Crystal City #47 School District

Crystal City High School and Junior High Building Plan
2020-21 School Year

Learning Today, Leading Tomorrow
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Learning Options

Crystal City Grades 7-12 will offer families two instructional options for their child(ren) for the fall 2020 semester

- Option 1: Crystal City In-Person Learning Plan
- Option 2: Crystal City Online-Virtual learning option

**Option 1: Crystal City In-Person Learning Plan**

**In person learning:** Families who choose Option 1 will follow Crystal’s In-Person Learning Plan below. Here you will find a comprehensive building plan for Crystal City High School grades 7-12 in addition to protocols for a return to school. This plan is in addition to and in coordination with the District guidelines shared by Mr. Holdinghausen on July 20, 2020 as specific to the Crystal City High School building grades 7-12. These recommendations are in place as of August 10, 2020 and are subject to change.

**General Building Guidelines**

- Teachers and administrators will work together to strive for 6 ft of distance between others when space allows.
- Signage pertaining to handwashing, social distancing and general hygiene will be posted.
- Each building classroom will have hand sanitizer which students and staff will be recommended to use when entering and exiting the classroom.
- Building entrances will have hand sanitizing stations and students and staff will be recommended to use when entering and exiting the building.
- Desks in the classrooms will face the same direction when possible.
- There should be limited sharing of school supplies. In classrooms where sharing must occur students will be given the opportunity to wash/sanitize their hands.
- Each building classroom will have an EPA approved disinfectant available for use.
- Parents/guardians dropping off items for students will leave it in the high school office foyer entrance and will then be delivered to students from the office.
- Parents/guardians picking up students will wait in the office entry foyer and students will be brought out to them.
- Students and staff will social distance to the furthest extent possible.
- There will be building wide intensive sanitizing taking place daily, using EPA approved disinfectants. High traffic areas will experience increased cleaning and sanitizing throughout the day.
• Parents, visitors, or volunteers will not be permitted into the buildings until further notice.
• Parents should conduct a daily wellness check of their children in accordance with information provided by the district office.
• No parents, visitors or volunteers will be permitted into the buildings with prior scheduling.
• Staff will wear masks when in close proximity to others.
• Students will be required to wear masks when directed or when social distancing is not possible.
• Parents, visitors, or volunteers will not be permitted into the building without a prior appointment.

**General Building Guidelines cont.**

• Students and staff will wash/sanitize hands each time upon entering the building. (sanitation stations will be available at each entrance)
• Students and staff will participate in temperature checks on an as needed basis as determined by district administration.
• All classrooms will have hand sanitizer along with disinfectant spray.
• Students and staff will be advised to wash/sanitize their hands multiple times per day.
• Large group gatherings will not be allowed during the school day at this time.
• All school assemblies will not occur at this time.
• We all need to be prepared to switch to a virtual or distance learning model if we see a spike in COVID-19 cases.
• An isolation area will be set up to contain any student or staff member who shows signs of illness.
• Time will be given throughout the day for students to wash their hands.
• The High School parking lot will be opened as a hotspot for students in all grade levels if another long term closure is mandated.
• Social distancing will be observed to the furthest extent possible by all staff and students.
• Student activities and athletics will be conducted as usual to the extent they are permissible under local, state and federal guidelines.
**General Hallway Guidelines**

- Social distancing signage and decals will be placed as guidance for social distancing measures.
- Groups of students will not be allowed to congregate in the hallways between classes.
- Students will be allowed and are encouraged to use backpacks to carry all essential items with them throughout the day. Students opting to use lockers will be allowed to do so but will be limited to use before school, after lunch and after school.
- HS and JH students will have staggered passing times to limit both hallway congestion as well as JH and HS student hallway interaction. This, along with the recommendation of students carrying backpacks will provide a two minute passing period rather than the four minute passing period they are used to.
- Students will use a hands off sign in, sign out process throughout the building:
  - This process can be completed through completing the appropriate Google form, or by using their phone to scan the appropriate QR code.
- Students are asked to bring a plastic, or metal water bottle for use during the day. Water fountains will be limited to filling water bottles only. In the event a student does not have a water bottle, cups will be available for use.
- Restrooms will have occupancy limits and will be limited to the amount of stalls available.
- 9-12 students will use the restrooms in the gym foyer.
- 7-8 students will use restrooms on the first floor.

