



2020-21 Return to Learn Plan



A Message from Supt. Dr. Douglas Wood

In looking forward to the 2020-2021 school year, I present to you this plan for reopening the Ball-Chatham School District, which prioritizes the health and safety of our students and employees.

As you may recall, on March 17, 2020 school districts throughout Illinois were required to close buildings due to the impending threat of COVID-19. Since that time, the State of Illinois has released the Restore Illinois Plan, which gradually returns all industries to normalcy. We are currently in Phase 4 of the Restore Illinois Plan, which allows for schools to reopen with no more than 50 individuals in one space. By blending the learning models of our schools, utilizing consistent learning platforms, and providing adequate resources and professional learning opportunities to staff members, we will continue to provide academic support and continuity to our students.

Illinois State Board of Education Guidance

On June 23, 2020, the ISBE released guidance for schools to use in planning for returning to in-person learning. Requirements from the ISBE are:

- Require the use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing to be observed, as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals to self-certify that they are free of symptoms before entering school buildings; and,
- Require an increase in schoolwide cleaning and disinfection.

It is important to note that these requirements and guidelines are subject to change pursuant to updated public health guidance, changing public health conditions, and further directives from the ISBE. Should Illinois move from Phase 4 back to Phase 1, 2, or 3 due to a resurgence of the virus, it is possible that the governor will direct all Illinois schools to move to remote learning for all students for a period of time. All updates will be posted online at <https://www.chathamschools.org/coronavirus-school-messages> and shared with our families and employees.

At this time, Ball-Chatham is offering the following two K-12 options for the 2020-21 school year. (Pre-K will be largely remote learning, with restricted in-person learning as needs arise. More details on this to come.) Parents/ guardians, please log into your Skyward Family Access account by August 7 to register and select one of the two options listed below:

- **Option 1: Blended Learning: Half-Day In-Person & Remote Instruction** - With this option, students will be assigned morning or afternoon in-person sessions, Mondays through Thursdays, and learn remotely the other half of the day, and on Fridays. This Return to Learn plan outlines the protocols we are putting in place to resume in-person instruction based on guidance from the American Academy of Pediatrics, the Illinois Department of Public Health and Board of Education, and the Centers for Disease Control.
- **Option 2: Virtual Learning** - We know that in-person instruction is not an option for some of our students with elevated health risks, or who have family members with elevated health risks. Any families who do not feel comfortable having their children attend school in-person are not required to do so. Your students will be provided with online instruction.

I ask that you take the time to review Ball-Chatham's reopening plan presented in this guide to help you make the choice that is best for your children.

--Supt. Dr. Douglas Wood

Option 1: Blended Learning: Half Day, In-Person Plus Remote Instruction

The Ball-Chatham School District will open all six schools in August for in-person learning, while also taking prudent steps to keep our students, employees, and community safe and adhering to all applicable public health orders. **With this option, K-12th grade students will be assigned in person, half-day (mornings or afternoons) sessions, Mondays through Thursdays.** K-12th grade students will be expected to complete **remote learning** requirements each school day when they are at home, and on Fridays. All schools will start and end at the same time. **The morning session runs between 7:30-10:45 a.m.; and the afternoon session runs from 12:30 to 3:45 p.m.** The break in-between will allow for deep cleaning between sessions. ‘

The assignment of morning/afternoon sessions (see link below) was determined with prioritizing the need to keep families on the same schedule, among other factors. **These assignments are final and not subject to change.** [Session assignments per location](#)

Arrival

- Arrival and dismissal procedures will be set at each school. More information on updated procedures will be sent by your school principal prior to the start of the school year.
- **All students, employees, and visitors will be required to self-certify that they are symptom-free PRIOR to boarding a bus and/or arriving at our schools/offices.** If students or staff fail to self-certify before coming to school or work, they will be pulled for temperature and symptom checks in a separate area as they arrive.
- **Face masks will be mandatory for all students, employees, and visitors, unless: a medical contraindication is verified by a physician, the individual is under age 2, the individual is having difficulty breathing, or the individual is unable to remove the mask without assistance. Every student and staff member will be issued one washable mask. Students and staff are also encouraged to have additional face coverings on hand, as district supplies will be limited.**

Attendance

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

Hallways

- Limits will be placed on the number of students allowed in a hallway at one time.
- Restroom procedures will be established at each school to limit the number of students transitioning in the hallway and in restrooms at one time.
- The use of lockers (both hallway and gym lockers) at Glenwood Intermediate School, Glenwood Middle School, and Glenwood High School will be suspended. Students will be allowed to carry a backpack with them.

