



**Back-to-School Plan**

**2020-2021**

Ridgewood High School  
District 234

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## Summary

Since the coronavirus pandemic began, the Ridgewood High School District 234 has been working on its Roadmap to Reopening for the 2020-2021 school year. The district prepared educational plans and operational protocols, based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Health (IDPH) and the state's five-phase reopening plan, [Restore Illinois](#).

In addition, over the summer the district administered a survey to all parents in the district, in which they could provide feedback about the reopening of school. While school will look very different for the 2020-2021 school year, it is still our mission to keep our students and staff safe, meet students where they are and give them the best learning environment that we can.

*Note: Protocols outlined in this guide are subject to change as guidelines evolve.*

## Instruction

### Description of Schedule

The RHS schedule is based on an A-Day/B-Day rotation with identical time schedules. Considering that a traditional schedule includes up to 8 courses, the A-Day represents periods 1-4 and the B-Day represents periods 5-8. All students participate in four classes a day in an every-other-day pattern. Students are online from home every school day for four, one-hour class periods (see above chart for details) and a five minute break between periods. Teachers will take attendance in Skyward at the beginning of each class, and students are expected to remain engaged during the duration of the class. Students are still responsible for completing coursework (daily practice/homework, classwork, quizzes, performance assessments, and other tasks) in a timely manner. Because the schedule is an alternating A-Day/B-Day schedule, it benefits the student to complete their coursework that afternoon or evening. Teachers will have office hours in the afternoon for students to request additional support. On Tuesdays and Wednesdays, students with the last names A-L may choose to be physically present in the teacher's classroom for office hours, while students with last names M-Z participate in Asynchronous Learning Time at home. On Thursdays and Fridays, students with the last names M-Z may choose to be physically present in the teacher's classroom for office hours while students with last names A-L participate in Asynchronous Learning Time at home.

If parents/guardians choose on any day to keep their child at home and not send their child physically to office hours in the afternoon when it is the student's day to attend, the student can request to have a virtual office hours session remotely (via ZOOM) in the same manner done in the morning via remote learning. There will be dedicated time on Mondays for virtual office hours, and students can reach out to their teachers directly for additional help as needed.

As educators, our best work is done when we are consistently face-to-face with all of our students. Knowing this, our staff will provide connections in creative and unique formats given the circumstances. Courses that require hands-on learning opportunities (band, art, lab sciences, etc) will develop a schedule in mid-September to allow students the opportunity to physically enter the building to participate in these courses in a safe and orderly fashion in the afternoons.

If our Region returns to Phases 2 or 3 of the Governors Illinois Restore Plan, we will still have the same schedule, but it will be completely remote. This schedule will be in place until we move to Phase 5 of the

Governors Illinois Restore Plan.

**Key Terms**

- **Synchronous** = Students will be simultaneously learning and completing coursework in a live Zoom session with their peers and instructor.
- **Asynchronous** = Students will be learning and completing their coursework on their own time.

**Student Cohorts are split as follows:**

➤ Last Names <b>A-L</b>	➤ Last Names <b>M-Z</b>
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	Monday	Tuesday	Wednesday	Thursday	Friday
8:00- 9:00	Student Asynchronous Learning Time	Period 1 (Synchronous)	Period 5 (Synchronous)	Period 1 (Synchronous)	Period 5 (Synchronous)
9:05- 10:05		Period 2 (Synchronous)	Period 6 (Synchronous)	Period 2 (Synchronous)	Period 6 (Synchronous)
10:10- 11:10		Period 3 (Synchronous)	Period 7 (Synchronous)	Period 3 (Synchronous)	Period 7 (Synchronous)
11:15-12:15	Remote Office Hours	Period 4 (Synchronous)	Period 8 (Synchronous)	Period 4 (Synchronous)	Period 8 (Synchronous)
12:20- 1:10	Staff Lunch	Staff Lunch/ Flex Period	Staff Lunch/ Flex Period	Staff Lunch/ Flex Period	Staff Lunch/ Flex Period
		A-L students start checking in at 12:50		M-Z students start checking in at 12:50	
1:15-1:40	Remote Advisory	<b>Advisory</b> ➤ A-L In Person ➤ M-Z Remote	<b>Advisory</b> ➤ A-L In Person ➤ M-Z Remote	<b>Advisory</b> ➤ M-Z In Person ➤ A-L Remote	<b>Advisory</b> ➤ M-Z In Person ➤ A-L Remote
1:45-2:30	Remote Office Hours	<b>Office Hours Block 1</b> ➤ A-L In Person ➤ M-Z Asynchronous Learning Time	<b>Office Hours Block 1</b> ➤ A-L In Person ➤ M-Z Asynchronous Learning Time	<b>Office Hours Block 1</b> ➤ M-Z In Person ➤ A-L Asynchronous Learning Time	<b>Office Hours Block 1</b> ➤ M-Z In person ➤ A-L Asynchronous Learning Time
2:30-3:15	Teacher PDC Meetings	<b>Office Hours Block 2</b> ➤ A-L In Person ➤ M-Z Asynchronous Learning Time	<b>Office Hours Block 2</b> ➤ A-L In Person ➤ M-Z Asynchronous Learning Time	<b>Office Hours Block 2</b> ➤ M-Z In Person ➤ A-L Asynchronous Learning Time	<b>Office Hours Block 2</b> ➤ M-Z In Person ➤ A-L Asynchronous Learning Time

