

Rock Falls Township High School

RETURN-TO-SCHOOL PLAN

Updated July 29, 2020

IN RESPONSE TO COVID-19



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INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), Illinois Department of Public Health (IDPH), and Illinois State Board of Education (ISBE). Regular updates will be made to this plan based on information provided by the CDC, WHO, IDPH, ISBE, or other state and local agencies. This document is subject to change as additional guidelines are issued by ISBE and IDPH and/or stakeholder feedback is evaluated. Students, parents, and teachers will be notified of these changes as they occur.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees and students, the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR STAFF, STUDENTS, AND FAMILIES

SECTION I: SAFETY OF STUDENTS, STAFF, AND VISITORS

VISITOR RESTRICTIONS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitors will be asked to complete a simple screening questionnaire and temperature check. Participation is important to help us take precautionary measures to protect everyone in the building. All visitors must wear proper PPE face coverings and use hand sanitizer upon entering the building. Whenever possible, meetings will take place in the career center or at the window in the entryway. If a visitor truly needs to be in the office, social distancing will be maintained, and the office staff will be behind the counter shield.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete a self-screening before entering the school building. Teachers will complete a google form daily that indicates that they have a temperature below 100.4 degrees and free from the following symptoms.

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential.

STUDENT SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring temperature checks before entering the school building. Temperature checks will be conducted by staff through the use of a touchless thermometer. Students must also self-certify by answering a set of questions related to COVID-19 symptoms as follows:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

If a student has a temperature of 100.4 degrees Fahrenheit or is showing other symptoms, he/she will be given gloves and escorted to a quarantine location while parents are notified. Please be aware that the health department will also be notified if a student has been quarantined due to symptoms.

HEALTH PROTOCOL

- NON COVID-19 SITUATIONS

- If a student or an employee becomes ill at school or has been directly exposed to someone who may be ill, he/she may be asked to go home or to the nearest health center.
- When a student is called in absent due to illness, the parent/guardian must provide specific information regarding the symptoms. The parent/guardian may be contacted to provide additional information before the student returns to school.

- POSSIBLE COVID-19 SITUATIONS

- If a student or an employee becomes ill at school or has been directly exposed to someone who may be ill, he/she may be asked to go home or to the nearest health center.
- If a student or an employee has been diagnosed with COVID-19, he/she is required to quarantine at home for a minimum of 14 days.
- If a student or an employee has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed that he/she has COVID-19 and may not return to work/school until the following criteria have been met:
 1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 2. Respiratory symptoms (cough, shortness of breath, etc.) have improved
- Students or staff returning from illness related to COVID-19 should call to check in with the school nurse.

GUIDANCE IF EXPOSED

If an employee or student becomes ill on campus/district, he/she will immediately report to the district nurse's quarantine room, and a case form will be completed by the district nurse. Once the employee or student arrives at the quarantine room, he/she will be immediately provided gloves and any other personal protective equipment deemed necessary to help protect employees and students and prevent the spread of the potential virus.

- The nurse must complete the HANDOUT: Suspected COVID-19 Case Form and call the local health authority to seek advice regarding transportation and location.
- The nurse and others attending to the suspected infected person should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and an administrator must identify persons who may have come in contact with the suspected infected person. Unless required by the local health authority, the name of the student/employee should not be provided.
- Employees will be advised that they may have been in contact with a suspected case of COVID-19 and continue to self-screen every morning, and based on the results, contact the Nurse or administration as necessary.
- The quarantine area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
- If a student is quarantined at home due to COVID-19, the student will be considered a full remote student and be required to follow all remote guidelines until the quarantine period is complete.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. RFHS employees, students, parents, and visitors should practice staying approximately 6 feet away from others to the extent possible.

- Traffic Flow - Taped lines on the floor will mark the walking direction throughout the school in order to maintain the social distancing requirement of 6 feet.
- Lockers – To further ensure student safety and adhere to IDPH recommendations, the use of lockers will be suspended. Students will be expected to carry a backpack to each class with all necessary materials. These materials should

include, but are not limited to, writing utensils, binder(s) or notebook(s) with paper, extra face mask, school-issued computer device, and charger.

