

Career Technical Education (CTE) Academy

2020-2021

***Return-to-Learn
Plan***



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The Seekers

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JO DAVIESS CARROLL

CAREER TECHNICAL EDUCATION (CTE) ACADEMY

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Dear Jo Daviess Carroll Career Technical Education (CTE) Academy Families:

We hope everyone is well and you're ready for the 2020-2021 school year! We're preparing for our NEW Juniors and returning/NEW Seniors. The CTE Academy is scheduled to be back in-session with in-person learning on Wednesday, August 19, 2020. This marks the 49th Anniversary of the Jo Daviess Carroll Area Vocational Center (AVC) and CTE Academy!

Our **Return-to-Learn** plan is constantly changing as we collaborate with our six (6) feeder school districts: Galena, River Ridge, Scales Mound, Stockton, Warren, and West Carroll. We're also attempting to stay up-to-date on the research and recommendations of the Centers for Disease Control and Prevention (CDC), Governor Pritzker, Illinois State Board of Education (ISBE), Illinois Department of Public Health (IDPH), Jo Daviess County Public Health Department, and other sources. Our **Return-to-Learn** plan and **Student Handbook** will be posted on our website in late July/early August. However, we will update the **Return-to-Learn** plan as needed. Please stay-tuned for updates!

There are certain words and phrases we will always carry with us into the "new normal:" Coronavirus; COVID-19; challenging; face coverings/masks; metrics; mitigation; in-person, remote, and blended learning; pandemic; personal protective equipment (PPE); positivity-rate; social distancing; stay-at-home; unprecedented; Restore Illinois; and many, many more. Our thoughts are with the individual and families in the United States and around the world impacted by COVID-19! Our thoughts and sincere thanks are with our 1st responders, health professionals, front-line workers, and volunteers! We cannot thank them enough!

Our CTE Academy staff have been preparing for in-person, remote, and blended learning. We have to be prepared for all forms of learning and be ready to transition from one plan to another seamlessly. We're also spending time thoroughly cleaning and sanitizing the CTE Academy. A special thanks to Tri-State Clean!

In-Person Learning: CTE Academy students will be cleared before leaving their home school districts with daily self-certification and/or temperature checks. Home school districts will also ensure their students have face coverings before they board the school bus to the CTE Academy. However, the CTE Academy also has the capability to check temperatures and provide disposable face coverings if necessary.

Daily self-certification ensures students will only attend in-person learning if they are free of COVID-19 symptoms and feeling well. All CTE Academy staff will also self-certify and/or have temperature checks daily.

The CTE Academy staff will also receive professional learning on identifying and reporting COVID-19 symptoms. CTE Academy students will receive education and **frequent** reminders of CDC recommendations. We will educate, practice, and hold students and staff accountable for their own safety and the safety of their peers and CTE Academy staff.

We have response and communication protocols in place to all six (6) feeder school districts in case any of our students and/or staff have COVID-19 symptoms and/or feeling ill. We have an isolation room prepared if necessary. The student will be supervised while in isolation. The family of the student in isolation will be contacted immediately (in addition to contacting a student's home school district). We have a space-by-space plan for daily cleaning and sanitizing our CTE Academy between the AM and PM sessions and after the PM session (ready for the NEXT day's AM session).

Remote and Blended Learning: Our CTE Academy staff will be communicating with our students through e-mail, Zoom, and Google Classroom (G Suite). The Remote and Blended Learning will feature live streaming and recorded instruction. Students will be expected to sign-in daily for attendance and complete all assignments as if they were in-person. All assignments and assessments will be graded during the 2020-2021 school year.

In-Person, Remote, and Blended Learning: We will be collaborating with our six (6) feeder school districts on in-person, remote, and blended learning. Each of the school districts' Return-to-Learn plans will have similarities and differences. In all likelihood, the **Return-to-Learn** plans of our six (6) feeder school districts will also be constantly changing as warranted. I have been extremely impressed with the communication and preparation of our school districts. Superintendents and Jo Daviess County Health Department have been having weekly Zoom and Google Meet meetings during the summer (at least weekly).

