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PART 1

PLANNING FOR THE SCHOOL YEAR

GUIDANCE FROM ILLINOIS STATE BOARD OF EDUCATION (ISBE) and ILLINOIS DEPARTMENT OF PUBLIC HEALTH (IDPH)

On June 23, 2020, the Illinois State Board of Education and Illinois Department of Public Health released guidance regarding the start of the 2020-2021 school year. On Friday, June 26, 2020 Illinois moved into Phase 4 of the Restore Illinois Plan. A summary of each phase of the plan is included in Appendix A of this document. In-person instruction is strongly encouraged in Phase 4; however, it is critical to note that this does not signify a return to pre-pandemic operations. Appropriate social distancing, face coverings, enhanced sanitation measures, and other accommodations will be necessary to ensure the safety of students, staff, and their families. All decisions regarding the reopening of school have been based on keeping students safe and healthy during the upcoming school year.

During Phase 4, IDPH guidelines:

- Require use of appropriate personal protective equipment (PPE), including face coverings (ISBE clarified that face shields cannot be used);
- 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; and
- Require an increase in school-wide cleaning and disinfection.

All public and nonpublic schools in Illinois serving prekindergarten through 12th grade students must follow these guidelines. It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions. School districts have also been told to prepare for a return to remote instruction in the event of a resurgence of the virus or a second wave in the fall.

Governor JB Pritzker recently signed Public Act 101-0643. The legislation suspends clock hour requirements during a disaster declaration and allows the State Superintendent to establish minimum clock hour requirements. The State Superintendent has determined that Remote and Blended Remote Learning Days must ensure at least 5 clock hours of instruction or school work for each student. Districts can be flexible in determining how to best meet the requirement in their own context by counting all learning activities toward the 5 clock hour expectation. PA 101-0643
allows every school and district to utilize up to five total Remote and Blended Remote Learning Planning Days, in addition to normal Teacher Institute Days.

Regarding grading, ISBE recommends school districts return to traditional grading policies and make modifications as necessary.

A region entering Phase 5 requires that a vaccine be developed to prevent additional spread of COVID-19, a treatment option be readily available that ensures health care capacity is no longer a concern, or no new cases reported over a sustained period.

**TRANSITION TEAM COMMITTEE**

The Silvis School District has established a committee which is working diligently to develop a re-entry strategy that allows for flexibility, transparency, and prioritizes the health and safety of our school community. The members include:

Terri VandeWiele, Superintendent
Amber Sensabaugh, Principal
David Mills, Principal
Jennifer Caldwell, Special Education Coordinator/Counselor
Meghan Hirst, SEA Co-president
Mari Thomson, SEA Co-president
Ashley Cirricione, Instructional Coach
Mary Rossmiller, 4th Grade Teacher
Sarena Yeager, 1st Grade Teacher
Marissa Thompson, Computer Teacher
SURVEYS

Parent survey

The parent survey that was sent out in June demonstrated there are a wide range of views and comfort levels regarding a return to in-person learning in the fall. Common concerns include the ability to maintain social distancing, children contracting Covid-19 at school, sanitation/cleaning protocols, use of PPE, and students with pre-existing conditions being more at-risk. Based on parent feedback, the district made plans to:

- Provide an in-person option as well as a blended remote learning option.
- Communicate cleaning protocols to parents.
- Explain how social distancing will be taught and maintained.
- Provide Personal Protective Equipment, including masks, to students, as needed.
- Provide transportation to as many students as possible.
- Provide internet access to approximately 10% of the Silvis School District families.
- Explore childcare options for families.
- Determine when students will be required to wear masks. Most parents had concerns about students wearing masks for any length of time. (ISBE has indicated students must wear masks when they are inside the school building.)

Teacher survey

According to the survey, there are a wide range of views and comfort levels regarding a return to in-person learning in the fall.

- Only about ¼ of our teachers are completely comfortable (5 out of 5) with returning to in-person instruction.
- There are many concerns regarding the effectiveness of in-person instruction, given the Covid-19 epidemic.
- About 13% of the teachers will need to be given a mask to wear during the day.
- Three teachers will have issues with childcare, if in-person learning commences.
REGISTRATION

In order to maintain social distancing requirements, registration will be held at Northeast Junior High School on July 14th and July 16th. Parents will arrive through the front entrance, check in at the welcome table and complete registration requirements at each of the tables located in the PBL (Project Based Learning) area. Parents will exit through the door at the south end of the building. Parents and employees must wear masks. Hand sanitizer will be available at each table for use by the employees and parents.

An intake form (Appendix B) will be provided, in the student’s native language, that assesses the needs of each student. This information will help educators know of any changes that have taken place in recent months (e.g., loss, illness, financial need/changes) that may need to be addressed by those who interact with the student daily. The intake form will also ask families about transportation. This information will enable the school district to prioritize transportation needs for students who would absolutely not be able to engage in in-person instruction, without school-provided transportation. In the guidance document from ISBE, schools and districts were told to strongly encourage families to provide transportation for students, when possible.

BACK-TO-SCHOOL EVENTS

While parent programs, such as back-to-school nights, open houses, and parent/teacher conferences, etc. may occur during Phase 4, in accordance with IDPH guidelines, schools have been strongly encouraged to hold these events virtually. The Silvis School District will not hold traditional, in-person open houses or back-to-school nights. A virtual back-to-school “event” will be used in lieu of an in-person event. The link will be sent to our parents via email, posted on the Facebook page, and posted on the webpage. A decision regarding in-person parent/teacher conferences has not yet been made. If conferences cannot be held in-person, they will be held via an online platform such as Google Meets or Zoom.
PROFESSIONAL LEARNING – SUMMER 2020

In order to prepare for the fall, all teachers in the Silvis School District have the opportunity to become Google, Level 1 or Google, Level II certified. This will enable teachers to use professional learning time in August to learn about new processes and procedures, instructional expectations, use of online learning platforms, etc.

NEW TEACHER MENTORSHIP

The Silvis School District recognizes the importance of providing new teachers with support and guidance. This will be particularly important during the 2020-2021 school year. In order to support teachers, the following will be offered by the district:

- 2-day orientation at the end of July
- Mentor teacher assigned to each new teacher to provide guidance and assistance
- Support of the Instructional Coach
- Professional development in Google Classroom – July 2020
- Access to curriculum resources and their classrooms prior to the start of the school year.

SCHOOL CALENDAR

ISBE encourages structuring the school day and school year to add necessary instructional time for students with learning loss and the largest academic gaps, if resources are available. State guidelines for calendar include:

- Once declared, Remote Learning Days or Blended Remote Learning Days will be implemented in any of the grades prekindergarten through 12 as days of attendance.
- Four Teacher Institute Days are available to support the transition from remote learning at the beginning of the year.
- PA 101-0643 allows every school and district to utilize up to five total Remote and Blended Remote Learning Planning Days.
- A return to full Remote Learning Days may be necessary in a region if the region returns to a lower phase by declaration of the Governor due to public health indicators.
- Integrating periodic School Improvement Days may provide the necessary time to “review and amend the Remote and Blended Remote Learning Day Plan, as needed, to ensure the plan meets the needs of all students.”

The yearly calendar was amended to incorporate five remote learning planning days. A holiday was added on November 3, 2020, in order to comply with new Illinois law requiring that school not be in session on election day. The updated school calendar is found in Appendix C.
PART 2

CURRICULUM, INSTRUCTION, AND ASSESSMENT

PROFESSIONAL LEARNING
Professional development will be critical to an effective return to learning experience for employees as well as students. Employees will be provided with the following professional development in August.

All Employees
- Health and safety guidelines during a pandemic.
- Procedures to follow if a student or employee becomes ill.
- Symptom screenings and temperature checks.
- Mental health supports, counseling plans and training on social-emotional supports.
- Preparing for intermittent/rolling school closures.
- Cleaning and disinfection procedures for school buildings and buses.
- PPE requirements, guidelines, and usage.
- Processes and procedures for the school day including student arrival/departure, bathroom use, drinking fountains, etc.
- Social distancing expectations, as defined by ISBE.

Teachers, Counselors, Specialists
- Technology usage, including effective instructional strategies for e-learning.
- How to meet the 5 clock-hour instructional requirement set by ISBE.
- Reviewing student progress during remote learning, identifying gaps, and planning for the appropriate continuation of learning when students return in the fall.
- Preparing local assessments to determine current skill level.
- Alignment conversations and planning with student’s teacher from the prior year.
- Discussions with parents/guardians/caregivers about student progress and additional supports needed at home.
- Modifying and adjusting of curriculum and instruction to meet student needs.
- Communicating learning expectations to parents in a blended and/or remote learning model.
- Modifying or taking into consideration extending time for students to complete work, with a specific equity lens on identified gaps and appropriate interventions to close the gaps.

Custodial Services
- Cleaning protocols and procedures when students return to in-person learning.
- Cleaning protocols and procedures when students are not in the buildings.
- Expectations regarding use of PPE.
• Expectations for providing classrooms and teachers with PPE (hand sanitizer, gloves, masks, etc.)

Transportation Employees
• Protocols for cleaning and sanitizing buses.
• Routes during blended learning days.
• Expectations regarding temperature checks and procedures to follow in the event that a student has a temperature above 100.4 degrees.
• How to handle students that refuse to wear masks or arrive to the bus without a mask.

Paraprofessionals
• New roles and responsibilities for the 2020-2021 school year.

Secretaries/Office Employees
• Procedures when parents call their child in sick.
• Processes and procedures to handle visitors, students in the office, and parents during Covid-19.

Food Service
• Food distribution guidelines (delivered to classrooms, students pick up in cafeteria, etc.)
• Expectations regarding sending meals home with students (breakfast is sent home for the next day).

LEARNING MODEL OPTIONS
Silvis is currently preparing the physical campus to support students in the fall of 2020, however administration recognizes that some families may not be comfortable with their children returning at that time. Administration has developed two different re-entry options for families.

• **Blended Learning Model:** Continued use of online platforms, in conjunction with in-person learning. This will involve students attending in-person, 2 days a week. The other 3 days, students will learn in a remote learning format.
• **Remote Learning:** Children will continue with a blend of online instruction and teacher directed remote learning. Students will not attend in-person in this model.