## **RHS Grading Practice**

School report cards are issued to students on a semester basis. At the end of the term, a final grade will be recorded for each course. A student's final grade is a reflection of the level of mastery that the student has reached toward each of the competencies in the following categories; Learning, Innovation and Life and Career. Final grades are the only grades that will remain in history and are the grades used for cumulative grade point averages. Report cards include grades, teacher comments, and grade point averages. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance.

Any student who is issued a Not Met is allowed additional time (including extended school year), practice, and/or instruction to ensure the student has learned the necessary skill/s. Students are not penalized by the averaging of assignment or assessment scores over time if additional interventions, including but not limited to additional time, practice, and/or instruction, are needed. All grading and assessment practices are designed to be transparent to students and parents. Timely and meaningful feedback is necessary to promote student ownership of learning.

### **Grading Scales**

#### **Grade 11 & 12**

A 90-100%

B 80-89%

C 70-79%

D 60-69%

NM (Not Met) 0-59%

#### **Grade 9 & 10 Grading Scale**

A 90-100%

B 80-89%

C 70-79%

NM (Not Met) 0-69%

## STUDENT EXPECTATIONS

- ❖ You must attend all Zoom classes, advisory sessions, and assigned office hours.

Respect yourself by:

- Being on time and actively engaged for the entirety of your Zoom classes and advisory
- Checking Canvas and your email daily for coursework and announcements
- Completing coursework assigned for outside of Zoom classes
- Completing all coursework by the deadline
- Being prepared with any and all necessary materials for class activities
- Pursuing academic work at the highest level you are capable of
- Requesting help during office hours if you are struggling academically  
Requesting help during advisory if you are struggling emotionally

Respect others by:

- Complying with new health and safety policies (see below)
- Listening to others' points of view in a way that conveys acceptance and dignity
- Avoiding behaviors that may distract others from their own learning or staff members from providing instruction
- Proactively communicating with your teachers with any attendance or deadline issues
- Responding to any messages within 24 hours in a professional and respectful manner
- Respecting your teachers' working hours by waiting 24 hours for a response to your questions and concerns

Zoom Expectations:

- Treat each Zoom class like a regular classroom
- Act in accordance with the Student/Parent Handbook
- Be on time
- Be actively engaged
- Be viewable (except in specific cases as determined by advisor/teacher discretion)
- Mute your microphone when not speaking
- Remain in Zoom meeting for the entire duration of the class
- Be respectful of yourself, peers, and teachers

Health and Safety Expectations (when in the building)

- You must wear a mask while in the building unless a medical exemption is provided to the school nurse from a licensed medical professional
- You must maintain social distancing of 6 feet or more
- You must abide by directional indicators for travel in hallways and stairwells
- You must abide by any directions given to you from any staff member for safety purposes

### Competency Based Grading Handbook

[https://www.d234.org/assets/1/6/Competency\\_Based\\_Learning\\_Information\\_Handbook-2.pdf](https://www.d234.org/assets/1/6/Competency_Based_Learning_Information_Handbook-2.pdf)

### Competency Based Family Guide- Quick Reference

[https://docs.google.com/document/d/1X\\_YQdWFoeXT3uW\\_Ub2ZBODHbAqgph\\_IGhRy-AEW7unQ/edit?usp=sharing](https://docs.google.com/document/d/1X_YQdWFoeXT3uW_Ub2ZBODHbAqgph_IGhRy-AEW7unQ/edit?usp=sharing)

## **Attendance**

Each day during the Advisory period (1:15 p.m. to 1:40 p.m.), advisors will take attendance in Skyward regardless of whether students are attending remotely or in-person (please refer to the Master Schedule to determine Remote vs. In-Person learning days). Additionally, teachers will take attendance in Skyward at the beginning of each remote class period, and students are expected to remain engaged during the duration of the class.