Thank you to our CTE Academy students and families for participating in Remote Learning during the spring! We sincerely appreciated your patience, support, and understanding during these unprecedented times. We congratulate our graduated Seniors and wish them success! Thank you for spending time with us and we're genuinely sorry we were unable to finish your Senior year with you!

Please e-mail or telephone if you have any comments, concerns, and/or questions. Thank you for your time and consideration! Take care! Be safe! Be well!

Sincerely,

Kris Hall, CTE Academy Director

C: CTE Academy Staff

IN-PERSON LEARNING DAILY PLAN

Professional Learning Days (August 13, 16, and 17):

expectations for students and Staff
lesson plans/scripts: handwashing plus...
cleaning supplies available
scenarios; FAQs; COVID-19 signage

Illinois Department of Public Health (IDPH) Guidelines:

- Require the proper use of appropriate protective equipment (PPE), face coverings
- Prohibits more than 50 individuals from gathering in one space
- Require social distancing as observed, 6' or as much as possible
- Require that schools conduct symptom screenings and temperature checks or require individuals self-certify that they are free of symptoms before entering school buildings
- Require an increase in school-wide cleaning and disinfection
- All students are expected to attend school daily and follow the guidelines

Students and Staff (Daily):

ALL students **MUST** wear cloth face coverings (over mouth and nose)
check students for face coverings (properly fitted)

NOTE: bandanas will NOT be allowed

check student's temperature as needed (students have self-certified or
temperature checked in home school districts)

students with temperature quarantined (in supervised isolation room)

parents/guardians contacted to pick-up student ASAP

school district(s) contacted

students with symptoms or feeling ill will be also be quarantined

recommend parents/guardian notify school districts with siblings

ALL Staff and students **MUST** adhere to social distancing guidelines (6')

ALL Staff and students **MUST** enter through the main doors

ALL Staff **MUST** wear cloth face coverings (over mouth and nose)

Sue and Kris check temperature of Staff on arrival

Staff with temperature will be sent home

Staff with symptoms or feeling ill will be sent home

Early Childhood Education:

alternate entrance

Pre-School parents/guardians do **NOT** enter the building

check students for face coverings (properly fitted)

check pre-schoolers' temperature

Parents/Guardians remain until temperature check of their child(ren)

Early Childhood Education (Continued):

Pre-Schoolers with temperature will be sent home with parents/guardians
recommend parents/guardian notify school districts with siblings

Note: Refer to “**Students and Staff (Daily)**”

Visitors:

ALL visitors (including School Bus Drivers) **MUST** wear face coverings
(over mouth and nose)

Sue and Kris check temperature on arrival
visitors with temperature will be denied entrance

Sanitation Stations:

ALL programs; entrance; office; workroom; WEST hallway; EAST hallway;
conference room; Student Union

Restrooms:

MAXIMUM Occupancy: 3
disposable restroom passes
sign-OUT/sign-IN sheets and shared writing materials **PROHIBITED**

Miscellaneous:

NO contact
essential travel **ONLY**; disposable passes
students assigned computers

Vending:

hours of operation strictly enforced; social distancing; barriers;
floor markings

Sue’s Bank of Change:

hours of operation strictly enforced; social distancing; floor markings

Miscellaneous:

- programs/classrooms will be set-UP for social distancing
- one-way hallways
- one-way staircases
- Staff will have lesson plans/scripts to share and practice with students

Examples:

- stay home if you have symptoms or feeling ill
- COVID-19 symptoms
- face coverings (over mouth and nose)

Miscellaneous (Continued):