- Locker Rooms - The use of locker rooms will also be suspended. Students will not be required to dress for PE but will be expected to wear comfortable clothing/shoes that allow for walking.
- Informal Interactions/Gatherings - Non-essential/informal meetings and visiting should be avoided.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE is required.

Masks: In accordance with IDPH and ISBE, face coverings must be worn at all times in the school building even when social distancing is maintained. All students and staff will be required to wear a school-appropriate face mask, unless excused through medical documentation. Each student will be provided 3 washable/reusable face masks by the school.

Face Shields: New studies have shown that face shields are not as effective as masks in preventing the spread of COVID-19. Therefore, face shields will not be allowed unless proper medical documentation is provided prior to use.

Discipline: Refusal to abide by these regulations poses a significant risk to students and staff; therefore, the following consequences have been set for refusal to wear appropriate face coverings:

1st offense – Warning

Refusal to Comply with Warning – The student will not be permitted to attend class or remain in the school building, and a Parent Meeting will be scheduled.

2nd offense – The student will not be permitted to attend class or remain in the school building, having demonstrated the preferred option to continue instruction exclusively through remote learning. The student will be allowed to return when he/she has agreed to comply with ISBE, IDPH, and CDC guidelines.

Please note that social distancing should still be practiced even with the use of proper PPE. In addition to using PPE, please remember to:

- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

- Avoid touching the eyes, nose, and mouth.
- Mouth and nose should be covered with a tissue when coughing or sneezing.

CLASSROOMS/SHARED WORKSPACE

Portable hand sanitizer stations will be set up in each doorway for students to use when entering and exiting the building. Students will be asked to use the hand sanitizer provided in each classroom upon entering and exiting the room. In addition, at the end of each class period, the desks will be disinfected. Teachers are encouraged to disinfect their own workspaces multiple times throughout the day, giving special attention to commonly touched surfaces. Students are asked to disinfect any public use objects (such as pencil sharpeners or door handles) before and after use.

Each class will have assigned seating to limit cross contamination. Teachers will space desks as far apart as possible or assign seating to every other desk. Desks will all face one direction in the room, and students will not be seated in groups or pods.

The RFHS Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure and ensure employee safety. Workspace usage is as follows::

Capacity- RFHS will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Conference Room- Conference room will be closed until further notice.

Copy Room and Library Workroom- There will be limited capacity in the copy rooms. Signage indicating restrictions will be posted as each phase is implemented. The laminating machine will be used by library staff only. Teachers should drop off material to be laminated in the library mailbox or in the library.

FACILITIES CLEANING

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc., to protect employees and reduce the risk of spread

of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

GENERAL DISINFECTION MEASURES		
Workspaces	Classrooms, Offices	At the end of each use and end of each day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier Machines, Shared Computer Monitors, TVs, Telephones, Keyboards	At the end of each use and each day
General Used Objects	Handles, Light Switches, Sinks, Restrooms	Multiple times a day
Common Areas	Cafeteria, Library, Conference Rooms, Gyms, Common Areas	At the end of each use and end of each day

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. Deep cleaning should be performed as soon as practical after the confirmation of a positive test is received by the school. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so and if they gain consensus of the superintendent and the COVID-19 Crisis Team. Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, in lieu of performing deep cleaning, sites may shut down for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

BUS DRIVERS/BUS PROTOCOLS

Currently, our busing company is choosing not to conduct temperature checks on the bus. Masks must be worn at all times on the bus in accordance with the school policy. This policy applies to students as well as bus drivers. RFHS recommends providing your own transportation to and from school, if at all possible.

Social-Emotional Well-Being of STUDENTS AND STAFF

The counselors will work with students individually or in small groups to address any well-being needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs. Counselors will also have resources available for students.