## **Intervention**

The delivery of remote learning instruction in the Spring affected how educational and related services and supports were provided to students. As a result, we know that each student will return to school having had a unique experience with remote learning. It is, therefore, important that we pay close attention to assessing and addressing any significant learning loss that might have resulted from remote learning.

Our first goal, upon return, is to aim for a supportive, responsive classroom environment. We will spend the first weeks of school building one-on-one relationships with students and creating communities in which students feel known, cared for, and respected.

Within the first month, teachers will work to determine where students are in their learning and development in order to guide instruction, target interventions, and allocate resources. This includes one-on-one tutoring that is directly tied to classroom content, access to specific teachers during afternoon office hours, and an additional intervention period (period 8) assigned to students when needed.

## **Advisory**

All students are assigned an advisor and an advisory period for the 2020-21 school year. Advisory attendance (either remotely or in person depending on the day of the week) is mandatory. The focus of every Monday remote advisory session will be academic based. Advisors will evaluate and counsel each of their advisees on office hour attendance for the week. Students will be asked to attend office hours with a particular teacher if the student needs extra support in a certain subject/course.

### **Advisory Expectations**

- Advisors build strong relationships with students by developing their own emotional intelligence and helping students to develop theirs.
- Advisors will lead an advisory session each day at the scheduled time.
- Advisors understand students' academic strengths and challenges.
- Advisors understand students' social-emotional strengths and challenges.
- Advisors will communicate with families as necessary.
- Advisors will lead discussions about issues affecting the students and their communities (for example: discussions about identity, self-awareness, social justice)
- Advisors will take attendance daily during advisory sessions.
- On Mondays, advisors will ask students to check their email.
- Advisors will help students to select the Office Hours they need to attend.
- On Mondays, advisors should fill out the week's Office Hours Google Sheet schedule by the end of the advisory period.
- On Mondays, advisors help students email their parents (copying the advisor) with their Office Hours schedule for the week.

## Student Services

The Student Services Department encompasses the following areas: counseling, social work, student support services, college and career information, scholarships and data systems assistance. The goal of RHS Student Services is to support all students in order to maximize their academic, social, and emotional growth throughout high school. If you would like to make an appointment or speak with a counselor or social worker please follow this link:

<https://www.d234.org/student-life/schedule-appointments/> or go to the Student Services tab on our website, [www.d234.org](http://www.d234.org).

### Student caseloads are outlined as follows:

<b><u>Freshman</u></b> Social Worker- Justyna Kapustka * Freshman are assigned individual advisors; any concerns about Freshman Programming can be directed to the Division Head of Student Services	<b><u>Sophomore</u></b> Social Worker- Jennifer Snyder * Sophomores are assigned individual advisors; any concerns about Sophomore Programming can be directed to the Division Head of Student Services
<b><u>Junior</u></b> Counselor Last Names A-L: James Gyori Counselor Last Names M-Z: Cari Franz Social Worker: Jennifer Snyder	<b><u>Senior</u></b> Counselor Last Names A-L: James Gyori Counselor Last Names M-Z: Cari Franz Social Worker: Katheen Leynes



## **Athletics and Activities**

Extracurricular athletics and activities are an integral part of the educational experience. Research is clear that extracurricular activities build improved health & wellness, strengthen social skills, instill a sense of school and community pride, and provide balance to the study schedule of our students. Ridgewood High School has a dedicated and passionate group of coaches and advisors that believe deeply in these ideals and are wonderful role models for our students.

At this time, the Illinois High School Association (IHSA) is coordinating with the Illinois Department of Public Health, the Illinois State Board of Education, and the Governor's Office in an effort to make an informed and safe decision regarding the start to interscholastic athletics and activities. The official start date for the Fall Athletic Season is currently scheduled for Monday, August 10, 2020 but that date is likely to be adjusted. Information about the fall season will be distributed electronically by the Ridgewood Athletic Department and by the individual team social media sites. The Fall Coaches look forward to meeting and working with their student-athletes as soon as possible! Plans and procedures are in place to provide a safe and productive athletic environment.

