/misters will be used as a further precaution. Additional cleaning materials will be available for all staff members to use throughout the school day. In addition:

- Classrooms will be fogged and cleaned daily after student dismissal.
- Restrooms will be cleaned often.
- Objects and equipment will be cleaned and sanitized before and after use.
- Any area used by a sick person will be closed until proper cleaning and disinfection have been completed.