**Food Service and Cafeteria**

- Food service personnel will use gloves, masks and other PPEs.
- There will be three lunch shifts:
  - 1st lunch- Grades 9-10 (some exceptions based on student schedule)
  - 2nd lunch-Grades 7-8
  - 3rd lunch- Grades 11-12 (some exceptions based on student schedule)
- Food bars will not be used.
- Food will be served to students. Salads and other items will be premade and individually packaged.
- Seating charts will be used at the tables limiting them to 50% capacity
- Additional seating will be available on the gym stage; limited to two to a table.
- Students will be released by table to limit the amount of students in line.
- Teachers will allow extra time for hand washing/sanitizing before AND after breakfast & lunch.
- Hand sanitation stations will be available for students entering and exiting the cafeteria.
- Lunchroom monitors will strongly enforce the “no touching” rule of other students and other students’ food.

**Transportation**
- If possible, parents are encouraged to opt out of district provided transportation to aid in increased social distancing on the buses.
- Parents must commit to utilizing or NOT utilizing district transportation for a full semester. Changes to district transportation usage may be made at the end of first semester.
- Students will be assigned seats to reduce transmission and assist with contact tracing if necessary.
- Students are expected to remain in their assigned seat at all times.

**Arrival-Grades 7-8**
- Students will not be permitted to enter the building prior to 7:15 a.m.
- JH parent drop off and bus drop off will be in the back of the building at the cafeteria entrance. Students will enter directly into the cafeteria where they will stay. Doors will lock at 7:40 a.m. All student arrivals after 7:40 a.m. need to enter through the main entrance by the office.
- JH Students will be able to eat breakfast in the cafeteria and will sit in their designated seat.
- After 7:25 a.m. their 1st hour teacher will get them and take them to their 1st hour class.
- JH students arriving after 7:25 will be able to stay and eat breakfast in the cafeteria or report directly to their first hour class.
- Students will not be allowed to gather in the hallways prior to the start of school.
- All walking students grades 7-12 will enter through the main entrance by the office.
**Arrival-Grades 9-12**

- Students will not be permitted in the building prior to **7:15 a.m.**
- HS drop off will be directly in front of the gym and students will enter through the gym foyer.
- HS students will have a Grab-n-Go style breakfast available for them in the foyer.
- HS students will report directly to their first hour class upon arrival. They may take their breakfast with them.
- Students will not be allowed to congregate in hallways prior to school.
- Students arriving after **7:40 a.m.** will need to enter in the front of the building at the office entrance.
- All walking students grades 7-12 will enter through the main entrance by the office.

**Departure**

- We will use a staggered departure process to limit congestion and also limit HS and JH hallway interaction.
- All walking students grades 7-12 will exit through the main entrance by the office.
- Grades 7-8 bus riders and parent pickups will exit the back of the building out the cafeteria doors.
- Grades 9-12 bus riders, parent pickups and student drivers will exit the side of the building out the gym foyer doors.

**Technology**

- Google Classroom will be used throughout the district as our digital platform. This platform will be used both in person or virtual.
- Crystal City 47 is a bring your own device (BYOD) district for grades 7-12. The district is continuously working to increase the number of Chromebooks available to students at school. However, to help the District get closer to a 1:1 technology ratio, students will be allowed and are encouraged to bring their own devices to utilize at school.
- If parents are interested in purchasing devices for their students, the district recommends Chromebooks because they are affordable devices with all-day batteries that will allow students to access all of their teacher-assigned resources, digital content, etc. the same way they would if they were using a school-owned device.
- For the upcoming 2020-2021 school year students (7-12) are encouraged to bring their own Chromebook or technology device for learning purposes.
• For students who do not have access to a personal device, the district will assign and distribute Chromebooks (7-12) the first week of school.
• Students will be responsible for the care of their assigned Chromebook. Students will receive care instructions and general usage guidelines for their use.
• Staff will limit the usage of shared desktops (computer labs), however, in the event that a lab need to be used, students will be assigned a seat and the devices will be included in all cleaning protocols.
• All devices will be cleaned at the end of every day.
• The High School parking lot will be opened as a hotspot for students in all grade levels if another long term closure is mandated.
• The district purchased video cameras for all staff for the recording of or for synchronous (live) instruction.