Our Club & Activity Advisors have been anxiously awaiting the start to the school year! All of the advisors have been preparing to meet with their clubs & activities either in person, remotely, or a combination of the two. In school meetings will be held in smaller groups either before or after school. Remote/virtual meetings will be held via Google Meet or Zoom. The times and locations of future meetings will be distributed electronically by the Ridgewood Athletic & Activity Department. Individual advisors will also share information about their club meetings as well.

**If you have any questions or concerns please contact:**

<u>Athletic Director:</u> Rob St. John rstjohn@ridgenet.org	<u>Activity Coordinator:</u> Megan Cantos mcantos@ridgenet.org
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## **Special Education**

The goal of the Special Education Department is to support each individual student achieve his or her goals as outlined in their Individual Education Plan (IEP) and Remote Learning Plans (RLP). Students will be scheduled to attend mandatory office hours/intervention as determined by each student's teacher in conjunction with their case manager. Case managers will continue to work closely with each student's IEP team to monitor academic and emotional progress. All IEP meetings will occur over ZOOM on Mondays and Thursdays, unless a specific request is made from a parent to meet face-to-face.

# Health and Wellness

## Social & Physical Distancing

District 234 has established procedures to ensure six feet of physical distance from fellow classmates and staff. The expectation is that all students and staff will keep social distance in all areas and settings while they are on the D234 campus. Visual reminders will be posted around the school grounds via digital and print signage. Staff and students should refrain from physical contact such as handshakes, high fives, hugs, etc.

## Health Protocols

When students arrive to school each day, they will be expected:

- To wear a mask or face-covering that will be worn for the duration of their school day.
  - Ridgewood will provide (1) reusable face mask to students and employees. Employees and students may use their own face covering.
- Students are to enter through door 2.
- To be screened daily upon arrival to school per the guidelines set forth by the Illinois State Board of Education and the Illinois Department of Public Health.
  - The screening process will involve:
    - A temperature check for fever (greater than 100.4 degrees Fahrenheit/38 degrees Celsius).
    - A check for currently known symptoms of COVID-19:
      - Fever
      - Cough
      - Shortness of breath or difficulty breathing
      - Chills
      - Fatigue
      - Muscle and body aches
      - Headaches
      - Sore throat
      - New loss of taste or smell
      - Congestion or runny nose
      - Nausea
      - Vomiting
      - Diarrhea
- A parent will be notified and the student will be sent home if they have a fever of greater than 100.4 degrees Fahrenheit/38 degrees Celsius or exhibiting any of the above listed symptoms.
- The School Nurse or an RHS Administrator will contact the student's guardian to determine how the student can return home for the remainder of the day.
- The student should not return to school until current symptoms have subsided.
- CDC and IDPH guidelines state that a student who is suspected of having COVID-19, whether they have been tested or not, 72 hours must elapse from resolution of fever without fever-reducing medication and 10 days must pass after symptoms first appeared to be eligible to return to school.

**If a student becomes sick or feels ill while in school:**

- The student should report directly to the Nurse's Office for an evaluation of symptoms and to assess needs.
- The student will remain in the Nurse's Office until a guardian can be contacted and spoken to.
- To maintain the health and safety of the larger school population, the student will be sent home from the Nurse's Office.
- The room or area where the student was located will be thoroughly cleaned and disinfected in accordance with CDC guidelines.
- CDC and IDPH guidelines state that a student who is suspected of having COVID-19, whether they have been tested or not, 72 hours must elapse from resolution of fever without fever-reducing medication and 10 days must pass after symptoms first appeared to be eligible to return to school.

**If a student becomes sick while not in school:**

- Students who are sick or exhibiting any of symptoms related to COVID-19 should **not** come to school.
- The student's guardian should contact the attendance office at 708-456-4242 x1258 or email the Attendance Clerk, Christine Olivo (colivo@ridgenet.org) with specific information regarding their student's illness, including current symptoms.
- Students will still be able to complete academic work from home on their school-issued iPad, and teachers and staff members will be available to address any academic, social or emotional needs.

**If a student tests positive for COVID-19:**

- The student's guardian should contact Candace Reid, the RHS School Nurse, at 708-456-4242 x1268 with specific information regarding their student's illness, including current symptoms.
- The student must quarantine at home for 14 days in accordance with CDC guidelines.
- RHS School Officials will alert the school community that an individual within the school has tested positive for COVID-19. The communication will protect the confidentiality of the individual and will also contain a symptom checklist that families can use at home in the event their student may begin to exhibit symptoms themselves.
- The School Nurse will contact local health agencies to alert them to the positive COVID-19 case. Based on the facts of the case, the local health agency may decide a contact-tracing investigation is necessary to determine if any staff members or other students may be at risk of contracting COVID-19. The RHS Nurse and School Administrators will assist in the investigation as needed.
- All areas of the building the student had been in contact with will be cleaned and disinfected in accordance with CDC guidelines.
- The School Nurse will remain in contact with the student's guardian for the duration of the 14-day quarantine period to track symptoms, assess any current educational/family needs, and gauge the recovery process.
- Upon completion of the 14-day quarantine period, the student will be required to see the School Nurse (or RHS School Administrator if the School Nurse is not available) for an evaluation before returning to any class or other area of the school building.

