



August 2020

Site Level Plans are based on guidance from Crete-Monee School District 201-U, Illinois State Board of Education, Illinois Department of Public Health, and Centers for Disease Control and Prevention. Please note that it contains the most current information and best practices known to us at this time. However, it is subject to changes and updates as more information may become available from state and federal agencies.

LINKS TO IMPORTANT INFORMATION

[CMMS Remote Learning Plan](#)

[Reopening with Equity Overview](#)

[Reopening with Equity Reference Guide](#)

[20-21 Calendar School](#)

CMMS WEEKLY SCHEDULE – REMOTE ONLY THROUGH OCTOBER 16, 2020 ALL GRADE LEVELS				
Monday	Tuesday	Wednesday	Thursday	Friday
ALL STUDENTS REMOTE Synchronous Instruction	ALL STUDENTS REMOTE Synchronous Instruction	ALL STUDENTS REMOTE Synchronous Asynchronous Instruction Small-Group, 1:1, and Guided Activities STUDENTS ARE EXPECTED TO CHECK-IN FOR ATTENDANCE DURING ADVISORY	ALL STUDENTS REMOTE Synchronous Instruction	ALL STUDENTS REMOTE Synchronous Instruction

CMMS WEEKLY SCHEDULE – HYBRID AND REMOTE IF SAFE TO RETURN TO SCHOOL ON OCTOBER 19, 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Instruction 6th Grade Face-to-Face On-Site 7th Grade Remote Synchronous 8th Grade Remote Synchronous	Synchronous Instruction 6th Grade Face-to-Face On-Site 7th Grade Remote Synchronous 8th Grade Remote Synchronous	Synchronous Asynchronous Instruction Small-Group, 1:1, and Guided Activities ALL STUDENTS REMOTE STUDENTS ARE EXPECTED TO CHECK-IN FOR ATTENDANCE DURING ADVISORY	Synchronous Instruction 6th Grade Remote Synchronous 7th Grade Face-to-Face On-Site 8th Grade Remote Synchronous	Synchronous Instruction 6th Grade Remote Synchronous 7th Grade Remote Synchronous 8th Grade Face-to-Face On-Site

Students will have online access to all of their teachers during their scheduled periods.



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Requirements	Plan
<p>Face Coverings</p>	<ul style="list-style-type: none"> ● If a student is unable to wear a face mask, the student will participate in full-time remote learning. ● When students and staff are onsite, or on the bus, masks will be required at all times. <ul style="list-style-type: none"> - Students are permitted to remove masks for lunch. - Parents will be asked to send in at least one clean replacement mask in the event of an accident or soiling of the mask. - Disposable masks will be available for students and staff.
<p>Social Distancing</p> <ul style="list-style-type: none"> ● Classrooms ● Hallways - Traffic Flow ● Hallway Supervision ● Lockers ● Cafeteria ● Auditorium ● PEP - Outside ● Gym - Locker Rooms ● No Physical Contact 	<ul style="list-style-type: none"> ● Physical Education will take place OUTSIDE when weather permits. ● Students will carry needed materials throughout the day. ● No lockers will be used. Book bags will be allowed. ● Locker rooms will not be used. ● Auditorium, Cafeteria, and other open spaces will be socially distanced per the current State of Illinois guidance. ● Utilizing signage will be used to promote social distancing. ● Create one direction hallways (marked on floor). ● Rearrange classrooms as much as possible to promote social distancing. ● Student passing times will be staggered. ● Re-evaluating our arrival and departure procedures to have social distancing in hallways and common areas. ● With only one grade level at a time in the building, we can spread rooms out so that students/staff are not in the closest proximity. ● Create locations (classrooms and open spaces) for lunch service.
<p>Classrooms</p> <ul style="list-style-type: none"> ● Chromebooks ● Remove Furniture ● Remove Personal Items ● Remove Soft Surfaces ● Desks Facing Forward ● Social Distancing ● No Sharing ● Safe Capacity for Social Distancing ● Desks vs. Tables 	<ul style="list-style-type: none"> ● 1:1 Technology ● Classrooms will be configured based on ISBE guidelines. ● Seating will face the same direction. ● Seating charts will be used. ● Classrooms will be set up with desks separated by 6 feet on all sides. ● Rooms with tables will either need to have desks replacing them OR the number of students in that space must be limited. ● All extraneous furniture and items will be removed from classrooms for hygienic purposes. ● Outside each classroom will be hand sanitizer. ● Supplies and materials will not be shared. ● The classrooms will be cleaned nightly. ● Buildings will be sanitized on Friday evenings.
<p>Transportation</p> <ul style="list-style-type: none"> ● Arrival - Buses ● Arrival - Drop Off ● Dismissal - Buses ● Dismissal - Pick Up ● Supervision ● Seating Charts ● Bus Routes 	<ul style="list-style-type: none"> ● Masks are required to be worn on buses. ● Based upon District Policy noted in the Reopening with Equity Guide. ● 23 students to a bus, one to a seat, family members can sit together. ● Buses will be disinfected and sanitized daily. ● Arrival/Dismissal by bus will be in the current location and supervised by CMMS staff. ● Arrival/Dismissal for car riders will be at door 21 and supervised by CMMS staff. ● Seating charts will be used and buses will be loaded from back to front. ● Parents will receive a notification when bus routes are available.