Classrooms

- Classroom seating will be configured with maximum allowable space between students.
- Sixth through 12th grade schedules will be developed in a way that will limit student movement throughout the day.
- Instructional plans will be modified to reduce student contact, sharing of materials or equipment, and maintain appropriate social distancing to the greatest extent possible.
- Class sizes will depend on student enrollment numbers, but will not exceed the typical district averages of 23 students per class. No classes will have more than 50 individuals in one space at one time.

PE/Electives for Grades 7-12

- If in-person, face masks will be required while indoors in all of these classes - including during indoor PE and while singing.
- Face masks may be removed if classes move outside and if students and staff are able to maintain 6 feet of social distance at all times.
- Students may remove face masks during instrumental music classes while playing their instruments.
- Glenwood High School and Glenwood Middle School locker rooms will not be utilized for PE. Students will not change into PE jerseys.

Personal Items

- Borrowing or sharing any items is restricted as much as possible. The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared.
- Students are encouraged to bring already filled and labeled water bottles to school.

Breakfast/Lunch

Note: Any households that do not receive notice of automatically qualifying for free/reduced meals can begin applying for meal benefits when the Skyward online registration system opens up on July 24. Applying for meal benefits is optional, but strongly encouraged.

- Grab-n-Go breakfasts and lunches will be available for purchase each day.
- Students in the morning session will have the option to grab a breakfast, immediately proceed to their first class and eat at their desks. Grab-n-Go lunches will be available for these students at dismissal, to take home to eat.
- Students in the afternoon session will have the option to grab a lunch, immediately proceed to their first class and eat at their desks. Grab-n-Go breakfasts will be available for these students at dismissal, to take home to eat for breakfast the next day.
- Since we cannot distance students who may have food allergies adequately in a classroom, at this time food items from home will not be allowed. However, we will work with families who have specific dietary/allergy concerns.

Required Yearly for Free/Reduced Meals and to waive registration fees:

- [Free/reduced lunch waiver application](#)
- [Income eligibility guidelines for free/reduced lunch applications](#)
- [Fees waiver](#)

Outdoor Recess for K-6th Grade

- Due to the time allotment of in-person learning each day, outdoor recess will not be held.

Transportation

- Routes will be created with a maximum number of 50 students on each bus.
- In order to finalize our routes, it's imperative that parents/guardians fill out their intent to have their children use bus transportation during online registration.
- The assignment of morning/afternoon sessions was determined with prioritizing the need to keep families on the same schedule, and other factors. **These assignments are final and not subject to change.** [Session assignments per location](#)
- Parents are required to complete the self-certification for their children before they board the bus and keep them home if they have any symptoms.

Visitors

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

Cleaning

- Increased daily cleaning protocols will be instituted at all facilities with an emphasis on repeated disinfecting of high-touch/high-traffic areas.
- Disinfectant has been provided to ALL staff so that cleaning can occur throughout the day.
- Objects and equipment will be cleaned and sanitized before and after use.
- Any area used by a sick person will be closed until proper cleaning and disinfection have been completed.
- Following CDC and OSHA guidance, extensive deep-cleaning of all Ball-Chatham facilities is being completed this summer.

Technology

Ball-Chatham is a 1:1 district. Kindergarten - first grade will keep their Chromebooks at home, at all times. Students in grades 2-12 will bring their Chromebooks to and from school each day. Device distribution will occur in August for any students who select the virtual instruction option, and who do not currently have a Ball-Chatham device at home. All devices are equipped with the GoGuardian Internet monitoring system. Students will be required to follow all Student Handbook and Board of Education Policy guidelines when using school-issued technology.