SECTION II: HYBRID LEARNING - COMBINING IN-PERSON AND REMOTE LEARNING

Class Schedule

The RFHS Re-Opening Team has worked hard to find a balance in providing students in-person instruction while also taking every precaution to keep students safe. The following modified schedule was developed and will be implemented this fall for the following reasons:

1. This schedule allows for a reduction in the number of students in the building at one time, allows us to limit exposure for students, and allows us to better adhere to social distancing guidelines.
2. We acknowledge and agree that in-person learning is best for each student. We feel this schedule maximizes in-person opportunities for students while also meeting the safety regulations as discussed above.
3. If a return to full remote learning were required, both students and teachers will be experienced in the tools and methods adopted by the school for remote learning. This will make the transition to full remote learning more effective.

The team has discussed at length a variety of options and has chosen this option to meet the needs of all our students.

HYBRID SCHEDULE

Students will be split into two groups of students designated as A and B. These groups will alternate daily between in-person instruction and remote instruction. Notification of the assigned group as well as a calendar in which the attendance days for each group are labeled will be given to students. The schedule will work as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1	<p>Group A: In Class</p> <p>Group B: Remote Learning</p>	<p>Group A: Remote Learning</p> <p>Group B: In Class</p>	<p>Group A: In Class</p> <p>Group B: Remote Learning</p>	<p>Group A: Remote Learning</p> <p>Group B: In Class</p>	<p>Group A: In Class</p> <p>Group B: Remote Learning</p>
WEEK 2	<p>Group A: Remote Learning</p> <p>Group B: In Class</p>	<p>Group A: In Class</p> <p>Group B: Remote Learning</p>	<p>Group A: Remote Learning</p> <p>Group B: In Class</p>	<p>Group A: In Class</p> <p>Group B: Remote Learning</p>	<p>Group A: Remote Learning</p> <p>Group B: In Class</p>

In the event of a school holiday, the schedule will continue to alternate beginning on the next scheduled school day. All students will engage in remote learning on our scheduled school improvement days, as indicated on the school calendar. In the event of a snow day, all students will engage in remote learning.

SPECIAL EDUCATION SUPPORT

In an effort to provide additional support for special education students, the district will give students with an IEP the option to attend in-person classes 5 days a week. This will allow for additional teaching time as well as assistance with remote assignments on the students' assigned remote learning day. In order for the district to plan and adhere to social distancing guidelines, parents/guardians will be asked to sign up for this option at the beginning of the school year. Should a parent/guardian wish to enroll in this option at a later time, he/she will need to reach out to the Special Education Coordinator to make arrangements.

DAILY SCHEDULE

The daily schedule for in-person learning has also been adjusted. Passing periods have been slightly shortened. This is because students will no longer need to go to their lockers between periods, and social gathering in the hallway should be limited. There is also only a single lunch period due to lunch being served in the classroom. This new schedule maintains the regular class length and also provides extra time for teachers at the end of the day to hold Office Hours for students who are home on Remote Learning. The schedule will be as follows:

Time	Class Period	Total Class Length
7:50 – 8:37	1 st Period	47 minutes
8:40 – 9:28	2 nd Period	48 minutes
9:31 – 10:18	3 rd Period	47 minutes
10:21 – 11:09	4 th Period	48 minutes
11:12 – 11:59	5 th Period	47 minutes
11:59 – 12:29	Lunch (In 5 th Period Room)	30 minutes
12:32 – 1:20	6 th Period	48 minutes
1:23 – 2:10	7 th Period	47 minutes
2:10 – 2:55	Teachers will hold virtual Office Hours to contact and communicate with students on remote learning and prepare necessary materials.	

RESTROOM USAGE

Students will be allowed to use the restroom during class time to minimize traffic and the number of students in the restroom. Students must have planners filled out by a teacher to be excused from the classroom.