Parents will be asked to select the blended learning or remote learning model during registration. The commitment will be for the first quarter. At the beginning of September, the district leadership will evaluate the situation and adjust the schedule based on ISBE and IDPH guidance. If we can adjust and bring all students onto campus, we will do so, but that decision will be based on guidance from medical experts. After the first quarter, parents will have the option to adjust and move to the 100% remote learning option or the blended learning model.
There most likely will be waves of interruption to on campus learning. In the event our local community experiences a spike in Covid-19 cases, and an interruption of physical operations occurs, a shift to remote learning will happen immediately. Any decision to close the school(s) will be made in collaboration with the county health department.

**REMOTE AND BLENDED REMOTE LEARNING DAY PLAN (DOCUMENT)**

The Remote and Blended Remote Learning Day Plan, which is posted on the district webpage, addresses the following:

- Accessibility of the remote instruction to all students enrolled in the district;
- When applicable, a requirement that the Remote Learning Day and Blended Remote Learning Day activities reflect the Illinois Learning Standards;
- Means for students to confer with an educator, as necessary;
- The unique needs of students in special populations, including, but not limited to, students eligible for special education; students who are English Learners; students experiencing homelessness; or vulnerable student populations;
- How the district will take attendance and monitor and verify each student's remote participation; and
- Transitions from remote learning to on-site learning upon the State Superintendent’s declaration that Remote Learning Days and Blended Remote Learning Days are no longer deemed necessary.
- How the district will provide the necessary technology, training, support, and internet connectivity to students.
- Method by which teachers will engage in regular communication with students via email, phone call, or an online learning platform.
- Way the schools will provide instruction in all statutory and regulatory curricular mandates and offerings, including the Constitution exam. These requirements can be administered and completed remotely.
- How the district will meet the 5 daily clock hour requirement that was set by the State Superintendent. Learning activities may include, but are not limited to, in-person instruction, the teacher delivering instruction via recorded video platform, remote small group work via breakout room or conference call, independent/flexible student work time, and virtual/telephone teacher-student check-ins.
THE SCHOOL DAY

The Silvis School District wants to have all students attending every day, in-person. Measurements of classrooms at both George O. Barr Elementary and Northeast Junior High School have demonstrated that we can fit approximately 12 students into a classroom, while maintaining social distancing guidelines of 6 feet. Due to these space constraints and the inability to social distance students, we made the decision for students to attend school in-person two days per week. The other three days, instruction will be provided remotely. Siblings will be scheduled to attend in-person on the same days. The district is going to take a quarterly approach regarding the return to in-person instruction. Several weeks into the first quarter, the district will evaluate conditions in Rock Island County, confer with the Health Department, and make a decision regarding an increase in the amount of time they attend in-person.

Blended Learning Model (Combination of In-person and Remote Learning)

**Weekly Schedule**

Group A  
Monday: Remote Learning  
Tuesday: In-person Learning  
Wednesday: In-person Learning  
Thursday: Remote Learning  
Friday: Remote Learning  

Group B  
Monday: Remote Learning  
Tuesday: Remote Learning  
Wednesday: Remote Learning  
Thursday: In-person Learning  
Friday: In-person Learning

**School Day Schedule (In-person Learning)**

George O. Barr Elementary  
7:50 am – 12:50 pm

Northeast Junior High School  
8:30 am – 1:30 pm
VERTICAL GRADE LEVEL ARTICULATION

In order to provide students with an opportunity for closure, the district is planning to allow students to meet with their 2019-2020 school year teacher during the first couple of weeks of school. Fifth grade teachers will go to the junior high to see their students and have an opportunity to wrap up the previous school year.

GRADING

ISBE’s original recommendations for grading during remote learning considered the sudden, drastic, and unexpected impact of the COVID-19 pandemic on all districts and the necessity of beginning the suspension of in-person instruction with non-instructional Act of God Days. The recommendation that grading “do no harm” to students sought to accommodate the vastly different physical, mental, economic, technological, and social-emotional experiences of Illinois’ 2 million students, most of whom were engaging in remote school day learning for the first time.

Students will receive grades throughout the 2020-2021 school year. Teachers are expected to allow students to makeup work that is missed and to allow students to redo assignments they did not understand. Covid-19 has put a strain on many households and we must be sensitive to that reality, while maintaining high expectations for student achievement.

STUDENT SCHEDULING CONSIDERATIONS

The Illinois State Board of Education has indicated that a high priority should be placed on providing in-person instruction for students who have Individualized Education Programs (IEPs), 504 Plans, and/or receive English language supports when building an equitable schedule for Blended Remote Learning Days. All IEP’s, 504 Plans, and EL needs will be reviewed. Individual student schedules will be created based upon the individual needs of students. The district will also consider continuing remote instruction for medically fragile students, students at a higher risk of severe illness, and students who live with individuals at higher risk of severe illness for the duration of Phase 4. Ultimately, the decision is up to the parent.

Other considerations will include:

- Whether the student’s medical condition is conducive to in-person attendance or if needs would best be met remotely.
- The student’s behavior and capacities, including to control secretions, cover mouth/nose when sneezing and coughing, ability to maintain distance from other classmates, ability to tolerate wearing a face covering (may consider option of face shield instead), ability to wash hands with/without assistance, and ability/safety of use of hand sanitizer.
- Number of students per classroom and ability to maintain 6-foot distance, when possible.
• Recommendation of the student health care providers, if applicable, and IEP teams to determine the best modality to meet students’ needs on an individualized basis.

Additionally, IEPs, 504 Plans, asthma action plans, or Individualized Health Plans will be reviewed to determine if these plans will need to be amended or modified. **Nurses will communicate with individual teachers and staff members, prior to the start of student attendance, to review health concerns for medically high-risk students who will attend school in-person to ensure students will receive prompt treatment of health-related concerns (e.g., asthma action plans, diabetes care plans, and/or other emergency action plans for conditions that may be exacerbated by chronic medical conditions). Information shall be provided on a need-to-know basis and not through a health condition list that is distributed across the building, in accordance with the Family Educational Rights and Privacy Act, the Illinois School Student Records Act, the Health Insurance Portability and Accountability Act, and the Americans with Disabilities Act, as applicable.**

The district has made the decision to prioritize core subjects for in-person instruction. At the elementary school, in-person instruction will be provided in language arts and math. At the junior high, students will receive instruction in language arts, math, science, and social studies. All related arts classes (PE, art, computer science, music, engineering, iJAG) will be provided remotely.

Once registration is complete, the administrative staff will work on hand scheduling students. The following options are available for students, depending on their individual needs:

• **100% Remote Learning** – Student receives lessons and completes work at home. Families must commit to remote learning for at least one quarter.

• **Blended Learning** – Students will be assigned to attend either on “A” Days or “B” Days. The district will assign siblings to the same days.

• **100% In-person Learning** – Some students with IEP’s, 504’s, or other unique needs may be allowed to attend in-person, full-time (4 days per week), if the district can ensure a safe environment and maintain social distancing.
TECHNOLOGY

Schools and districts must be prepared for a return to full remote instruction in the event of a resurgence of the virus or a second wave of it in the fall. On the first few days of school, students will receive instruction in the following:

- How to use the Chromebook or Tablet.
- Programs they will utilize during remote learning, including Google Classroom.
- Internet safety, as well as problem-solving techniques that can be utilized if the student has technology difficulties during remote learning.
- How to get help, if you have questions about your device.
- Expectations for use of the district issued device.

During the 2020-2021 school year, all students in grades K-8 will be issued a district owned device. Families of Pre-kindergarten students that need a device will also be provided with one to use during remote learning day. Information regarding technology devices and platforms is included below:

- **Chromebooks and Tablets**: All students will be provided with a district issued device to utilize for remote learning. Students in grades K-1 will receive a Tablet and students in grades 2-8 will receive a Chromebook. In addition, each student will be issued a case, charger, and headphones.

- **Wi-Fi**: Families that do not have access to internet in their home will be provided with a Kajeet Hotspot. This device has security features that enable the school district to monitor what students are accessing, or trying to access. The district can also well limit the hours that a student can use the hotspot (i.e. it shuts off at 11:00 pm).

- **Digital Platforms and Programs**: The district is limiting the number of online platforms that will be used by teachers. We understand that parents do not have time to login to multiple platforms. The primary programs that will be used include:
  - Teacher/Parent Ease (attendance, grades, etc.)
  - Google Classroom
  - Google Meets
  - Seesaw
  - Zoom

- **User Agreements and Insurance**: Parents and students will be required to sign a user agreement and agree to pay for damage or loss of a device, hotspot, charger, case, or headphones. At this time, the district does not have insurance available to families. Families may purchase a policy, if they choose.
INSTRUCTIONAL BEST PRACTICES TO MAINTAIN SOCIAL DISTANCING

The number of parents that choose to send their students back to school for in-person learning will dictate how the schools handle social distancing. Plans are being created for each building. Considerations include:

- Rotating teachers, rather than students moving between classrooms.
- Designated times for students to utilize bathrooms and drinking fountains.
- Direction instruction in the importance of social distancing and expectations.
- Use of backpacks rather than lockers, to discourage congregating.
- Signage on the floors and on the walls to remind student of expectations.

SOCIAL DISTANCING IN EARLY CHILDHOOD EDUCATION

Young students may struggle more than other students with understanding and complying with social distancing and wearing face coverings. Students will remain in small groups, with the same students, and remain 6 feet apart as much as possible. Having instruction outside may help with social distancing requirements. Teachers will rearrange furniture and play spaces to meet social distancing requirements, when possible. Other considerations and strategies include, but are not limited to:

- Use of carpet squares, mats, trays, or other visuals for spacing.
- Modeling social distancing when interacting with children, families, and staff.
- Stories or role play around social distancing, as well as handwashing, proper etiquette for sneezes, coughs, etc.
- Frequent verbal reminders to children.
- Offering more opportunities for individual play and solo activities, such as fine motor activities (e.g., drawing, coloring, cutting, puzzles, and other manipulatives).
- Planning activities that do not require close physical contact between multiple children.
- Staggering indoor and outdoor play and adjusting schedules to reduce the number of children in the same area.
- Model and practice hand hygiene before and after eating, coughing, sneezing, playing outside, and using the restroom.
PRE-KINDERGARTEN PROGRAM

After conferring with the pre-kindergarten staff, the decision has been made to have pre-K students enter through the cafeteria. Teachers will take their temperature to ensure they do not have a fever. Students that attend in the morning will eat breakfast and then walk to the classroom. A lunch will be sent home with the morning students. On days when there is not inclement weather, students will walk through the playground area and into the building. Afternoon students will get a lunch when they arrive at school. They will have lunch on the west side of the cafeteria and then move to their classroom.