- People experiencing problems with Ball-Chatham Chromebooks should enter IT helpdesk tickets at <http://helpdesk.chathamschools.org/>

Fees

Fees for the in-person learning option are:

- Registration Fee - Grades K-4 \$130
- Registration Fee - Grades 5-12 \$155
- K-12 Technology Fee \$40
- GHS only - Parking Fee \$60 full year / \$30 half year
- GHS only - Driver's Ed \$250
- GHS only - Dual Credit \$50 (per class)
- Summer School \$250
- P.E. Jerseys (GMS/GHS) \$15 (Waived until further notice)
- P.E. Locks (GIS/GMS/GHS) \$5 (Waived until further notice)
- Athletic Fees \$100 (1 sport); \$150 (2 sports); \$300 (family) (Note - these would not apply if schools are not allowed to have sports)

Required Yearly for Free/Reduced Meals and to waive registration fees:

- [Free/reduced lunch waiver application](#)
- [Income eligibility guidelines for free/reduced lunch applications](#)
- [Fees waiver](#)

Technology

Ball-Chatham is a 1:1 district. Kindergarten - first grade will keep their Chromebooks at home, at all times. Students in grades 2-12 will bring their Chromebooks to and from school each day. Device distribution will occur in August for any students who select the virtual instruction option, and who do not currently have a Ball-Chatham device at home. All devices are equipped with the GoGuardian Internet monitoring system. Students will be required to follow all Student Handbook and Board of Education Policy guidelines when using school-issued technology.

- People experiencing problems with Ball-Chatham Chromebooks should enter IT helpdesk tickets at <http://helpdesk.chathamschools.org/>

Other Activities

- *Athletics* - Ball-Chatham CUSD #5 will follow the guidance and recommendations from the Illinois Elementary School Association (IESA) and the Illinois High School Association (IHSA) for athletic events. Ball-Chatham's Athletic Director will establish protocols and requirements for returning to practice and interscholastic competition.
- Field trips, assemblies, and other large gatherings will not be allowed.
- Meet the Staff, and other back-to-school events will be facilitated virtually instead of in-person.
- Ball-Chatham will close its facilities to outside groups until further notice, with the exception of the before and after school care programs offered by the YMCA.

Illinois Instructional Mandates

The Illinois State Superintendent of Schools has determined that Remote and Blended Remote Learning Days must ensure at least five clock hours of instruction or school work for each student. Students must meet all graduation and statutory requirements for curriculum (i.e. Constitution examination). Mandates are subject to change, pending further directives and development.

Option 2: Virtual Instruction

We know that in-person instruction is not an option for some of our students or their family members with elevated health risks, and for those who are not comfortable sending kids to in-person school. Their students will be provided online instruction through a third party platform, which is aligned to Illinois State Learning Standards and provides uniform and consistent experiences across the curriculum. Please note that the curriculum is not taught by BCSD teachers. **All students enrolled in virtual instruction will remain in this option through the end of the identified semester of the school year. There will be no exceptions to this.**

- Families will be required to notify schools if their children will remain in virtual instruction following each semester of the school year.
- Ball-Chatham will determine the virtual platform to use that is age-appropriate, and aligns with the curriculum and established instructional practices in each school.
- Ball-Chatham students will be sent a link to enroll in the virtual learning platform.
- Students who enroll in virtual instruction will be placed in the program for the entire semester, regardless of whether the District is mandated to go back to Phase I, 2, or 3.
- The district will not be using pass/fail options.

Attendance

Students will be expected to attend daily class sessions and held to the same grading standards.

Breakfast/Lunch

Note: Any households that do not receive notice of automatically qualifying for free/reduced meals can begin applying for meal benefits when the Skyward online registration system opens up on July 24. Applying for meal benefits is optional, but strongly encouraged.

Families who choose the virtual learning option may also purchase Grab-n-Go breakfasts/lunches curbside at their school. (Details to be released closer to the start of school.)

Required Yearly for Free/Reduced Meals and to waive registration fees:

- [Free/reduced lunch waiver application](#)
- [Income eligibility guidelines for free/reduced lunch applications](#)
- [Fees waiver](#)

Technology

- Students will have the opportunity to check out a device from Ball-Chatham if they do not have a device currently. All Ball-Chatham devices are equipped with the GoGuardian Internet filtering system. Students will be required to follow all Student Handbook and Board of Education Policy guidelines regardless of the device used when using Ball-Chatham accounts.
- People experiencing problems with Ball-Chatham Chromebooks should enter IT helpdesk tickets at <http://helpdesk.chathamschools.org/>

Other Activities

The Ball-Chatham School District is awaiting information from the IHSA and IESA on whether students who are enrolled in virtual learning are excluded from participating in any in-person extracurricular activities, including athletics. Once we have definitive answers, we will let families know.