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<p>Bathrooms</p> <ul style="list-style-type: none"> Disinfecting Monitoring Use Hand Washing Student/Class Schedule Signage 	<ul style="list-style-type: none"> Classroom signout sheets with a time. Designated bathrooms per location in the building per grade level Bathrooms will be sanitized frequently each day. No using the bathroom during passing periods (need to avoid overload of kids in the bathroom during this time). Hand sanitizer will be outside of each washroom.
<p>Staff</p> <ul style="list-style-type: none"> Arrival - Departure Lunch - Break Areas Meeting Locations Temperature Check Copy Machines/Printers Bathrooms 	<ul style="list-style-type: none"> Staff will be in the building on a limited schedule. Staff will have limited access to the building, i.e. a designated location in which to work. All staff will be temperature checked daily upon arrival. Security will do the temperature checks and monitor forms. Hand sanitizer and wipes by all copy machines. Disinfecting wipes will be placed in adult bathrooms. Signage for the student only bathrooms.
<p>Health Services</p> <ul style="list-style-type: none"> Temperature Checks Contact Tracing Isolation Area Symptomatic/Sick Daily Medical Care 	<ul style="list-style-type: none"> Daily temperature checks and screenings will be conducted. Persons will be prohibited from entering the facility if the temperature exceeds 100.4, or if the temperature is lower than 100.4 and accompanied by other symptoms or exhibiting other symptoms COVID-19. A location has been designated in each building to quarantine individuals exhibiting symptoms. Parents are expected to report any student exposures or diagnosis of COVID-19 to the main office or the building nurse. If a student is exhibiting symptoms of any illness, students will be sent home per district health procedures. Parents, guardians, or other authorized individuals must pick up their child. Students will not be allowed to utilize the school bus or public transportation for the return home. Local authorities may be contacted if students are not picked up before the end of the school day. Daily medical care will be provided by the District medical staff. The District is working closely with the Illinois Department of Health (IDPH) to monitor effective contact tracing practices. Please contact your school nurse for readmittance guidance after an illness.
<p>Specialty Use Rooms</p> <ul style="list-style-type: none"> Art Science Labs Physical Education Library Common Areas 	<ul style="list-style-type: none"> Students will not share supplies during the class. Supplies will need to be wiped down between classes. Common areas that are not in use will be closed. Physical Education will take place OUTSIDE when weather permits.
<p>Assessments</p>	<ul style="list-style-type: none"> Formative and summative assessments will be provided. Students will take SRI and ACHIEVE 3000 baseline assessments with their respective reading teachers. GO MATH has a diagnostic that we can assign to students so that we can get them additional support in the math series. Students will take NWEA/MAP with their reading and math teachers per the district schedule.