The weekly schedule is the same as students in grades K-8. The schedule is found below:

**Weekly Schedule**

Group A  
Monday: Remote Learning  
Tuesday: In-person Learning  
Wednesday: In-person Learning  
Thursday: Remote Learning  
Friday: Remote Learning

Group B  
Monday: Remote Learning  
Tuesday: Remote Learning  
Wednesday: Remote Learning  
Thursday: In-person Learning  
Friday: In-person Learning

**Daily Schedule**

Students will be assigned to an AM Session or PM Session on the two days they will attend in-person. The daily schedule is as follows:

AM SESSION  7:50 am – 10:20 am  
PM SESSION  10:20 am – 12:50 pm

The other three days’ students will learn remotely.
SPECIAL EDUCATION CONSIDERATIONS

Districts remain responsible for ensuring that special education students receive a free appropriate public education. The Silvis School District will follow all required timelines for annual IEP meetings and required evaluations. There continues to be limited flexibility from complying with federal and state laws. All Individuals with Disabilities Education Act and Section 504 timelines remain in effect. IEP teams will make individualized determinations regarding placement and where special education students receive services. Students will receive education in their least restrictive environment, according to federal and state laws. The schedules of the social worker, psychologist, speech pathologist, and OT/PT specialist will impact the days and times that students need to be in attendance in the upcoming school year. If a parent decides to keep their student home, the case manager and special education coordinator will work with the family to determine how their needs will be met. If needed, IEP’s and 504 Plans will be amended.

ENGLISH LEARNER CONSIDERATIONS

Any support that can be provided to English Learners to facilitate interactive dialogue with native English-speaking peers or adults, especially on academic topics, is essential. In-person instruction will be prioritized for English Learners. The district has purchased several face coverings with clear windows to use during instruction. When developing instruction for English Learners, educators will continue to apply the Illinois English Language Development Standards and utilize the WIDA Can-Do Descriptors for listening, speaking, reading, and writing.

MUSIC RELATED COURSES

There is documented evidence of substantial spreading of the coronavirus during musical events caused by the possibility of droplet and fomite (objects or materials likely to carry infections) transmission. Indoor rehearsals have been discouraged by ISBE. If choir or music class is offered, students must wear face coverings while singing. If band practices are offered, they will be conducted in small groups. Instruments will not be shared at any time. It is permissible for band members to remove their masks during the time they are playing, but only if necessary. Conductors will face students from more than 10 feet away from the first row of singer’s/band members. During the first quarter, virtual learning opportunities will be provided in music related courses.
ASSESSING STUDENTS’ SKILL LEVELS

Teachers will identify the standards that were not covered during remote learning. When making determinations to fill in learning gaps, teachers will consider the following questions:

- Which standards were missed or partially covered?
- What are the aligned standards at the current grade level?
- What are the skills required to master the missed or partially covered standards?
- Will the standard stand alone in instruction or can it be layered in the current grade-level standard?
- What is the timeline in which the standard will be covered?

At the beginning of the school year, the MAP assessment will be used to identify gaps in learning and focus areas for instruction. The MAP will not be a determinant in identifying changes in services for students with IEPs or 504 Plans or for English Learners. The 2020 ACCESS scores will be used for English Learner student placement because the ACCESS testing was completed prior to the implementation of remote learning.

ADDRESSING LEARNING LOSS

Students may enter the upcoming school year with academic knowledge that varies more greatly between students than in previous school years. Teachers must use targeted interventions and differentiated instruction to help individual students reach their learning goals. The upcoming school year will not pick up where the previous year left off. Teachers will assess individual student learning and deficits within their classes by administering assessments and working closely with teachers at previous and subsequent grade levels to determine the standards that may need review. In order to address learning loss, the district will explore the following:

- During the first several weeks of school, prioritize a strong review and infusion of the critical standards and key skills that were not addressed or mastered from the previous year.
- Provide and/or expand intervention time within the school day to help fill learning gaps for individual students.
- Incorporate before-, during, and after-school tutoring programs if they do not currently exist.
- Meet (virtually, if possible) with students’ families to have evidence-based discussions regarding a student’s skill levels and academic and social-emotional needs, how the school will support the student’s individualized goals and needs, and how families can support the student at home.
STUDENT ATTENDANCE

Daily attendance and engagement of students is expected whether students are participating in classes in-person or remotely. Districts, schools, and/or teachers will make daily contact with all students and families, especially those who are not in attendance or not engaging in classes, whether in-person or remotely.

Attendance will be taken daily in the Parent Ease system. If a student is absent for three or more days, and the teacher has not been able to make contact with the student or family member for three or more days, the teacher will contact the principal in their building. The principal will work on contacting the parent and child to determine what is going on and how the school may be able to assist the family, if applicable.
PART 3
STUDENT SERVICES

SOCIAL, EMOTIONAL, AND MENTAL HEALTH

When students return to school, it will be more important than ever to monitor and support their social, emotional, and mental health. If a student is struggling, teachers will do the following:

- Contact the counselor in the building
- Refer the student to the MTSS team
- Contact the parent or guardian regarding concerns
- Contact the behavior interventionist
- Contact the assistant principal (at GOB)
- Contact the principal

It is important to remember that all school employees are mandated reporters. If an employee suspects abuse when a student is at school or at any time during remote learning, school district employees must follow all processes and procedures mandated by the state, including calling DCFS.

BEFORE AND AFTER SCHOOL PROGRAMS/CHILD CARE OPTIONS

On days when students are attending school in-person, the YMCA is offering before and after care. Please contact the YMCA with questions regarding this program. On days when students are learning remotely, the YMCA is offering a full day childcare program at the Moline location. YMCA employees will assist students with remote learning during the before and after school care program, as well as when students attend the full day child care program at the YMCA. The program uses a sliding scale to determine the cost of the program. It is based on income.

PROTOCOLS FOR STUDENTS REPORTING ILL TO THE NURSE

If a student is sick, the teacher will call the nurse to explain the symptoms. Do not send a student to the nurse without calling first. If the nurse is not available, please call the office. All employees are encouraged to handle any minor medical issues (small cut, etc.) in the classroom. If you provide any medical care to a student, you must fill out a medical report so that information can be put into the Teacher Ease system. Hand the medical report in to the nurse, after it is filled out. Parents need to be informed of any medical concerns or issues.
PROTOCOLS FOR SECRETARIES REGARDING ABSENCE CALLS

When a parent calls to report a student absent, the secretary will ask the following questions:

1. Why is the student going to absent?
2. If they answer anything that is NOT medically related, report the absence.
3. If the answer is medically related, ask the following:
   a. Has your child or anyone in the household had contact with any person who is showing symptoms for Covid-19 within the last 14 days, OR with anyone with known Covid-19?
   b. Does your child have symptoms related to Covid-19, such as cough, shortness of breath, chills, etc.?
4. If the answer to either of the questions in #3 is “yes,” transfer the call to the principal or another administrator.

DISCIPLINE

If a student needs to go to the office due to a behavioral issue or incident, please call the office before sending them down. An administrator or school employee will come to the classroom, get the student, and escort them to the office.
PART 4
FAMILY ENGAGEMENT AND INFORMATION

CONTACT INFORMATION

It is critical that the school district has the most up to date contact information for parents/guardians. If your address, email, or phone number changes, please call the school office and let them know immediately so it can be changed in the system.

IMMUNIZATIONS, PHYSICALS, AND EXAMS

The State of Illinois has not relaxed the physical, exam, and immunization requirements for the 2020-2021 school year. A Certificate of Child’s Health Examination/Physical form is due October 15th, of the current school year. Your child will be excluded from school starting on October 15th of the current school year until the forms have been completed and turned in.

- HEALTH EXAMINATION for Pre-K, Kindergarten, sixth, and new transfer students from out of state will need a health examination turned in by October 15th, 2020. New students to the district from out of state or out of the country have 30 days from the first day of school to submit a health exam.

- KINDERGARTEN
  - Physical Examination must be completed within one calendar year prior to the date of entry. The exam must include up-to-date immunizations and medical history completed and signed by parent.
  - Eye Examination must be performed by a licensed optometrist within one year prior to the first day of school and submitted before October 15 of the school year.
  - Dental Examination must be performed by a licensed dentist and submitted prior to May 15 of the school year. Dental exams must be completed within 18 months prior to the May 15 deadline.
  - Lead Screening is required one time prior to entering kindergarten for students six years or younger. There is a portion on the Physical Examination that needs to be completed to document this requirement.

- 2ND GRADE
  - Dental Examination must be performed by a licensed dentist and submitted prior to May 15 of the school year. Dental exams must be completed within 18 months prior to the May 15 deadline.
• 6TH GRADE
  o Physical Examination must be completed within one calendar year prior to the date of entry. The exam must include up-to-date immunizations and medical history completed and signed by parent.
  o Proof of one dose of Tdap vaccine and one dose of MCV4 (meningococcal conjugate vaccine) vaccine on or after the 11th birthday
  o Dental Examination must be performed by a licensed dentist and submitted prior to May 15 of the school year. Dental exams must be completed within 18 months prior to the May 15 deadline.

• NEW STUDENTS FROM OUT OF STATE
  o Physical Examination must be completed within one calendar year prior to the date of entry. The exam must include up-to-date immunizations and medical history completed and signed by the parent.
  o Physical exams are due within 30 days of the first day of school. If an exam is not submitted within 30 days, the student will be excluded from school per Illinois Law.
  o Eye Examination must be performed by a licensed optometrist within one year prior to the first day of school and submitted before October 15 of the school year.

PARENT EDUCATION/ACCESSING ONLINE PLATFORMS

The district is planning parent education remote and/or in-person sessions for the beginning of the school year.