Fees

There are no additional fees for virtual learning, outside of the District's normal, annual fees which are listed below:

- Registration Fee - Grades K-4 \$130
- Registration Fee - Grades 5-12 \$155
- K-12 Technology Fee - \$40
- GHS only - Driver's Ed \$250
- Athletic Fees \$100 (1 sport); \$150 (2 sports); \$300 (family) (Note - these would not apply if schools are not allowed to have sports)

Required Yearly for Free/Reduced Meals, and Registration Fees:

- [Free/reduced lunch waiver application](#)
- [Income eligibility guidelines for free/reduced lunch applications](#)
- [Fees waiver](#)

Illinois Instructional Mandates

The Illinois State Superintendent of Schools has determined that Remote and Blended Remote Learning Days must ensure at least five clock hours of instruction or school work for each student. Students must meet all graduation and statutory requirements for curriculum (i.e. Constitution examination). Mandates are subject to change, pending further directives and developments.

Special Services

- The education of students with Individualized Education Programs (IEPs) and 504 Plans will be prioritized. All meetings will occur as scheduled by Special Education Administrators and IEP Teams. Individualized Transition Plans may be developed to support students in their transition back to in-person learning and/or determine the nature, extent, and service delivery model.
- All IEP meetings will continue to be held in accordance with Special Education timelines. All appointments and meetings with school staff will be scheduled in advance.
- Students who have chronic medical conditions will have their individual situation assessed by the school nurse. Health Care Plans, Individual Education Plans (IEPs), 504 Plans, and any other relevant documentation will be reviewed. Schools will contact the student's parents/guardians as well as the student's physician, if needed.
- Should a student be unable to attend school all day due to a health condition, consideration can be given to a hybrid approach of instruction. This could include a Ball-Chatham employee providing services to a student virtually, and/or a Ball-Chatham employee providing services to the student at school either individually or in a small group to minimize physical contact when appropriate.
- Ball-Chatham employees working with students who require instruction or related services that involve hands-on work or other interventions in close proximity will wear personal protective equipment (PPE) in order to keep themselves and the students safe. This includes gloves, masks, and/or face shields.
- All students will be required to wear face masks in accordance with the ISBE-IDPH guidelines. Should parents/guardians provide documentation from their child's physician stating that wearing a face mask would pose a significant health risk to the student, the IEP and/or 504 team will meet to consider the recommendation. Adjustments will be made to the student's plan as determined appropriate by the IEP and/or 504 team.
- Evaluations that were unable to be completed due to the need for in-person testing will be completed as quickly as possible once school resumes.

■ Making a Selection

As part of the registration process, parents/guardians must log into Skyward Family Access and select either In-Person Instruction or Virtual Learning for each one of their children for the 2020-21 school year. **This registration is due by August 7** so that Ball-Chatham may provide the proper staffing.

- Skyward Family Access passwords were mailed to families the week of July 14. Login, using your new Skyward password. (If you did not receive your letter in the mail, contact the District Office at residency@bcsd5.org.)
- Registration will need to be completed for each of your children.

When Someone is Sick

- Many of your questions specific to COVID-19 protocols can be answered with this document: https://drive.google.com/file/d/194_-ZpyQTq8HGnhrimzhTy5pEIQfbS7/view?usp=sharing
Students will not be penalized for missing school and are encouraged to stay home when they are not feeling well.
- Parents/guardians who choose in-person learning are required to complete a COVID-19 self certification to certify that their children are symptom- and fever-free prior to attending school each day or boarding a school bus. Absences due to illness, as well as symptoms of the illness, must be reported on the school's attendance phone line. Parents/guardians may be called by the school nurse and asked questions regarding symptoms.
- School nurses will be available to assist with the monitoring of illness and work with students and staff members to ensure the spread of infection is limited. School Nurses will be provided with appropriate PPE to maintain safety while working with students and staff members. Guidance will be given to parents/guardians and students regarding the symptoms they may be presenting with.
- Any student who begins to exhibit a fever must report to the school nurse. Isolated waiting rooms have been identified in all facilities for individuals demonstrating COVID-19 symptoms until they can be picked up from school.