ATTENDANCE

RFHS takes the safety of its students and staff very seriously. In accordance with federal, state, and local health guidelines, RFHS recommends that students and staff are to stay home if feeling ill and especially if feeling known symptoms of COVID-19. For this reason, we will forego

the 5-day call-off policy for the time being. However, students are still subject to compulsory student attendance mandates, requiring that a student must be in attendance unless excused for a valid cause. If a student is absent for illness or a valid cause, parents/guardians are still required to contact the school within 24 hours by 2:30 pm of the day following the absence. If a student is called off due to illness, the parent/guardian is required to report specific symptoms of the illness, even if leaving a message. For a student to be excused to leave for an appointment, the student must be excused by a parent/guardian, sign out, sign back in upon his/her return, and present the documentation to the main office. In accordance with Illinois School Code, Section 26-2a, trancies or unexcused absences, including no call-off, no provided documentation for an appointment, and/or absence without valid cause, will still be monitored, reported to the Truancy Director at the Regional Office of Education, and/or follow policies and procedures as posted in the student handbook. Attendance will be taken every day during in-person instruction during each period. Please also see Attendance on Remote Days below for attendance policies on remote learning days.

PROCEDURES FOR ENTERING THE BUILDING

The doors will remain closed to students until 7:30 am. Until that time, no students are allowed in the building. Before entering the building, students must self-certify to be free of symptoms and have their temperatures checked. Please see student screening protocol on page 4. The following three doors will be available for student entrance.

- **Door 1 located on the S-Curve (Rocket Drive)**
- **North Parking Lot Doors**
- **Students eating breakfast may come in Cafeteria doors**

Teachers will enter through the tunnel doors and self-certify. See employee screening on page 4.

LUNCH

Students will eat lunch in their 5th hour classrooms immediately following their 5th hour class. A sack lunch will be delivered to the classroom for each student. Students may bring their own lunches if they choose, but lunches must be kept in a lunch box either in their backpacks or attached to their backpacks until the designated lunch time. Students will not be allowed to have lunches dropped off in the office for delivery. There will be no open campus lunch this year. Masks may be removed during lunch in order to eat. While eating, face masks should not be placed on desks or other furniture. Students may lower masks around the neck, hang them from an ear, or place them in their backpacks until they are finished eating.

Ordering Lunch: If a student is choosing to eat a lunch provided by the school, students will be required to sign up for a lunch through a google form by **8:37 am**. If a student does not

complete the form by the designated time, a lunch may not be available for them. Students will be charged for lunch as usual.

Breakfast: Breakfast will be provided in the cafeteria beginning at 7:30 am. Students may eat their breakfast in the cafeteria as long as they adhere to social distancing guidelines and sit only in designated spaces. Students not eating breakfast will not be allowed to sit in the cafeteria. Students will be charged for breakfast as usual.

LIBRARY POLICIES

Students will have limited physical access to the library, but they will be able to check out books and access all resources. Students should use the online catalog to place holds on library books, and books will be delivered to students in classrooms by library staff. Students and staff are encouraged to use the digital resources of the library and to contact the Media Specialist if there are any problems or questions. Video instructions on how to access resources will be placed on the library website. Secured and limited contact book returns will be placed around the school. All returned library materials will be quarantined in sealed containers for 72 hours before the next use.

GRADING POLICY

Teachers and students will be expected to follow all grading policies as outlined in the student handbook with one exception. Grades will now be calculated on a total points system as opposed to the percent Summative or Formative system that was used previously. Unlike this past spring, students' grades can be negatively impacted by a lack of participation in remote learning.

COMMUNICATION METHODS

To stay updated on the most up-to-date information, teachers, students, and parents should do the following:

1. Check their email often
2. Visit our district website
3. Follow the District and /or School Facebook pages
4. Teachers will use Google Classroom for all classes
5. Teachers may choose to communicate with students through the use of Remind
6. Teachers will be available for direct communication (Zoom, phone calls, etc.) during the designated office hours of 2:10 pm to 2:55 pm.