VOLUNTEERS, STUDENT TEACHERS, AND VISITORS

The school district will not be utilizing volunteers or allowing visitors into the building for the time being, unless absolutely necessary. Student teachers will be providing instruction in a couple of classrooms this school year. They will be required to comply with all district processes and procedures, including the self-certification health check each day.
PART 5
SAFETY, OPERATIONS, BUILDING AND MAINTENANCE

FACE MASKS AND FACE SHIELDS

The Illinois Department of Public Health (IDPH) has communicated that face coverings and social distancing are the goal whenever and wherever possible. Face shields have not been deemed effective for source control and are only to be used when other methods of protection are not available or appropriate. In cases where individuals need facial visualization for instruction and communication, IDPH recommends video instruction to promote social distancing. If video instruction is not available or appropriate, face shields may be used with the understanding that they have not been deemed effective for source control. As such, heightened attention and adherence to 6-foot social distancing is critical for individuals using face shields. Examples of limited situations when face shields may be necessary, if video instruction is not possible, include for teachers of English Learners or world languages, whose students may need to see their mouths form words to facilitate language acquisition.

All individuals in school buildings that serve students in prekindergarten through grade 12, must wear face coverings at all times unless they are younger than 2 years of age; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. Face coverings must be worn at all times in school buildings even when social distancing is maintained. Face coverings do not need to be worn outside if social distance is maintained. Physicians notes will be required for students and staff who are not able to wear a face covering due to trouble breathing.

There is significant evidence that face coverings provide protection and decrease the spread of COVID-19. Face coverings must fully cover the mouth and nose, and fit snugly against the sides of the face with no gaps. Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use. Pay special attention to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering.

SIGNAGE

Signage will be placed in multiple languages outside of main entryways, in hallways, classrooms, and floors as appropriate. Signage will include, but not be limited to:

- Persons may not enter the building if they have any currently known symptoms of COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills,
fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea;
• A 6-foot distance from others must be maintained as much as possible;
• Face covering must be worn at all times; and
• Shaking hands or engaging in any other physical contact is prohibited in school buildings.

SCHOOL-WIDE CLEANING AND DISINFECTION TO PREVENT SPREAD OF INFECTION

More frequent cleaning and disinfection is necessary to reduce exposure. Frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets, buses/vans) will be cleaned on a daily basis. Some surfaces will be cleaned multiple times throughout the days, including door handles/knobs and sinks/faucets. Cloth toys or other cloth material items that cannot be disinfected will not be used. Each custodian will maintain a record of their cleaning schedule throughout the day.

INFECTION CONTROL PROCEDURES FOR AREAS IN CLASSROOMS

Infection control in classrooms will be accomplished in the following ways:

• Teachers will provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
• Desks will be rearranged to keep students as far away from one another as possible while in the classroom.
• Desks will face the same direction.
• Only supervisors and staff who are required for instruction will be allowed in classrooms.
• Time will be built into the schedule for hand hygiene and/or schedule hand hygiene breaks, including before/after eating snacks/meals and upon exiting and returning to the classroom.
• Hygiene supplies, including tissues, hand sanitizer, extra face coverings, handwashing supplies if sinks are present, soap, paper towels, and gloves for staff, will be available in each classroom.
SHARED OBJECTS

The borrowing or sharing of items will be prohibited, to the extent practicable. Items that must be shared or communally used be cleaned after each use - - at a minimum -- and the individuals will perform hand hygiene between use. Utilization of hand sanitizer before and after use of books or library material is recommended. If possible, materials that can be thrown out, cleaned after one use, or labeled for individual child use will be used.

TRAFFIC FLOW, HALLWAYS AND LOCKERS

The following hallway procedures will be used to assist students in adhering to social distancing requirements, when possible:

- Limit number of persons within hallways at any given time to the greatest extent possible.
- Limit required movement of students between classes. Consider having staff rotate through classes rather than requiring movement/mixing of student groups.
- Scheduling bathroom and water breaks so there are a limited number of students in the bathroom at any one time. This will also allow custodians to clean between each class.
- Hallways will be marked with one-way paths.
- Place floor markings will delineate 6-foot distance between students in locations where they line up.
- Furniture that encourages congregating will be removed.
- Lockers will not be used.

RESTROOMS

Marks will be placed on the floors, six feet apart, to maintain social distancing. Restroom breaks will be scheduled and classrooms will be assigned to specific bathrooms. If a student needs to use the restroom outside of their designated time, ideally an employee will take them to the bathroom. Restrooms will be cleaned after a classroom uses it. Signs will be posted encouraging hand hygiene procedures in the bathrooms, hallways, classrooms, and other areas, as appropriate. Students will be required to wash hands following restroom use, as age appropriate.

DRINKING FOUNTAINS

Bottle fillers are being retrofitted on the drinking fountains in both buildings. Students will be asked to bring water bottles to use and keep at the school.
FOOD SERVICE AND CAFETERIAS

Meals will be distributed to classrooms. If a plan can be developed to keep students 6-feet apart while eating at NEJH, students will be allowed to eat outside their classroom. An allergy-free area will be provided, as needed. Meals will be individually plated and/or delivered in sacks. Disposable items will be used, when possible. Areas where students consume meals will be thoroughly cleaned and disinfected between groups and after meals.

Food service personnel must use appropriate PPE, including gloves and face coverings, while preparing and distributing food. Frequent hand hygiene will be required. Individuals will wash their hands after removing their gloves or after directly handling food service items that have been used. Face coverings must be removed during eating, so it is important to ensure 6-foot distance between individuals as much as possible.

OFFICES, STAFF WORKROOMS, AND BREAKROOMS

Hand sanitizer will be readily available for visitors to use upon entry. Accurate records of visitors, including the individual’s reason for visit, contact information, and all locations visited, in case contact tracing, will be kept in the school office. Any discipline meetings, IEP and 504 meetings, and other meetings between staff and visitors/families will be held remotely, if possible. However, if parents/guardians are unable to engage in a required meeting remotely, socially distanced in-person meetings will be held. Employee workstations should be properly distanced so that employees may maintain a 6-foot distance from one another, when possible.

A regular cleaning schedule will be maintained in common areas, such as breakrooms and workrooms. Shared office supplies will not be available in workrooms. Staff workrooms and lounges must adhere to 6-foot distancing, which means that teachers may need to eat lunch in their classroom. Employees that use copy machines, the refrigerator, microwave, coffee maker, etc. are asked to clean the surface after each use.

PE, GYMS AND LOCKER ROOMS

The locker room will not be used, even if PE class is offered on a school day. Physical education class will be provided remotely, until further notice. Gyms may be repurposed and used as classrooms or for before/after school care.

LIBRARY

The library may be used as a quarantine space or classroom. Library services may periodically be provided in classrooms. Students will not go to the library.
HEALTH OFFICES

A health/nurse’s office is available in each building. A supervised quarantine space will be available for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup. The nurse in each building will supervise and care for any individuals in the quarantine space. Appropriate PPE will be worn at all times when in the quarantine space. While the nurse is in the quarantine space, the office will address any urgent medical issues/concerns. The nurse will document all quarantine incidents. The quarantine space will be disinfected after it is occupied by a student and deep cleaned daily. Only essential staff and students assigned to the space may enter. Students exhibiting COVID-19-like symptoms must wear a face covering unless medically contraindicated.

Per CDC Guidance, areas used by a sick person will be deep cleaned and disinfected. Custodians will wait at least 24 hours before cleaning and disinfecting.

School staff must call ahead to ensure the capacity of the health office can handle additional visits in areas of social distancing and separation. Persons with common health conditions or those who need basic first aid should not report to the health office but may be managed in the classroom/alternate setting. Staff will be provided with first-aid supplies, such as bandages and gauze, in the classrooms. Healthy students reporting to the health office for medical management, such as medications, assessment of injury, or first aid, must be treated in a separate clean designated area inside or outside the health office to prevent contact with potentially ill children.

Any asthma action plans will be reviewed prior to student arrival at school. Staff will review the signs and symptoms of respiratory distress, as well as how to respond to respiratory distress. Parents, guardians, or other authorized individuals should pick up ill students within a reasonable amount of time; students will not be allowed to utilize the school bus for the return to home. Districts are encouraged to maintain a nurse in each building, if possible.

PLAYGROUNDS

Playground equipment will not be utilized during the 2020-2021 school year. The outside area around the equipment may be used by students. If guidance from ISBE or the CDC indicates that it is safe for students to use equipment, employees and parents will be notified.

FIELD TRIPS

No field trips will be held during the 2020-2021 school year, or until Illinois moves into Phase 5. Teachers are encouraged to research virtual events, in lieu of an in-person field trip.
HAND HYGIENE

The district will encourage frequent and proper handwashing. Handwashing with soap and water is always the first recommended line of defense, but where this is not feasible or readily accessible, the use of hand sanitizer with at least 60% alcohol will be used. Hands should be washed often with soap and water for 20 seconds. It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one’s nose, coughing, or sneezing; following restroom use; before food preparation or before and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal.

Recommendations for hand sanitizer use include:

- Alcohol-based hand sanitizers should be used under adult supervision with proper child safety precautions and stored out of reach of young children to reduce unintended, adverse consequences. It will be necessary to ensure that students do not ingest hand sanitizer or use it to injure another person.
- Alcohol-based hand sanitizers must be properly stored – which includes away from high temperatures or flames.
- Hand sanitizers are not effective when hands are visibly dirty.
- Staff preparing food in the cafeteria/kitchen should ALWAYS wash their hands with soap and water.
- The Food and Drug Administration controls sanitizers as over-the-counter drugs because they are intended for topical antimicrobial use to prevent disease in humans.

Staff and students will be trained on healthy hygiene and handwashing to prevent the spread of infection. Handwashing posters will be displayed in the bathrooms, hallways, classrooms, and other areas, as appropriate.

ILLNESS AND DIAGNOSIS MONITORING

A tracking process will be used to monitor individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine. Tracking ensures CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school. Tracking methods include checking in with the school nurse upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met.
Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism will occur through collaboration of those taking absence reports and school nurses/school health staff. Employees and families are encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

Confirmed cases of COVID-19 will be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH. Districts will inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights. Individual student names or identifying information will never be released. If there is a confirmed Covid-19 case in a classroom, all students that were present in that classroom, along with the classroom teacher, will quarantine.