Quarantine Location

In accordance with the ISBE recommendations, a separate quarantine location will be identified at each school for students who become ill or exhibit signs and symptoms of illness during the school day. The location will be monitored by staff members if a student is ill. If a student is quarantined while at school, no other persons will be allowed in the vicinity of the student. Parents will be required to pick up their children from school if they become ill.

COVID-19 Illness Protocol

Students must get tested as soon as possible after they develop one or more COVID-19 symptoms, or if one of their household members or non-household close contacts tests positive for COVID-19. First, the student's primary care physician should be called. If the student does not have a physician, the parent/guardian should call the Sangamon County Department of Public Health hotline at 217-321-2606.

Additionally, provide the school nurse documentation of the negative COVID-19 test result, and confer with the school nurse regarding return to school. Children should stay home at least 24 hours after resolution of fever (without medication) and improvement of other symptoms. If there is a confirmed case of COVID-19 from a student or staff member, schools will communicate with families. See COVID-19/Medical FAQ Sheet for detailed information:

https://drive.google.com/file/d/194_-ZpyQTq8HGnhrimzhTy5pEIQfbS7/view?usp=sharing.

Ball-Chatham CUSD #5 requests that families and staff members also report possible cases to the school where the individual attends school or works to initiate contact tracing. Following a confirmed case, the area of the school used by the individual will be closed off immediately, and it will not be used until after proper cleaning and disinfection procedures have been completed. If possible, windows will be opened to increase air circulation, and custodial staff will wait as long as possible to clean the location in accordance with the CDC recommendations.

Those who have had **close contact** with someone who tests positive for COVID-19 or is suspected of being infected must quarantine at home for 14 days after the date of the last exposure to the COVID-19 positive non-household contact, or COVID-19 positive household member completes their isolation. **Close contact means the individual was within six feet of the individual with symptoms for more than 15 minutes.**

Any confirmed case may result in the closure of all school buildings for an extended period of time as a safety precaution. If school buildings are closed due to a confirmed case, all students will transition to Remote Learning until buildings are reopened.

Individuals who have not had close contact with the individual who is sick can safely return to school.

Returning to School Buildings

Following quarantine, all students and staff members will be required to check-in with the school nurse and/or the building administrator prior to returning to buildings. Appointments to meet with the school nurse will be required, and individuals must certify they are symptom- and fever-free prior to entering school buildings. Additional health screenings may occur prior to meeting with the school nurse.

Social Distancing

When physically present, social distancing will be practiced whenever possible. All persons within a school building will be asked to maintain an appropriate distance from each other (at a minimum of 6 ft.) to reduce the risk of infection.

Personal Protective Equipment (PPE)

All students and staff members will be provided with cloth face coverings. In accordance with the ISBE guidance, all people in school buildings will be required to wear face coverings while indoors. Additional PPE will be available at all schools.

Hand Hygiene

All classrooms and other locations throughout the school will be equipped with hand sanitizer dispensers. Hand sanitizer will be at least 60% alcohol, in accordance with the Center for Disease Control (CDC) and the Illinois Department of Public Health (IDPH) recommendations. All students and staff members will be asked to use hand sanitizer when entering and exiting locations within a school building.

Facilities Cleanliness

All schools and buildings will be cleaned and disinfected daily in accordance with the CDC and IDPH recommendations. All hard surfaces will be cleaned with wipes/sprays. All frequent-touch surfaces will be cleaned with wipes/sprays, then sanitized using approved disinfectants. Following all cleaning of classrooms, hallways, bathrooms, etc., disinfectant sprayers/misters will be used as a further precaution. Cleaning and disinfection schedules will be posted in all locations in school buildings. Custodians will certify when each location has been cleaned and sanitized. Additional cleaning materials will be available for all staff members to use throughout the school day.