## Hygiene

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Staff members must clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff must avoid touching their mouth, eyes, or nose as much as possible. Staff and students must use hand sanitizer upon entering the classroom each time. Hand sanitizer will be placed in common areas throughout each school building. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing, or sanitizing must be done before and after contact with students. 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. Schools will post handwashing posters in the bathrooms, hallways, all common areas.

## Lockers

Per guidance from the Illinois State Board of Education, in an effort to keep students socially-distant from one another, they will not be permitted to use school or PE lockers until further notice. Students must keep personal belongings in their backpacks while in the school building.

If you have a returning student who has personal belongings in their school or PE locker, or wants to get their lock, they should email David Hawk, Dean of Students ([dhawk@ridgenet.org](mailto:dhawk@ridgenet.org)), to schedule a time to retrieve them.

## Classroom Guidance

- Arrange seating six feet apart. It is recommended teachers provide assigned seating for students and require students to remain seated for the duration of the class.
- Encourage hand washing throughout the day.
- Teachers will have disinfectant to wipe down desks in between classes.
- Hand sanitizer will be provided in all classrooms.
- Each student is issued an iPad from D234. If they are using a computer at the school, it will be properly cleaned by school personnel.
- Clean classrooms daily.

## Hallways, Main Office, Common Areas

- Maintain six feet physical distancing when possible
- Require face coverings for staff and students
- Clearly mark areas to indicate safe distancing for students
- Hand sanitizer will be easily accessible around the school in common areas and hallways.
- Display visible signage reminding everyone of physical distancing and face covering usage at entryways, hallways, classrooms, and common areas
- Provide access to school buildings to authorized personnel only.
- Restrict students to specific areas as identified by administration.
- Clean high touch areas throughout the day

## **Cafeteria, Breakfast and Lunch**

- Dining in the cafeteria will be closed until further notice and students will not be eating in any space in the building.
- Free breakfast and lunch for eligible students will be distributed from 11 a.m. until 1 pm on Mondays and Wednesdays at the east parking lot. Only one packaged breakfast and lunch per student will be provided. For example, for a family of four who has only one student attending Ridgewood, that family will receive one breakfast and one lunch per school day. Pick up days will be on Monday and Wednesdays.
- Food service personnel will use appropriate PPE, including gloves and face coverings, while preparing and distributing food.

## **Restrooms**

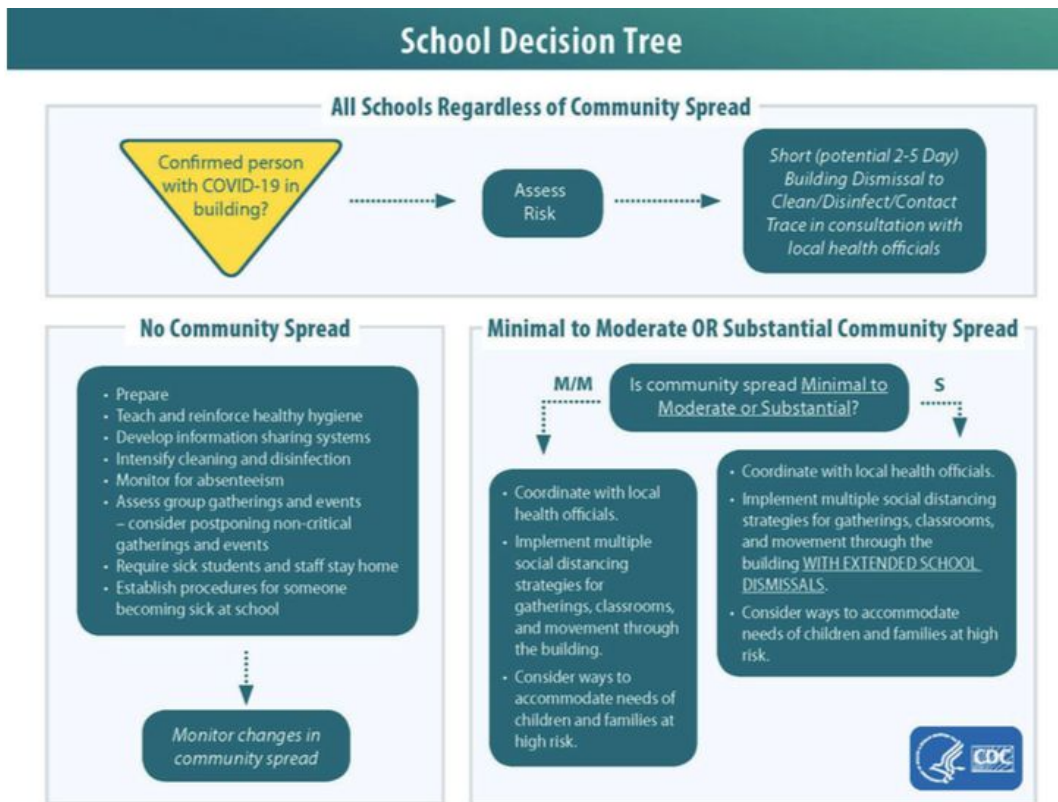
- Maintain six feet physical distancing
- Require face coverings for staff and students
- Clearly mark areas to indicate safe distancing for students
- Display clearly visible signage reminding everyone of physical distancing and face coverings
- Signage on proper handwashing technique
- Clean high touch areas throughout the day
- Staff will be monitoring restrooms to ensure proper social distancing.