PREPARING FOR WHEN A STUDENT OR STAFF MEMBER BECOMES SICK

Preparations have been made in the event that a student or staff member becomes ill with Covid-19. The best way to prevent the spread of Covid-19, if for any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness to stay home. Currently known symptoms of COVID-19 are fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.

Families and staff should also report possible cases to the school where the individual attends school or works to initiate contact tracing. Attendance personnel will request specific symptom reporting when absences are reported along with COVID-19 diagnoses and COVID-19 exposure. Information will be documented and shared with the health staff, administrator, and the local health department. In accordance with state and federal guidance, school community members who are sick may not return to school until they have met criteria to return.

CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Students or staff returning from illness related to COVID-19 should call to check in with the school nurse or building administrator (if a nurse is unavailable) following quarantine.

Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home. Any areas of the school used by a sick person will be closed off. Those areas will not be used until after proper cleaning and disinfection procedures have been completed. It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as
is possible. The area can be opened for use once it has been appropriately disinfected. Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection. Those who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days. Close contact means the individual was within 6 feet of the individual with symptoms for more than 15 minutes. Additional cleaning and disinfection is not necessary if more than seven days have elapsed since the person who is sick visited or used the school.

**PROCESSES AND PROCEDURES - COVID-19 SYMPTOMS, EXPOSURE, TEST, OR DIAGNOSIS**

**What if an individual has symptoms of Covid-19?**
Anyone who enters George O. Barr Elementary or Northeast Junior High must disclose if they are experiencing any symptoms of Covid-19, including:

- Fever
- Shortness of breath
- Cough
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Nausea/vomiting
- Diarrhea

No one with a temperature above 100.4 degrees is allowed in a school building. If symptoms are presented, the person will not be allowed onsite for 10 days from the onset of the symptoms and have symptoms resolving for at least 72 hours, unless cleared by a medical professional.

**What if someone has potential exposure or comes into close contact with someone that has Covid-19?**
Close contact is defined as being within 6-feet of a person with Covid-19 or an individual experiencing symptoms for more than 15 minutes. If an individual has been in close contact with someone, within the last 14 days, that has Covid-19 or Covid symptoms, the individual must stay home for 14 days, or until cleared by a medical professional.

**What if someone is testing for Covid-19 and the results are pending?**
The individual tested must quarantine for 14 days or until the test results are determined. If the test is negative, the person may return to school. After an individual discloses that they have been tested from Covid-19, the following will occur:
• The individual will be asked who they came in contact with during the last 14 days, within the school.
• The school will communicate with those specific individuals in a confidential manner.
• Any individual who came in contact will be asked to quarantine for 14 days or until the test results are determined. This includes anyone in the household.
• If negative they may return onsite.

The entire school will not be informed of a pending test. Only those affected. The classroom will be closed down and disinfected.

**What if someone has a positive test for Covid-19?**
The individual must quarantine for at least 14 days or until they are fever-free without fever-reducing medicine for 72 hours AND 10 days have passed since symptoms first appeared. After an individual discloses that they have a positive test for Covid-19, the following will occur:
• The individual will be asked who they came in contact with during the last 14 days, within the school.
• The school will communicate with those specific individuals in a confidential manner.
• Any individual who came in contact will be asked to quarantine for 14 days or until the test results are determined, including siblings in separate classrooms.
• The entire location will be informed of a positive test.
• The site will be cleaned and sanitized after 24 hours has passed.
• Anyone tested is required to inform the Silvis School District of the results as soon as they are completed.
PART 6: PERSONNEL AND HUMAN SERVICES

DAILY HEALTH SELF CERTIFICATION/CHECKLIST

All employees and visitors are required to answer several health related questions and self-certify they do not have any of the symptoms listed on the Employee Health Screening Sheet (Appendix D). Employees will provide the nurse with a copy of the form monthly, for record keeping purposes.

Symptoms on the form include:
- Felt feverish
- Cough
- New Shortness of Breath
- Sore Throat
- Head or Muscle Aches
- New Loss of Taste or Smell
- Chills
- Other symptoms

If an employee has any of the above symptoms, they will be sent home or will be referred to a healthcare provider. Employees will be excluded until 10 days have passed since their first symptom. Additionally, they must be fever-free (without medication) and have symptoms resolving for at least 72 hours. If multiple employees have symptoms, we will contact the local health department.

EMPLOYEE TIME OFF

We need to prepare for the possibility of increased employee absences due to Covid-19. If an employee is required to quarantine due to exposure to Covid-19, or other reason, they will not be required to use sick time, if they can continue to work remotely. For example, if a teacher needs to quarantine for 14 days, and they provide remote learning to students during the quarantine period, they are not required to use sick time. If the employee cannot work remotely, they will be required to use sick time. There are two exceptions which are outlined below:

As of April 1, 2020, the Families First Coronavirus Response Act (FFCRA) took effect. It provides employees with Emergency Paid Sick Leave and Emergency Paid Family and Medical Leave, for those affected by the Covid-19 pandemic, through December 31, 2020.
The FFCRA dictates that small and medium sized employers must provide paid sick leave for employees, as need to account for the Covid-19 pandemic. Specifically, all employees are entitled to:

- Two weeks (up to 80 hours) of paid sick leave if they are unable to work due to Covid-19 illness, quarantine due to exposure, or are experiencing symptoms associated with the virus and awaiting diagnosis.
- Two full weeks (up to 80 hours) of paid sick leave at 2/3 their regular rate if they need to care for an individual is subject to quarantine OR if they need to care for minors whose schools or childcare facilities are closed due to Covid-19.

Furthermore, employees who have been with an employer for more than 30 days are also eligible for up to 10 additional weeks of paid extended family/medical leave at 2/3 their regular rate if they need to care for minors whose schools or childcare facilities are closed due to Covid-19.

An employee is required to provide the superintendent with documentation containing certain information to support the taking of FFCRA paid sick leave. This includes, but is not limited to:

- Employee's name;
- Date(s) for which leave is requested;
- Qualifying COVID-19-related reason for the leave; and
- Oral or written statement that the employee is unable to work because of a qualifying Covid-19 related reason for leave.

Employees will also be required to submit FMLA paperwork with their request. Contact the superintendent for more information.
PART 7
STUDENT TRANSPORTATION

All individuals on a bus must wear a face covering, no more than 50 individuals can be on a bus at one time, and social distancing must be maintained to the greatest extent possible. Students must undergo symptom and temperature checks, which may include self-certification, before boarding a bus. These procedures may need to be updated regularly.

Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene. Drivers and monitors must undergo symptom and temperature checks or self-certify and verify that they are free of symptoms before the start of each workday. Drivers and monitors who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or symptoms of COVID-19 may not work.

All physical changes to school transportation vehicles must meet Illinois Department of Transportation (IDOT) and Secretary of State rules and regulations. Visual guides will be put on buses to ensure that students comply with expectations set forth by the IDPH (e.g., floor decals, colored tape, or signs to indicate where students should not sit or stand may be used to assist in compliance).

Seating charts will be used. Seating arrangements with respect to social distancing can be adjusted for students who live in a household with other students.

Appropriate PPE will be provided (e.g., hand sanitizers, gloves, face coverings, tissues, and trash receptacles). In addition, sanitization will completed at least daily.

The bus monitor will greet students before the get onto the bus and take their temperature. The monitor will also make sure that every student has a mask. If the student does not have a mask, then the monitor will provide one to the student. If the bus monitor is absent, the bus driver must take on this responsibility.

If a student has a temperature above 100.4 degrees, the monitor or driver must do the following:

- Record the student name and temperature on the spreadsheet.
- If the parent is available, have the student return to the home.
- If the parent is not available, seat the student at the front of the bus and radio to office. Let them know that there is a student that has a temperature and instruct the student to report directly to the office upon arriving to school.
FOOD SERVICE AND CAFETERIAS

Meals will be distributed to classrooms. If a plan can be developed to keep students 6-feet apart while eating at NEJH, students will be allowed to eat outside their classroom. An allergy-free area will be provided, as needed. Meals will be individually plated and/or delivered in sacks. Disposable items will be used, when possible. Areas where students consume meals will be thoroughly cleaned and disinfected between groups and after meals.

Food service personnel must use appropriate PPE, including gloves and face coverings, while preparing and distributing food. Frequent hand hygiene will be required. Individuals will wash their hands after removing their gloves or after directly handling food service items that have been used. Face coverings must be removed during eating, so it is important to ensure 6-foot distance between individuals as much as possible.
PART 9
EXTRA AND CO-CURRICULAR ACTIVITIES

Extracurricular activities must follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of PPE, limiting the number of individuals in one space to 50 or fewer in Phase 4, and cleaning and disinfecting to prevent the spread of COVID-19.

The Silvis School District is monitoring guidance being released by the IHSA (Illinois High School Association), IESA (Illinois Elementary School Association), ISBE (Illinois State Board of Education), and the IDPH (Illinois Department of Public Health).

At this time, no decisions have been made regarding athletics or extracurricular activities.
Appendix A

Restore Illinois Plan

Restore Illinois requires a region to experience a downward trend in test positivity rates for 14 days, a downward trend in hospitalizations for COVID-like illness for 28 days, and a specific hospital surge capacity. If a region is able to meet those metrics outlined by public health experts, they can move to the next phase.

**Phase 1 – Rapid Spread:** The rate of infection among those tested and the number of patients admitted to the hospital is high or rapidly increasing. Strict stay at home and social distancing guidelines are put in place and only essential businesses remain open. Every region has experienced this phase once already, and could return to it if mitigation efforts are unsuccessful.

**Phase 2 – Flattening:** The rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at an ever slower rate, moving toward a flat and even a downward trajectory. Nonessential retail stores reopen for curb-side pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating and fishing while practicing social distancing. To varying degrees, every region is experiencing flattening as of early May.

**Phase 3 – Recovery:** The rate of infection among those surveillance tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining. Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings limited to 10 people or fewer are allowed. Face coverings and social distancing are the norm.