Learning in all “Restore Illinois” Phases

Remote Learning

Phases 1-3

Remote Learning will be required by all students of Ball-Chatham CUSD #5, will be established by individual schools, and will be offered by school personnel. Technology will be made available for students who need access at home. Students in Kindergarten through 2nd grade will use the SeeSaw platform for Remote Learning. Students in grades 3-6 will use the Google Classroom platform, and students in grades 7-12 will use the Canvas platform. All students and families will be provided with additional information at a later date. Google Meets and/or Zoom will be utilized for online meetings with teachers.

Phase 4

- **Option 1: Blended Learning: Half-Day In-Person & Remote Instruction** - With this option, students will be assigned morning or afternoon in-person sessions, Mondays through Thursdays, and learn remotely the other half of the day, and on Fridays. This Return to Learn plan outlines the protocols we are putting in place to resume in-person instruction based on guidance from the American Academy of Pediatrics, the Illinois Department of Public Health and Board of Education, and the Centers for Disease Control.
- **Option 2: Virtual Learning** - We know that in-person instruction is not an option for some of our students with elevated health risks, or who have family members with elevated health risks. Any families who do not feel comfortable having their children attend school in-person are not required to do so. Your students will be provided with online instruction.

Phase 5

No Remote Learning options will be available. All students will be required to return to in-person learning.

Grading

Throughout all phases of learning Ball-Chatham CUSD #5 will return to traditional grading practices for students.

Learning Assessment & Addressing Learning Loss

- **Learning Assessment** - Upon returning to school in the 2020-2021 school year, students will be assessed in Reading and Mathematics for their individual achievement levels.
- **Addressing Learning Loss** - Collaboration time will be given to teachers and staff members to work together to identify learning standards not addressed during Remote Learning. Teachers will adjust curriculum and instruction to teach the identified standards to students. Small group instruction, academic intervention, and individualized-online academic intervention programs will be utilized at all three schools to supplement instruction.

Mental Health & Social-Emotional Learning

Issues related to the COVID-19 pandemic will be addressed according to student need, as outlined in the Phase continuum below. Families will be asked to provide appropriate information to the school to help identify where mental health support is needed for individual students.

- **Phase 1-2** - Daily and weekly contacts will be made with students and/or families by guidance counselors and support staff members. Consultation will be made available to students through email or phone. Additional support may be made available through reference to an outside agency partner.
- **Phase 3** - Guidance counselors and support-staff members will be available to all students by appointment. Availability schedules will be determined and communicated at a later date. Transportation will be provided to students, if necessary. Additional support may be made available through reference to an outside agency partner.
- **Phase 4-5** - Mental-health and social-emotional support will be available to students.

Electives & Extracurriculars

- **Elective & Special Courses** - Elective and special courses will continue to be offered during Phase 4. Courses will be limited in Phase 1-3. Individual schools will determine and communicate which courses will be available to students. Ball-Chatham will follow all guidelines and recommendations from the ISBE for Physical Education and Music Courses. Information about special courses will be provided by individual school buildings.
- **Off-Campus Courses** - Students at Glenwood High School will continue to be able to access courses at the Capital Area Career Center, Lincoln Land Community College, and UIS. Transportation will be provided to students attending the Capital Area Career Center; however, students will be encouraged to transport themselves, when possible.
- **All Other Electives** - The availability and offering of all other elective and special courses will be established by respective schools. Elective courses will not be prioritized during Phase 1-3. Schools will communicate available electives and individual schedules to students during Phase 4.
- **Extracurricular Activities**
 - *Athletics* - Ball-Chatham CUSD #5 will follow the guidance and recommendations from the Illinois Elementary School Association (IESA) and the Illinois High School Association (IHSA) for athletic events. Ball-Chatham's Athletic Director will establish protocols and requirements for returning to practice and interscholastic competition.
 - *Clubs & Other Activities* - No clubs or activities will be offered in Phases 1-3. Clubs and other activities may be offered to students in Phase 4 on a limited basis.