REMOTE LEARNING DAYS DURING HYBRID SCHEDULE

ATTENDANCE ON REMOTE DAYS

Students are expected to be engaged in their classwork on each designated remote learning day. During remote learning, for a student to be counted as present for the day, the student will be required to contact his/her 7th hour teacher by 2:30 pm. Each 7th hour teacher will provide the student with a link for a google form. This form must be completed and submitted online by 2:30 pm. If a student fails to submit this form by the deadline, he/she will be marked absent for the entire day. If a student is unable to complete school work, including the attendance form, due to illness or other valid cause, this must be documented as any other absence. Students scheduled to take part in remote learning are subject to the same attendance policies and regulations as written above.

LUNCH

Lunch will be available to pick up for students on Remote Learning days between the times of **11:15 am and 11:45 am**. Students may enter the building through the cafeteria doors on the S-curve. Students will pick up a sack lunch and exit the building. Students scheduled for remote learning will not be allowed to eat in the building. Appropriate face masks must be worn at all times during the lunch pick up.

Ordering Lunch: If a student is choosing to eat a lunch provided by the school, students will be required to sign up for a lunch through google form by **8:37 am**. If a student does not complete the form by the designated time, a lunch may not be available for them. If students order a lunch on a remote learning day, then a breakfast item will be included.

HOMEWORK

Students will be expected to complete and submit work during remote days. All teachers will be using Google Classroom this year to provide a consistent platform for students to access and use. Students will receive training on how to use Google Classroom during the first week of classes. Therefore, it is expected that digital assignment turn-in will be completed through Google Classroom by midnight on the assigned due date. Any work submitted after the due date and time will be considered late in accordance with school handbook policies. If any unforeseen issue arises that prevents an assignment from being submitted, it is the student's responsibility to contact his/her teacher in a reasonable time. Acceptance of the work will then be at the teacher's discretion.

TECHNOLOGY SUPPORT

RFHS is committed to making sure the technology is working properly and students are prepared to meet the expectations for its educational use. The school has a technology director to support all students and staff with issues arising from the use of technology and digital resources. The tech director's normal office hours are 7:15 am to 3:15 pm on Monday, Wednesday, and Thursday but may vary based on workload. Please send an email to helpdesk@rfhs301.org for assistance. Our technology director will also be preparing a series of videos that will explain how to fix some common issues. These videos will be posted on the school library website. Any student or staff member is also encouraged to contact the Media Specialist at library@rfhs301.org if there is a problem regarding digital books, audio books, library databases, or passwords. In the event of a non-functioning or damaged school-issued device, please bring the device to the library during normal school hours so they may assess and disperse a loaner as needed. If the library is unavailable, please bring the device to the front office during school office hours and arrangements will be made.

For Hybrid Students who need access to the internet on their designated Remote Learning days, the cafeteria will be open to students from 7:30 am to 11:30 am. Students will have to go through the temperature and symptom screening at the Cafeteria door. This space will operate as a study hall environment and be supervised by a RFHS staff member.

WACC STUDENTS

Students enrolled in WACC will be required to attend WACC classes 5 days a week. Students will be required to ride the bus provided by the school each day. Students riding the school bus will have their temperatures checked at RFHS before boarding the bus and upon returning to RFHS. On remote learning days, students will need to arrive in the cafeteria by 9:15 am. If students miss the bus, they will not be allowed to drive themselves to WACC and will be marked absent for that day.

SECTION III: OPTIONAL FULL REMOTE INSTRUCTION

Although we believe in-person instruction is best for student learning and would like to provide instruction for each student in-person, we understand this is a personal decision each family should make. Therefore, RFHS would like to offer the option to choose full remote instruction. This instruction will be structured as follows:

ATTENDANCE

Students are expected to be engaged in their classwork on each week day. The student will be required to contact his/her 7th hour teacher by 2:30 pm. Each 7th hour teacher will provide the student with a link for a google form. This form must be completed and submitted online by 2:30 pm. If a student fails to submit this form by the deadline, he/she will be marked absent for the entire day. If a student is unable to complete school work, including the attendance form, due to illness or other valid cause, this must be documented as any other absence. Students scheduled to take part in remote learning are subject to the same attendance policies and regulations as written in the handbook.