**Phase 4 – Revitalization:** The rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.

**Phase 5 – Illinois Restored:** With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures in place reflecting the lessons learned during the COVID-19 pandemic.
Appendix B
Student Intake and Needs Assessment Survey

Student Name(s): ________________________________________________________________
______________________________________________________________________________

Parent/Guardian filling out form: ________________________________________________

1. Preferred contact language in which to receive school communications:
   - [ ] English
   - [ ] Spanish
   - [ ] French
   - [ ] Arabic
   - [ ] Other

2. Are you planning for your child to attend school using the blended learning model or will your student attend 100% remote (online)? We are asking parents to commit to one of the options for the first quarter. We will then re-evaluate the situation and communicate if learning model options will change during second quarter.
   - [ ] Blended learning (2 days per week in-person and 3 days per week remote instruction)
   - [ ] Remote (online) only instruction

3. Will you need a Wi-Fi hotspot from the school for remote (online) learning?  [ ] Yes  [ ] No

4. Pre-K only: Do you have a reliable computer, tablet, or Chromebook in the home?  [ ] Yes  [ ] No

5. What impact has the pandemic had on your family? (this will help us to support your child)
   - [ ] Illness: ________________________________________________________________
   - [ ] Death: ________________________________________________________________
   - [ ] Economic: ____________________________________________________________
   - [ ] Other: __________________________________________________________________

6. Does the family have any specific needs that the district might be able to assist (i.e. supplies, etc.)?
   __________________________________________________________________________

7. Are there any specific concerns regarding the student returning to school?
   __________________________________________________________________________

Adapted from Missouri School Boards’ Association’s Center for Education Safety sample survey form developed by the School-Based Health Alliance of Missouri.
# APPENDIX C
## 2020-2021 School Calendar
### AMENDED CALENDAR June 30, 2020

**August 2020**

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- Aug 3-5: Teachers’ Institute - No School
- Aug 6-7: Remote Learning Planning Days - No School
- Aug 10: Remote Learning Planning Day
- Aug 11: First Day of School

**September 2020**

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- Sept 7: Labor Day Holiday – No School
- Sept 25: SIP Day

**October 2020**

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- Oct 1: Remote Learning Planning Day – No School,
  Parent/Teacher Conferences 3:00 pm to 7:00 pm
- Oct 2: P/T Conferences 8:00 am to 12:00 pm
- Oct 5 – 12: Fall Intersession
- Oct 12: Columbus Day

**November 2020**

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- Nov 3: Election Day Holiday
- Nov 11: Veteran’s Day (observed Nov.25)
- Nov 25-27: Thanksgiving Break

**December 2020**

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- Dec 18: End of 2nd qtr.
- Dec 18: SIP Day
- Dec 21 - Jan 1: Winter Intersession

**January 2021**

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- Jan 4: Remote Learning Planning Day – No School
- Jan 5: Students first day after Winter Intersession
- Jan 18: MLK Day Holiday

**February 2021**

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- Feb 11: P/T Conferences 4:00 pm – 7:00 pm (Wednesday Schedule)
- Feb 12: In observance of Lincoln’s Birthday

**March 2021**

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- Mar 5: SIP Day
- Mar 5: End of 3rd qtr
- Mar 8 – 19: Spring Intersession
- Mar 22: School resumes

**April 2021**

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- Apr 2: Friday before Easter
- Apr 5: Day After Easter

**May 2021**

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- May 21: SIP Day
- May 31: Memorial Day
- May 28: End of 4th qtr
- May 28: Last day of school
- May 31: Memorial Day

**June 2021**

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- June 1-4: Emergency Days
- June 7-8: Emergency Days

**July 2021**

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- July 5: In observance of the July 4th Holiday

E - Emergency Days are June 1, 2, 3, 4, 7, 8
**Appendix D**

**Employee Symptom Screening Form**

Employee Name _____________________________________________________

Every employee must fill out this form before their shift, and/or the start of their day. If you answer yes to any of the questions below, contact your supervisor immediately. You will be required to go home. Employees will be excluded until 10 days have passed since their first symptom and must be fever free (without medication) and have symptoms resolved for 72 hours. Forms must be handed in monthly.

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<th>New Shortness of Breath</th>
<th>Sore Throat</th>
<th>Head or Muscle Aches</th>
<th>Loss of Taste or Smell</th>
<th>Chills</th>
<th>Other Symptoms (list if present)</th>
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Adapted from the IDPH Employee Screening Form for Workplaces Form.
Appendix E
Silvis School District
1:1 Technology Use Guidelines

Overview
The Silvis School District will offer a 1:1 technology program, starting with the 2020-2021 school year. With this privilege come responsibilities for the parent and for the student. During student registration and each subsequent year, parents and students will be required to sign the Chromebook/Tablet Use Agreement as well as the Student/Parent Chromebook/Tablet Signature page. By signing these document, the parent acknowledges their roles and responsibilities regarding the use of the district owned equipment. This includes any fines or charges associated with theft, loss, or damage of a device.

Silvis School District students and families must understand that:

1. All students are allowed access to digital resources unless the school is notified in writing by the parent/guardian.
2. All users of the district network and equipment must comply at all times with the Silvis School District Acceptable Use Policy and all other district policies and procedures when utilizing technology.
3. Chromebooks, tablets, and all technology equipment associated with the device are on loan to students and remain the property of the Silvis School District.
4. All users are accountable to all school, district, local, state, and federal laws.
5. All use of the technology equipment and network must support education.
6. Students and families must follow all guidelines set forth in this document and by district staff.
7. All rules and guidelines are in effect before, during, and after school hours for all district district owned technology equipment whether on or off the school campus.
8. All files stored on district equipment or on the network are property of the district and may be subject for reviewing and monitoring.
9. The term “equipment” or “technology” refers to laptops, Chromebooks, tablets, batteries, power cord/chargers, hotspots and bag/cases/covers. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or any other district issued equipment.
10. Students are expected to keep the equipment in good condition. Failure to do so will result in bills for repair or replacement.
11. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
12. Students who identify, or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

14. All users are expected to follow existing copyright laws and educational fair use policies.

15. Students may only log in under their assigned Silvis School District username. Students will not share their password with other students at any time.

16. Students may not loan equipment to any other person for any reason as students are held financially responsible for any loss of components.

17. Any failure to comply with the rules as outlined in this handbook may result in disciplinary action. The Silvis School District may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.

18. The Silvis School District reserves the right to confiscate the equipment at any time.
Appendix F
Silvis School District #34
Student Device Policy Handbook
Grades Pre-K through 8

The policies, procedures, and information within this document apply to all Student Devices used in the Silvis School District #34 by students, staff, or guests. Other devices, based on Administrative discretion, may also fall under this policy.

Teachers may set additional requirements for Student Device use in their classroom.

Updated: July 2020
Receiving Your Student Device:

Student Devices will be assigned to each student at the beginning of the school year. *Parents and students must complete and initial the Student Device Use Agreement and sign the Student/Parent Student Device Signature Page before the device can be issued to their child each time the student changes buildings.* This document will need to be submitted after a parent informational meeting (Backpack Night, Orientation, etc.). Students will turn in their Student Device at the end of each year, and have the same Student Device returned to them in the fall as long as the issued Student Device is in working condition.

Training:

Students will be instructed on how to use the Student Device. Support for students will include training documents and videos.

Return:

Student Devices and accessories (case, charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their assigned Student Device each year while enrolled in the Silvis School District #34.

When asked to do so, students must surrender/return the Student Device and accessories to Silvis. If a student fails to comply, there will be a loss of privileges and/or eligibility. Any student who transfers out of Silvis School District #34 will be required to return their Student Device and accessories. If Student Device and accessories are not returned, the parent/guardian will be held responsible for the full replacement cost of the device.

Taking Care of Your Student Device:

Students are responsible for the general care of the Student Device which they have been issued by the school. Student Devices that are broken or fail to work properly must be taken to the library, or main office if no librarian is on duty. If a loaner Student Device is needed, one will be issued to the student until their Student Device can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Student Device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Student Device.
- Students should never carry their Student Device while the screen is open unless directed to do so by a teacher.
- Student Devices should be shut down when not in use to conserve battery life.
Carrying the Student Device:
The protective shell of the Student Device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Student Device in a padded backpack or padded book bag is expected, and a case will be provided to each student. This case will also be turned in each summer, and should not be personalized. You should not toss the bag or drop the bag if your Student Device is inside.

Screen Care:
The Student Device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Student Device.
- Do not place anything near the Student Device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Student Device. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Student Device:

The Student Devices are to be used for educational purposes by the student only.

At School: The Student Device is intended for use at school each and every day. In addition to teacher expectations for Student Device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Student Device. Students must be responsible for bringing their Student Device to all classes, unless specifically advised not to do so by their teacher.

At Home: All students are required to take their Student Device home each night throughout the school year for charging (grades 2 - 8). Student Devices must be brought to school each day in a
**fully charged condition.** Students need to charge their Student Devices each evening. If students leave their Student Device at home, they must immediately phone parents to bring the Student Device to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action. It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

**Sound:** Sound must be muted at all times. The exceptions are when the student’s headphones are plugged into the device, and they have been given teacher permission.

**Printing:**

*At School:* Teachers are encouraged to accept assignments electronically through Google Drive. Printing is not available from Student Devices.

*At Home:* The Student Device will not support a physical printer connection. Instead, Students may use their home printers using the Google Cloud Print service if you have a printer with cloud capability. A wireless home network is required for this. [http://www.google.com/cloudprint/learn/](http://www.google.com/cloudprint/learn/)

**Personalizing the Student Device:**

Student Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Silvis School District #34. **Spot checks for compliance may be done at any time.** Students may add appropriate music, photos, and videos to their Student Device as needed for educational purposes. Personalized media are subject to inspection and must follow the Silvis School District #34 acceptable use policy.

**Managing Your Files and Saving Your Work:**

Students will create and save documents in Google Drive. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. From **Drive**, students can also access **Google Docs**, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online.

**Documents created in Google Drive are stored online and on the Student Device itself, making the document available when Internet access is not available.**
Software on Chromebooks:

Originally Installed Software:
Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Student Device must remain on the Student Device in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install available updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:
Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:
Students are unable to install additional software on their Student Device other than what has been approved by the Silvis School District #34.