  **Academics and Assessment**

• Students will participate in a full schedule arranged for social distancing.
• Students will be encouraged to practice social distancing where possible when moving throughout the school.
• In-person classes will follow current units of study and pacing. Instruction provided 4 days a week (Tuesday-Friday).
• All students will follow the same course expectations, scope and sequence.
• Students will use Google Classroom. This platform will be utilized during the in-person school day to improve familiarity in the event of a closure during the school year.
• Students will use their own equipment and supplies to avoid sharing. When this is not possible, appropriate sanitizing will take place.
• Students will have access to PE, Art, Music, Media, Special Education, and intervention groups. However, adjustments will be made to minimize large groups.
• Grades will be taken on assignments and assessments in order to maintain accountability.
• Every teacher will be prepared to instruct online with the use of Google Classroom with an increased use of online apps and tools within the learning activities.
• Live instruction will be recorded and posted for review purposes for online students to view.
• Most performing arts and visual arts classes will continue as scheduled. However, some classes may be reorganized to emphasize social distancing.
• Dual Enrollment courses will follow the college policies and procedures.
Online Education: The Crystal City School District recognizes that many parents are ready and comfortable with resuming class in-person. However, we know that there are some parents and students who may be uncomfortable in the ‘in-person’ setting. As a result, for the 2020-2021 school year, the Crystal City School District will offer a virtual learning option which will be taught solely by, as well as utilize, a curriculum developed by Crystal City teachers.

To be enrolled in Crystal City Online-Virtual Learning, students must have home internet and home computer access.

- Students will have the option to enroll in the **Crystal City Online-Virtual Learning** program taught by Crystal City teachers. They will follow current units of study and pacing.
- Students will be expected to complete all assignments/assessments that are assigned. Grades will be given throughout and at the end of each semester.
- Most performing arts and visual arts classes will continue to enroll online students. However, there are some classes that may need to be adapted to fit the online model while other classes may be suspended for the year due to the inability to offer the course in an effective online manner. Classes which may not be effectively offered through Google Classroom may have options to enroll in our Acellus Program.
- Students will use Google Classroom. Learning objectives, directions, resources, recorded instruction, learning tasks, due dates, tutorials and expectations will be posted to Google Classroom on Tuesdays with the expectations for the week.
- Students are required to be available for instructional logins multiple times a day.
- Students are required to attend small group or class meetings online.
- Students will be required to view live and/or recorded lessons.
- Virtual assessments will be completed as assigned.
- Office hours will be in place for teachers dedicated solely to online students.
- If a family chooses online learning, the student is still enrolled as a Crystal City student and will continue to be affiliated with their child's school building, including communications from the principal and teachers.
- Students will commit to online through the end of the first semester for grades 9-12; First quarter for grades 7-8. They will have the opportunity to transition back into their assigned school in person following these end dates.
Dual Enrollment courses will follow the college policies, procedures and deadlines.

Student Expectations - Online Courses

- **Students will communicate regularly with faculty.**
  Faculty and administration expect that all students will follow through with information sent to them via email, Google Classroom, etc...Students are expected to check course communication regularly.

- **Students will act with academic integrity.**
  Faculty and administration will investigate any suspicions of academic dishonesty including but not limited to plagiarism and/or any other form of cheating on graded assignments and tests.

- **Students will meet course deadlines.**
  Faculty and administration expect that students either have or will develop good time management skills as they relate to completing course requirements.

Tips for success:

- Identifying specific hours of the day for schoolwork.
- Setting deadlines based on personal schedules in advance of the official deadline.
- Creating a personal calendar of class events and requirements, or keep up-to-date to-do lists
- Asking for help in a timely manner.

- **Students will actively participate.**

Faculty and administration expect students will participate in courses on a regular basis. In the online learning system, “attendance” will be determined by student engagement with the classroom tools, with other students, and with the instructor. Students are expected to log-on to the course on a regular basis and check for news and information, and to maximize their online participation. Instructors, counselors, and the administration will be notified when students do not demonstrate participation by accessing course resources and do not submit assignments by assigned due dates. If progression and completion of course
work is not demonstrated, and can not be resolved quickly, students may not receive credit for the course. Your individual teachers will be in regular contact with you.

Teacher Expectations-Online Learning

- Teachers will use Google Classroom as the learning platform for grades 7-12.
- Teachers will provide office hours twice a week.
- Teachers will provide accommodations/modifications to meet IEPs and 504 Plans.
- Teachers will communicate regularly with parents regarding expectations and student progress.
- Video or live instruction may include the following: introduction statement of goal, where to find resources online, lesson with examples, examples of learning struggles, ties to previous lesson, directions on how to complete and turn in task(s), guidelines to students as to how long task(s) should take, checking for understanding and feedback.
- Assignments, objectives, required readings would be placed on Google Classroom on Tuesday for the week with resources, guidelines, notes, videos, assignments, schedule and due dates.