INSTRUCTION

Remote students will be assigned an A or B group. Teachers will provide video instruction to match the learning that is provided in the classroom on a student's assigned in-person days. The teacher will either live-stream his/her class or provide pre-recorded videos. This decision will be communicated by the teacher. Teachers may provide other additional resources and notes through Google Classroom to help students complete assignments remotely.

HOMEWORK

Assignments for remote students will match rigor and content with assignments given to students choosing the hybrid option. Teachers may make alterations to assignments to accommodate students working remotely. To receive credit for the course, students are expected to complete assignments and assessments with passing grades by the assigned due dates. All teachers will be using Google Classroom this year to provide a consistent platform for students to access and use. Students will receive training on how to use Google Classroom during the first week of classes. Therefore, it is expected that digital assignment turn-in will be completed through Google Classroom by the midnight of the assigned due date. Any work submitted after the due date and time will be considered late in accordance with school handbook policies. If any unforeseen issue arises that prevents an assignment from being submitted, it is the student's responsibility to contact his/her teacher in a reasonable time. Acceptance of the work will then be at the teacher's discretion.

GRADING POLICY

Teachers and students will be expected to follow all grading policies as outlined in the student handbook with one exception. Grades will now be calculated on a total points system as opposed to the percent Summative or Formative system that was used previously. Unlike this past spring, students' grades can be negatively impacted by a lack of participation in remote learning. Teachers may assign participation points for attendance in virtual meetings.

CONTACTING TEACHERS

Teachers will be available for direct communication (Zoom, phone calls, etc.) during the designated office hours of 2:10 pm to 2:55 pm. During this time, teachers are available for immediate response. Students are free to contact their teachers through email, google classroom, or other channels offered by the teacher at any time; however, teachers will not be required to provide immediate responses outside of these office hours. Teachers will make every effort to respond to each student within 24 hours on weekdays.

CLASS SCHEDULE

Some classes will not be available under full remote instruction. Classes such as those offered by our Industrial Tech department require significant material and safety precautions that may not be available or replicated in the home. Other classes may be significantly altered due to similar reasons. Drivers Education, WACC, MIT, and CEO can not be offered for full remote students.

LUNCH

Lunch will be available to pick up for students on Remote Learning days between the times of **11:15 am and 11:45 am**. Students may enter the building through the cafeteria doors on the S-curve. Students will pick up a sack lunch and exit the building. Students scheduled for remote learning will not be allowed to eat in the building. Appropriate face masks must be worn at all times during the lunch pick up.

Ordering Lunch: If a student is choosing to eat a lunch provided by the school, students will be required to sign up for a lunch through google form by **8:37 am**. If a student does not complete the form by the designated time, a lunch may not be available for them. If students order a lunch on a remote learning day, then a breakfast item will be included.

EXTRA CURRICULARS

According to the Illinois State Board of Education's Fall 2020 Learning Recommendations, released on July 23, 2020, students must have equitable access to extracurricular activities. Per this guidance, RFHS will allow students who choose the Remote Learning Option normal access to in-person extracurricular activities.

IMPORTANT NOTICE

If you choose to enroll your student in full remote learning, you must complete the form on Skyward by July 29, 2020. If you do not complete the form by the given date, your student will be enrolled in the hybrid plan. If you would like to change your student's enrollment from full-remote to hybrid instruction, you will need to contact your student's counselor by October 9, 2020, to make arrangements. If RFHS is unable to return to full instruction by the second semester, parents will be contacted and offered the opportunity to select the preferred instruction style for the second semester.

STATE MANDATED SCHOOL CLOSURE

In the event that a full school closure becomes necessary, all students will transition to full remote learning. If a transition to full remote instruction becomes necessary, the school will follow the procedures outlined in the full remote plan.