Inspection:
Students may be selected at random to provide their Student Device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:
If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Student Device will be restored to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.
Protecting & Storing Your Student Device:

Student Device Identification:
Student Devices will be labeled in the manner specified by the school. Student Devices can be identified in the following ways:

- Record of serial number and asset tag

*Under no circumstances are students to modify, remove, or destroy identification labels. Doing so may result in disciplinary action.*

Storing Your Student Device:
When students are not monitoring their Student Device, they need to be secured. Each building will determine policy for their students. In grades 2 - 8, they should be stored in hall lockers *with the lock securely fastened*. Nothing should be placed on top of the Student Device, when stored in the locker. Students need to take their Student Device home with them every night. The Student Device is not to be stored in a locker or anywhere else at school outside of school hours. The Student Device should be charged fully each night at the student’s home. Student Devices should *never* be stored in a vehicle.

Storing Student Devices at Extracurricular Events:
Students are responsible for securely storing their Student Device during extra-curricular events.

Student Devices Left in Unsupervised / Unsecured Areas:
Under no circumstance should a Student Device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extracurricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision. Unsupervised Student Devices may be confiscated by staff and taken to the Principal’s office. Disciplinary action may be taken for leaving a Student Device in an unsupervised location.

Repairing or Replacing Your Student Device:

Student Devices Undergoing Repair:
- Loaner Student Devices may be issued to students when they leave their Student Device for repair at the library or main office.
• If repair is needed due to malicious damage, the school may provide a loaner Student Device that will remain at the student’s attendance center. The student will return the loaner to the library or main office if the librarian is not on duty.

• Repaired Student Devices will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

• Parents will be charged for Student Device damage that is a result of misuse or abusive handling. Parents will be billed for Lenovo parts and labor.

**Lenovo Warranty:**
Lenovo warrants the Chromebook from defects in materials and workmanship for a period of one year from date of purchase. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The Lenovo warranty **DOES NOT** warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the library or main office if the librarian is not on duty. If a Chromebook becomes defective (at no fault of the student) after the Lenovo warranty expires, the Silvis School District #34 will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

**Insurance:**
The Silvis District #34 will not provide insurance for Student Devices. Parents may decide to insure their Student Devices through a provider. Two such providers are:

• Worth Avenue Group: [http://www.worthavegroup.com](http://www.worthavegroup.com)
• GoCare Warranty Group: [http://www.gocare.com](http://www.gocare.com)

There will also be a tiered repair plan option for student and/or parent responsibility.

<table>
<thead>
<tr>
<th>First repair</th>
<th>Second (+) repair</th>
<th>Damaged beyond repair or lost or stolen</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>Whatever the cost is for the part and labor when there is abuse or damage.</td>
<td>Replacement cost of the device.</td>
</tr>
</tbody>
</table>

Silvis School District #34 does not require that insurance be purchased prior to the deployment of the Student Device to your child, however the responsibility for repair and/or replacement is listed.
Lost or Intentionally Damaged Device and Accessories:
A Student Device or any of its accessories that are lost (whereabouts unknown) or damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

<table>
<thead>
<tr>
<th>Replacement of the Tablet</th>
<th>$232.30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades Kindergarten &amp; 1st</td>
<td>Current Price*</td>
</tr>
<tr>
<td>Screen</td>
<td>$75</td>
</tr>
<tr>
<td>Battery</td>
<td>$25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Replacement of the Chromebook</th>
<th>$328.69</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 2nd - 8th</td>
<td>Current Price*</td>
</tr>
<tr>
<td>Screen</td>
<td>$149.99</td>
</tr>
<tr>
<td>System Board</td>
<td>$109.99</td>
</tr>
<tr>
<td>Power Supply (AC Adapter)</td>
<td>$17.99</td>
</tr>
<tr>
<td>Battery</td>
<td>$29.99</td>
</tr>
<tr>
<td>Palmrest Assembly</td>
<td>$33.99</td>
</tr>
</tbody>
</table>

*All prices subject to change

Chromebook Specifications:
Lenovo 500e Chromebook
- Chrome OS™
- Intel Celeron N4100 Quad-core 1.1 GHz
- 11.6” HD (1366 x 768) 16:9 Screen
- 4 GB, LPDDR4 SDRAM
- 32 GB SSD
- Dual band Wi-Fi 802.11ac
- HD Camera

Tablet Specifications:
Lenovo 10e Chromebook Tablet
- Chrome OS™
- MediaTek 8 Core 2 GHZ
- 10.1” WUXGA (1900 X 1200) Screen
- 4GB, LPDDR4 SDRAM
- Dual band Wi-Fi 802.11ac
- Front Camera 2 MP, Back Camera 5 MP
Student Device Technical Support:

Library personnel will be the first point of contact for repair of the Student Devices. Referrals will be made to the Technology Department from the librarian or main office staff for service that requires attention from the technology department. Services include:

- User account support
- Coordination of warranty repair
- Distribution of loaner Student Devices
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Student Device to factory default
- System software updates
Behaviors and Discipline Related to Student Computer Use

*The discipline policies encompass the 1:1 environment. GOB and NEJH will have expectations that address issues such as not having the Student Device charged, leaving the Student Device at home, not having the Student Device protected in the case, etc.

<table>
<thead>
<tr>
<th>Tech-related Behavior Violations</th>
<th>Equivalent ‘Traditional’ Classroom Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email, instant messaging, internet surfing, computer games (off-task behavior)</td>
<td>Passing notes, looking at magazines, games (off-task behavior)</td>
</tr>
<tr>
<td>Missing case, not charging the Student Device, or leaving the Student Device at home.</td>
<td>No binder/missing supplies</td>
</tr>
<tr>
<td>Cutting and pasting without citing sources (Plagiarism)</td>
<td>Plagiarism</td>
</tr>
<tr>
<td>Cyber-bullying</td>
<td>Bullying, harassment</td>
</tr>
<tr>
<td>Damaging, defacing, or endangering Student Device or accessories</td>
<td>Vandalism, property damage</td>
</tr>
<tr>
<td>Using profanity, obscenity, racist terms</td>
<td>Inappropriate language</td>
</tr>
<tr>
<td>Accessing sexually oriented material, inappropriate files, or files dangerous to the integrity of the network</td>
<td>Bringing sexually oriented or other inappropriate content to school in print form</td>
</tr>
<tr>
<td>Using an electronic resources account authorized for another person</td>
<td>Breaking into or using someone else’s locker</td>
</tr>
</tbody>
</table>
## 1:1 Student Device Program Disciplinary Guidelines

This section is provided in an effort to make all parents, teachers, & students aware of the responsibilities associated with efficient, ethical, and lawful use of Student Devices. Student use of Student Devices as a technology resource is a privilege. Classroom violations and discipline are outlined below.

<table>
<thead>
<tr>
<th>Violations</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student is on website, email, or any other computer activity that is not part of classroom instruction</td>
<td>Student is off-task, not following directions</td>
</tr>
<tr>
<td></td>
<td>Teacher discretion</td>
</tr>
<tr>
<td>Student is emailing, instant messaging, chatting, or engaging in any other electronic communication during instruction.</td>
<td>Student is off-task, not following directions</td>
</tr>
<tr>
<td></td>
<td>Teacher discretion</td>
</tr>
<tr>
<td>Student sends intimidating or threatening email, instant message or any other type of electronic communication to another student.</td>
<td>Cyber-bullying</td>
</tr>
<tr>
<td></td>
<td>-Immediate student referral -Teacher to inform admin. -Admin phone call home -Teacher to print or email copy of message to Principal -Possible loss of Student Device or restricted Chrome mode for a period determined by admin.</td>
</tr>
<tr>
<td>Student attempts to bypass the district internet filter, uses a proxy server, modifies browser, or creates an environment on their Student Device to conceal internet activity.</td>
<td>Concealing activity</td>
</tr>
<tr>
<td></td>
<td>-Immediate student referral -Admin to inform parent/guardian -Loss of Student Device or restricted Chrome mode for a period determined by admin.</td>
</tr>
</tbody>
</table>
| Student uses another student or teacher’s username/password combination to log on to Google account, or any account associated with another student or teacher. | Breach of confidentiality Cheating/Copying | -Immediate student referral  
-Teacher/Student to inform Principal to change password.  
-Loss of Student Device or restricted Chrome mode for a period determined by admin. |
|---|---|---|
| Student looks at or displays inappropriate image/s, and/or dangerous/threatening material. | Off-task Viewing inappropriate/obscene material. | -Immediate student referral  
-Admin to inform parent  
-Possible loss of Student Device or restricted Chrome mode for a period determined by admin. |
| Student defaces Student Device in any manner including adding stickers, peeling labels, changing keyboard layout, removing working parts, writing on Student Device, etc. | Vandalism | -Immediate student referral  
-Additional consequences, depending on severity |
| Student places Student Device in compromising situation (i.e. leaving device hallway or in unsupervised area) | Lack of Responsibility | -Teacher and admin discretion. |
| Student purposely damages their Student Device or damages another student’s Student Device. | Vandalism | -Immediate student referral  
-Teacher/Admin conference with -student and parent.  
-Loss of Student Device until device can be repaired.  
-In case of damaging another student’s Device, loss of Student Device for a period determined by admin. |
| Student does not bring Student Device to school. | Lack of Responsibility | -Teacher will document occurrences.  
-Teacher and admin discretion |
Technology Responsible Use:  
Silvis School District #34  
Access to Electronic Networks 6:235

6:235 Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District’s instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District’s electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent’s implementation plan, use the Internet throughout the curriculum.

The District’s electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District’s electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District’s electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District’s administrative procedure, Acceptable Use of the District’s Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user’s account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy’s implementation plan to address the following:
1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including “hacking” and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access
Each staff member must sign the Authorization for Access to the District’s Electronic Networks as a condition for using the District’s electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District’s computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District’s administrative procedure, Acceptable Use of the District’s Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.:  
Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l).  
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.  
720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications)


ADOPTED: 09/21/16
Administrative Procedure – Acceptable Use of Technology Policy (AUP)  AUP Procedure
Silvis School District #34
Student Device USE AGREEMENT

Student/Parent Student Device Use Agreement 2020-2021

In this agreement, “Chromebook” means Lenovo Chromebook and all its components, case, software, battery, and charger.