PLANNING

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<p>Small-Group Instruction</p> <ul style="list-style-type: none"> • ELL • Reading • Math • Services (Speech, etc.) • Social Work • Sensory 	<ul style="list-style-type: none"> • Small group instruction will take place in open rooms as needed. All areas will be sanitized after use. • If small groups need to be pulled on-site they can only be pulled from PE class. • Diverse Learners: Students should be onsite daily. As a result, the kids will be pulled for small groups/supports on non-face-to-face days. • Students that need interventions will be determined by the teachers and the Tier II team. • Participation will be based on attendance, academics, behavioral, and SEL needs. • Parents and students who desire additional support should meet/communicate with their teacher(s) to determine best-fit options. • A monitoring process will be established.
<p>SEL Assessments</p>	<ul style="list-style-type: none"> • Students and staff will have access to social and emotional support and resources. • Advisors will check in with students at least twice per week to assess needs. • Students will participate in Second Step instruction through advisory twice a week.
<p>Food Service</p> <ul style="list-style-type: none"> • Breakfast - Lunch • Lunch Schedule • Supervision • Disinfectant - Sanitize 	<ul style="list-style-type: none"> • Lunch periods and locations will be staggered to allow for social distancing. • Areas, where students eat, will be sanitized after each use. • Locations for breakfast and lunch will include classrooms and the cafeteria.
<p>Parent Meetings</p> <ul style="list-style-type: none"> • Remote or In-Person • Parent-Teacher Conferences 	<ul style="list-style-type: none"> • Parent Meetings will need to either be remote or via phone conference - strictly enforced. • If an in-person meeting must take place, we will need to utilize the conference room in the main office. Family members and school staff can be seated socially distanced in that space.
<p>Visitors and External Groups</p>	<ul style="list-style-type: none"> • No one other than staff or students will be allowed in the building. • The only exception to this would be emergency medical personnel. • If we need to have a parent on site, we will sign them in, conduct a temperature check, form completion and limit exposure by meeting in a large space (vestibule or front conference room only). Face coverings will be required. • Emergency pick up procedures will be handled on a case-by-case basis. Please contact the main office for specific procedures.



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<p>Communication</p> <p>Please check the District website and CMMS website for news and announcements.</p> <p>CM 201-U</p> <p>CMMS</p> <p>GOOGLE CLASSROOM LINKS AND CODES BY GRADE</p> <p>6th Grade Class Link Class Code: 2zyfkvt</p> <p>7th Grade Class Link Class Code: k7wtxo5</p> <p>8th Grade Class Link Class Code: ck5hhv5</p>	<ul style="list-style-type: none"> ● Email: The best and most efficient way to reach our staff is via email. Students and parents are welcome to email their teachers directly with questions, concerns, or simply to check-in. Staff will respond to email within a 48-hour window. ● Phone: To reach a teacher by phone, please call and leave a message on the teacher's voicemail. can be reached via their school extension. Please allow a 72-hour window for staff to return phone calls. ● Family/Student Access: Teachers can communicate directly to parents through Family Access. It is imperative that your contact information, phone number, and email are accurate in our system or you will not receive any notifications. Parents can contact the front office to get their login information. Please call 708-367-2400 to speak with a member of our office staff if you are experiencing any issues with Family Access OR if you are not receiving any communication from the school. ● Google Classroom: Teachers will reach out before the start of the school year with access information for students. Students should be sure to subscribe to each of their teachers' Google Classrooms. Parents are welcome to follow students' Google Classrooms as well. Teacher/Subject Google Classroom directory will be listed on your students' grade-level classroom. ● Welcome/Orientation Videos: Departments will post grade level overviews for each of their content areas. ● School Messenger: Emails and phone announcements will be sent out via School Messenger. These communications will be sent to the phone number/email that we have on file in Skyward.
<p>Attendance</p> <p>Attendance Hotline 708-367-2412</p>	<ul style="list-style-type: none"> ● Attendance will be taken every day, including Wednesday. ● Attendance will be recorded in Skyward. Students will be required to check in for each class period during the scheduled class time via Google Form that is located in each Google Classroom. This is to be done on each school day. ● If students will be absent, we ask that parents/guardians/caregivers call the school by 9:00 am. ● When students are not in attendance (unexcused) for two days, the teacher will reach out to families to check on the student's well-being. ● When students are not in attendance (unexcused) for three days, the grade level AP/Counselor will reach out to families to check on the student's well-being.
<p>Available Spaces</p> <ul style="list-style-type: none"> ● Labs ● Empty Classrooms ● Conference Rooms ● Multi-Purpose Rooms 	<ul style="list-style-type: none"> ● The administration team will develop a list of available spaces for hybrid instruction to accommodate social distancing guidelines.