Facilities & Buses in all “Restore Illinois” Phases

Facilities Usage & Visitors to Schools

- **Phases 1-3** - Facilities usage, including outdoor areas, will not be allowed by any outside group or organization in Phases 1-3.
- **Phase 4**
 - Visitors, volunteers, and activities with external groups will not be allowed inside our facilities beyond each school’s vestibule.
 - Parents/Guardians may drop off items for their students at the designated locations inside the schools’ vestibules.
 - Essential visitors will be required to certify that they are symptom-free using the Raptor Visitor Check-In System. This will also be used, should contact tracing be necessary.
 - Essential visitors to facilities will be required to wear masks and will be restricted in their access to the building as a whole.
 - Outdoor areas, such as the GMS track, GIS baseball/softball fields and the GHS tennis courts may be open in Phase 4.
 - Parents or family members who are picking up their children at school will be asked to remain outside of the school or in vestibules when picking up their children from school. Communication will occur through the intercom system at each school.
 - Parents and family members of students will be encouraged to consult with school personnel by phone or email. All appointments must be scheduled in advance and authorized by the Building Principal.
- **Phase 5** - Facilities and grounds will all be open again in Phase 5.

Cafeterias & Food Service

- **Phase 1-3** - Previously established meal distribution will resume one day a week that students are scheduled to be in session. Meals can be picked up by family members of students Glenwood Intermediate School. Meals distributed will be for breakfast and lunch for an entire week. Titan Fuel bags will also be available.
- **Phase 4** - Grab-n-Go breakfasts and lunches will be provided each day.
 - Grab-n-Go breakfasts and lunches will be available for purchase each day.
 - Students in the morning session will have the option to grab a breakfast, immediately proceed to their first class and eat it at their desks. Grab-n-Go lunches will be available for these students at dismissal, to take home to eat.
 - Students in the afternoon session will have the option to grab a lunch, immediately proceed to their first class and eat it at their desks. Grab-n-Go breakfasts will be available for these students at dismissal, to take home to eat for breakfast the next day.
 - Since we cannot distance students who may have food allergies adequately in a classroom, at this time food items from home will not be allowed. However, we will work with families who have specific dietary/allergy concerns.
- **Phase 5** - Meal service will occur as previously established in the District.

Transportation

- **Phase 1-2** - No school transportation will be offered or provided to students.
- **Phase 3** - Transportation will be offered to students who are scheduled to meet with teachers for tutoring, consultation, and/or small-group instruction. All transportation will be coordinated and communicated by school personnel. All buses will be limited to ten persons at a time, in accordance with the ISBE requirements. Seating charts will be required for students riding the bus.
 - All persons will be required to wear face coverings while accessing school transportation. Students not wearing face coverings will not be permitted to ride the school bus.
 - All students must be symptom- and fever-free prior to boarding any school bus.
- **Phase 4** - School transportation will be offered to all students. Parents and families are encouraged to provide private transportation of students to assist the school with transportation logistics.
 - All buses will be limited to 50 persons at a time, in accordance with the ISBE requirements.
 - Seating charts will be required for students riding the bus.
 - All persons will be required to wear face coverings while accessing school transportation. Students not wearing face coverings will not be permitted to ride the school bus.
 - The assignment of morning/afternoon sessions was determined with prioritizing the need to keep families on the same schedule, and other factors. **These assignments are final and not subject to change.** [Session assignments per location](#)
 - Parents are required to complete the self-certification for their children before they board the bus and keep them home if they have any symptoms.
- **Phase 5** - School transportation will occur as normal as previously established by the Transportation Supervisor.

Facilities Cleanliness Training

The entire custodial staff of Ball-Chatham CUSD #5 will receive training on how to properly clean, sanitize, and disinfect rooms and other locations throughout the school building. Staff will be trained on appropriate PPE usage necessary for cleaning, how to properly clean all locations in buildings, and how to certify an area has been cleaned and disinfected. Training will be ongoing with the custodial staff as necessary.

District Communication

Communication will occur through a variety of media. Skylert and Skyward, social media, email, print media, and on the dedicated COVID-19 page on [Ball-Chatham Schools website](#) will be utilized to reach as many families as possible. Only refer to communication received from official Ball-Chatham CUSD representatives.

Families will be asked to update their contact information in Skyward to ensure they are receiving all communication from Ball-Chatham CUSD #5.

Announcements may also be sent by each building through email regarding any and all updates, and will include safety reminders for students and families.

Safety Reminders & Signage

Safety reminders and signs will be posted throughout buildings and district property. Signs will include reminders to wear PPE, have good hand hygiene, practice social distancing, etc.

All persons in the school building will be encouraged to maintain a six-foot distance, when possible.