## **Shared Objects**

Students and employees are restricted from borrowing or sharing of any items. The CDC recommends that electronic devices, books, and other games or learning aids not be shared. Electronics, including, but not limited to, iPads, touchscreens, keyboards, remote controls, door entry systems, etc., should be cleaned before and after use. Items that must be shared or communally used must be cleaned after each use and individuals must perform hand hygiene between use. Utilizing hand sanitizer before and after the use of books or library material is recommended.

## School Closure Plan (guidance from CDC)

The CDC recommends the following procedures regardless of the level of community spread.



## Operations

### Recommendations for Families

- State of Illinois mandated health examination and vaccine requirements will be due by October 15, 2020, not the original date of September 1, 2020.
- Please make sure all emergency contact information is up to date before the start of the school year.
- If your child is experiencing any illness symptoms, they should stay home.
- The CDC recommends everyone 6 months of age and older to get vaccinated **every flu season** with rare exceptions. Due to the fact that flu symptoms overlap with COVID-19 symptoms, it's encouraged to vaccinate your children for influenza this fall.
- When reporting absences related to illness, please be sure to report if your child...
  - Has been in close contact with someone positive for coronavirus
  - Is experiencing symptoms of coronavirus
  - Has been diagnosed with coronavirus
  - Has been diagnosed with influenza (respiratory flu)

# Communication

## Communication Methods:

Throughout the 2020-2021 school year, Ridgewood High School District 234 will utilize the following communication methods to keep stakeholders up to date on changes regarding all protocols:

- [D234 website](#)
- Phone, text and email alerts
- Tri-annual Ridgewood Newsletter
- D234 social media ( [Facebook](#), [Twitter](#) , [Instagram](#) )

All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up to date and follow RHS social media for more timely updates.

## Who do I contact if...

- I have questions/concerns about E-Learning?
  - <https://www.d234.org/academics/elearning-day/>
- My student tests positive for COVID-19?
  - School Nurse, Candace Reid, ext. 1258
- I am a staff member who tests positive for COVID-19?
  - School Nurse, Candace Reid, ext. 1258
- My student needs tech support during E-Learning?
  - Tech support is available via telephone for students and teachers.
  - [Technology contacts](#)

## So there was a confirmed case in RHS... now what?

- We will immediately notify local health officials. The local health officials will help the RHS administration decide a course of action.
- Any people identified as being in close contact with the positive individual will be asked to self-quarantine and be alert of symptoms for COVID-19.

## My student tested positive for coronavirus, how can they return to school?

- The student's guardian should contact the Candace Reid, RHS School Nurse, at 708-456-4242 x1268 with specific information regarding their student's illness, including current symptoms.
- Guidelines from the CDC and IDPH for students suspected of having COVID-19, whether they are tested or not, state that 72-hours must pass from resolution of fever (without fever reducing medication) and 10-days must pass after symptoms first appeared. It is our intention to adhere to these guidelines.
- As new guidance emerges, ***guidelines may change.***