Parent and Student please initial each section:

<table>
<thead>
<tr>
<th>P:</th>
<th>TERMS:</th>
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<tbody>
<tr>
<td></td>
<td>• You will comply at all times with the Silvis School District’s Student Device Policy Handbook and its guidelines as well as the Technology Responsible Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Student Devices are assigned to a single individual and are not to be shared.</td>
</tr>
<tr>
<td>S:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P:</th>
<th>TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Legal title to the Student Device is the Silvis School District #34. The student’s right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Student Device Policy Handbook.</td>
</tr>
<tr>
<td>S:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>P:</th>
<th>LOSS OR DAMAGE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• If the property is accidentally damaged or incurs loss due to an act of nature, Silvis School District #34 will assess the Student Device damage and repair or replace the device for the 1st occurrence. If the property is stolen, a police report must be filed by the student or student’s parents/guardian involved in the loss of property. Loss or theft of the property must be reported to Silvis School District #34 by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police.</td>
</tr>
<tr>
<td>S:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>P:</th>
<th>REPOSSESSION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Students not complying with all terms of this Agreement and the Student Device Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Student Device to take possession.</td>
</tr>
<tr>
<td>S:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P:</th>
<th>TERM OF AGREEMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by Silvis School District #34 or upon student withdrawal from the school district.</td>
</tr>
<tr>
<td>S:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P:</th>
<th>THEFT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Your failure to timely return the property and the continued use of it for non-school purposes without the school’s consent will be considered theft of school property.</td>
</tr>
<tr>
<td>S:</td>
<td></td>
</tr>
</tbody>
</table>
Silvis School District #34
STUDENT/PARENT Student Device AGREEMENT

Grades Pre-K - 8

- I will take good care of my Student Device and know that I will be issued the same Student Device each year.
- I will never leave my Student Device unattended in an unsecured or unsupervised location.
- I will never loan out my Student Device to other individuals.
- I will know where my Student Device is at all times.
- I will charge my Student Device’s battery to full capacity each night.
- I will keep food and beverages away from my Student Device since they may cause damage to the device.
- I will not disassemble any part of my Student Device or attempt any repairs.
- I will protect my Student Device by always carrying it in a secure manner to avoid damage.
- I will use my Student Device in ways that are appropriate for education.
- **I will not place decorations (stickers, markers, writing, etc.) on the Student Device.**
- I understand that the Student Device I am issued is subject to inspection at any time without notice and remains the property of the Silvis School District #34.
- I will follow the policies outlined in the Student Device Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by misuse or abuse.
- I agree to pay the full replacement cost of my Student Device, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Student Device, case, power cord/charger in good working condition at the end of each school year.

**Technology Responsible Use Agreement**

**Student Agreement**
Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the Silvis School District #34 Acceptable Use Policy Guidelines as stated in this document and board policy.

**Parent/Guardian Agreement**
In consideration of the privileges and opportunities afforded by the use of the Silvis School District #34 technology and computer resources, I hereby release the Silvis School District #34 and its agents from any and all claims of any nature arising from my student’s use or inability to use the Silvis School District #34 technology and computer resources.

__________________________________________________________  __________________________
Student Signature                                            Date

__________________________________________________________  __________________________
Parent/Guardian Signature                                   Date

*District Student Device Policy can be found in the main office or online at [www.silvisrockets.com](http://www.silvisrockets.com)*
## Appendix G

### Remote Learning/E-Learning Plan

<table>
<thead>
<tr>
<th></th>
<th><strong>George O. Barr Elementary</strong></th>
<th><strong>Northeast Junior High School</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in e-learning or remote learning days.</td>
<td>Each student will receive a minimum of 5 clock hours of lessons, assignments, work time, etc. per day. Principals will monitor the total workload for all content areas and specials/related arts courses. Emphasis will be placed on instruction in literacy and math.</td>
<td>Each student will receive a minimum of 5 clock hours of lessons, assignments, work time, etc. per day. Principals will monitor the total workload for all content areas and specials/related arts courses. Emphasis will be placed on instruction in literacy and math.</td>
</tr>
<tr>
<td>Means for students to confer with educators.</td>
<td>All teachers will utilize Google Classroom, including Gmail and Google Meets, as well as the Seesaw program to communicate with students.</td>
<td>All teachers will utilize Google Classroom, including Gmail and Google Meets, to communicate with students.</td>
</tr>
<tr>
<td>Way the schools will provide instruction aligned to the Illinois Learning Standards and curricular mandates, during remote learning days and/or blended remote learning days.</td>
<td>When students attend in-person the instructional focus will be on ELA and math. The days that students attend remotely, they will also have daily assignments and lessons in ELA, math, science, and social studies that are aligned to the Illinois Learning Standards. Teachers that are responsible for teaching mandates curricular items will provide lessons online.</td>
<td>When students attend in-person the instructional focus will be on ELA and math. The days that students attend remotely, they will also have daily assignments and lessons in ELA, math, science, and social studies that are aligned to the Illinois Learning Standards. Teachers that are responsible for teaching mandates curricular items will provide lessons online.</td>
</tr>
<tr>
<td>Ensure access from home or other remote facility for all students participating, including computers, internet, and other forms of electronic communication that must be utilized in the proposed program.</td>
<td>Students in grades K-1 will be provided with a tablet to utilize for remote learning. Any Pre-K family that does not have an electronic device will be provided with one by the district. All students in grades 2-5 will be provided with a Chromebook, case, charger, and headphones. Any family that does not have Wi-Fi will be provided with a Kajeet hotspot. All students will take their device home daily. At the beginning of the school year, students will be instructed in how to use the device and how to get help if they have questions. All expectations, processes and procedures are outlined the Student Device Policy Handbook.</td>
<td>All students will be provided with a Chromebook, case, charger, and headphones. Any family that does not have Wi-Fi will be provided with a Kajeet hotspot. All students will take their device home daily. At the beginning of the school year, students will be instructed in how to use the device and how to get help if they have questions. All expectations, processes and procedures are outlined the Student Device Policy Handbook.</td>
</tr>
<tr>
<td>Ensure appropriate learning opportunities for special populations including special education, English Learners, homeless or vulnerable populations.</td>
<td>All IEP’s and 504 Plans will be reviewed. Students will be scheduled for in-person learning based on their individual needs. Teachers will provide personalized learning options for students with IEP’s and/or special needs, to the extent practicable.</td>
<td>All IEP’s and 504 Plans will be reviewed. Students will be scheduled for in-person learning based on their individual needs. Teachers will provide personalized learning options for students with IEP’s and/or special needs, to the extent practicable.</td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>Monitor and verify each student’s electronic participation. Method for taking attendance.</td>
<td>The first assignment of the day will be to sign-in to verify attendance. Teachers will review how many students submitted assignments/complete work in Google classroom. If the teacher has not been able to contact a student for three consecutive days, the principal will be contacted.</td>
<td>The first assignment of the day will be to sign-in to verify attendance. Teachers will review how many students submitted assignments/complete work in Google classroom. If the teacher has not been able to contact a student for three consecutive days, the principal will be contacted.</td>
</tr>
<tr>
<td>Address the extent to which student participation is within the student’s control as to the time, pace and means of learning.</td>
<td>Parents and students have 100% control over time, pace, and means of learning.</td>
<td>Parents and students have 100% control over time, pace, and means of learning.</td>
</tr>
<tr>
<td>Provide effective notice to students and their parents/guardians of the use of particular days for e-learning or remote learning.</td>
<td>Communication is sent from the district office through email, School Messenger, and Facebook. GOB teachers and administrator’s will follow-up via email, Google Meets, etc.</td>
<td>Communication is sent from the district office through email, School Messenger, and Facebook. NEJH teachers and administrator’s follow-up via email, Google Meets, etc.</td>
</tr>
<tr>
<td>Provide staff and students with adequate training for participation on e-learning or remote learning days.</td>
<td>Training is being provided to all elementary teachers during the 2020-2021 school year. In addition, all teachers have the opportunity to get Google certified during the summer. A consultant is being brought in to provide instruction in the effective use of technology when providing instruction.</td>
<td>NEJH teachers were provided with training between August 2019 and February 2020, in the effective use of Google Classroom. Training will continue during the 2020-2021 school year. In addition, all teachers have the opportunity to get Google certified during the summer. The same consultant is being brought in to provide instruction in the effective use of technology when providing instruction.</td>
</tr>
<tr>
<td>Ensure that all teachers and staff who may be involved with provisions of e-learning or remote learning days have access to any and all hardware and software that may be required of the program.</td>
<td>All teachers have a district issued laptop that they can use during e-learning or remote learning. If they need Wi-Fi access, they will be provided with a hotspot.</td>
<td>All teachers have a district issued laptop that they can use during e-learning or remote learning. If they need Wi-Fi access, they will be provided with a hotspot.</td>
</tr>
<tr>
<td>Ensure an opportunity for any collective bargaining negotiations with representatives of the school district’s employees that would be legally required, and including all classifications of school district employees who are represented by the collective bargaining agreements and who would be affected in the event of an e-learning or remote learning day.</td>
<td>The superintendent has routinely collaborated with the SEA leadership.</td>
<td>The superintendent has routinely collaborated with the SEA leadership.</td>
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<td>Review and revise the program as implemented to address difficulties confronted.</td>
<td>GOB will review and revise through both parent and student feedback, student work completion, and teacher experiences and feedback. Surveys and meetings will be conducted to get feedback from teachers regarding the remote learning process, as well as needs identified during the implementation process.</td>
<td>NEJH will review and revise through both parent and student feedback, student work completion, and teacher experiences and feedback. Surveys and meetings will be conducted to get feedback from teachers regarding the remote learning process, as well as needs identified during the implementation process.</td>
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<td>Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students 30 days prior to utilizing an e-learning day or remote learning day.</td>
<td>A re-entry and remote learning plan was created by a team. It includes information about processes, procedures and expectations. The BOE will approve the plan on July 22, 2020, after which it will be posted on the webpage and sent out to stakeholders.</td>
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<td>Plan to transition back to on-site learning.</td>
<td>When schools resume on-site learning, teachers will be contacted immediately and instructed to begin the planning process for in-person instruction and re-teaching of routines and expectations. Parents and community members will receive communication regarding the daily schedule and expectations.</td>
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