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Emergency Drills <ul style="list-style-type: none"> Fire Tornado Lockdown Bus Evacuation 	<ul style="list-style-type: none"> Fire Drill, Tornado, Bus Evacuation drills will be completed with students on site. Active shooter/lockdown drill can be conducted with only staff to meet the state timeline, but we will have to run a second one with students as well to meet that requirement.
New Students <ul style="list-style-type: none"> Chromebooks Welcome Google Classroom Software Training 	<ul style="list-style-type: none"> Parent academy sessions from the beginning of the year will be recorded. New students will have access to recorded Parent Academies. New students will go through an orientation with a counselor/administrator. Appointments will be made for device and material pickup.
Extra-Curricular <ul style="list-style-type: none"> Athletics Student Groups After School Activities 	<ul style="list-style-type: none"> The District is following the guidance of the Illinois Elementary School Association.
Disinfecting <ul style="list-style-type: none"> Desks Tables Light Switches Door Knob - Handles Common Items Sensory Room Vending Machines 	<ul style="list-style-type: none"> The use of vending machines will be prohibited. Staff will be provided with disinfectant materials. Staff will be trained on the safe usage of disinfectant materials. Regularly clean high-touch areas (bathrooms, door handles, light switches, common areas, etc.). We will develop procedures to increase cleaning throughout the building throughout the day.
Water Coolers and Fountains	<ul style="list-style-type: none"> Drinking fountains and water coolers are disabled. The District will provide bottled water.

2020-2021 BELL SCHEDULE

2020-2021 REMOTE/HYBRID SCHEDULE								
Grade 8			Grade 6			Grade 7		
PD	Time	#	PD	Time	#	PD	Time	#
1	8:10-8:45	35	1	8:10-8:45	35	1	8:10-8:45	35
2	8:48-9:31	43	2	8:48-9:31	43	2	8:48-9:31	43
3	9:34-10:17	43	3	9:34-10:17	43	3	9:34-10:17	43
4L	10:20-10:50	30	4	10:20-11:03	43	4	10:20-11:03	43
5	10:53-11:36	43	5L	11:06-11:36	30	5	11:06-11:49	43
6	11:39-12:22	43	6	11:39-12:22	43	6L	11:52-12:22	30
7	12:25-1:08	43	7	12:25-1:08	43	7	12:25-1:08	43
8	1:11-1:54	43	8	1:11-1:54	43	8	1:11-1:54	43
9	1:57-2:40	43	9	1:57-2:40	43	9	1:57-2:40	43

2020-2021 REMOTE/HYBRID SCHEDULE								
11:30 Dismissal SCHEDULE--NO LUNCH								
Grade 8			Grade 6			Grade 7		
PD	Time	#	PD	Time	#	PD	Time	#
1	8:10-8:35	25	1	8:10-8:35	25	1	8:10-8:35	25
2	8:38-9:00	22	2	8:38-9:00	22	2	8:38-9:00	22
3	9:03-9:25	22	3	9:03-9:25	22	3	9:03-9:25	22
5	9:28-9:50	22	4	9:28-9:50	22	4	9:28-9:50	22
6	9:53-10:15	22	6	9:53-10:15	22	5	9:53-10:15	22
7	10:18-10:40	22	7	10:18-10:40	22	7	10:18-10:40	22
8	10:43-11:05	22	8	10:43-11:05	22	8	10:43-11:05	22
9	11:08-11:30	22	9	11:08-11:30	22	9	11:08-11:30	22