- handwashing; dispense paper towels 1st
- DON'T touch your face (especially your nose)
- respiratory etiquette (coughing; sneezing; etc.)
- social distancing (6')
- DON'T share supplies
- use ONLY water bottle fill on water fountains
- isolation room (Director's office: windows/ventilation available)
- students in isolation room MUST be supervised
- Staff supervising students in isolation room MUST have face covering, disposable gloves, disposable isolation gown, safety glasses or face shield
- Auto and Construction Technology (optional) disposable gloves
- area rugs and excess furniture removed
- condiments removed
- "waste baskets" reduced; waste baskets will have disposable bags
- buses unload one @ a time (social distancing)
- outside classrooms or fresh air breaks (option)

COVID-19 CUSTODIAL PLAN:

Entrance (PRIORITY):

Sanitation Station
delivery table: FEDEX; UPS; etc.
cleaned twice daily: hardware; glass; delivery table

Office:

Sanitation Station
frig; tables; hardware; glass; light switches; phones; keyboards; mice

Workroom:

Sanitation Station
frig; microwave; coffee makers
copier
tables; hardware; light switches; phone

WEST Hallway: Sanitation Station

Graphic Communications:

Sanitation Station
3-D printer and printers
sink; surfaces; tables; hardware; light switches; phone; keyboards; mice

Computer Networking and Security:

Sanitation Station
3-D printers and scanner
sink, surfaces; tables; hardware; light switches; phone; keyboards; mice

EAST Hallway: Sanitation Station

Early Childhood Education (PRIORITY):

Sanitation Station(s)
microwave
sink; surfaces; tables; glass; hardware; light switches; phone; keyboards; mice
cleaned twice daily: restroom

Health Occupations:

Sanitation Station
beds; wheelchairs; etc.
sinks; surfaces; tables; hardware; light switches; phone; keyboards; mice
cleaned twice daily: restroom

Kitchen (formerly Culinary Arts and Restaurant Management):

Sanitation Station

sink; surfaces; tables; hardware; light switches; phone

Family Ties: ROE #8

surfaces; hardware; light switches; phone; keyboards; mice

ERAP: ROE #8

surfaces; tables; glass; hardware; light switches; phones; keyboards; mice

Conference Room:

Sanitation Station

tables; hardware; light switches; keyboards; mice

Auto Technology:

Sanitation Station(s)

sink; tables; hardware; light switches; phone; keyboards; mice

Construction Technology:

Sanitation Station

tables; hardware; light switches; phone; keyboards; mice

Criminal Justice/Law Enforcement:

Sanitation Station

tables; hardware; light switches; phone; keyboards: mice

Student Union: disposable gloves required

Sanitation Station(s)

cooler; microwave; hot H₂O (behind Student Union counter/display cases)

tables; counters; display cases

cleaned twice daily

Vending (PRIORITY): cleaned @ least twice daily

Restrooms (PRIORITY):

toilets; urinals; sinks; faucets; hardware; light switches

cleaned @ least twice daily

Computer Lab/Crime Scene Investigation Classroom:

surfaces; tables; hardware; phone; keyboards; mice

Van:

Sanitation Station
wipe down inside before every use...

School Bus:

Sanitation Station
wipe down inside before every use...

Custodian: cloth face covering and disposable gloves required

chairs

garbage cans (liners)

flat screen/projector/TV remote controls

hand dryers; soap dispensers; paper towel dispensers; toilet paper dispensers

Instructors, Administrative Assistant, Director: cloth face covering required

cleaning supplies available: sanitizer; wipes; kleenex; disposable face coverings;
and gloves; safety glasses

RESOURCES:

JO DAVIESS COUNTY COVID-19 Information:

<https://www.jodaviess.org/covid19>

ILLINOIS DEPARTMENT OF PUBLIC HEALTH (IDPH):

<http://www.dph.illinois.gov>

IDPH | Protecting health, improving lives.

The Hospital Report was recently updated September 29, 2019. Updates include; Process of Care, Readmission Rates, 30-Day Mortality, Satisfaction survey responses, Emergency Department Services, Hospital Acquired Infection. School will be returning soon. The Illinois Department of Public Health is providing resources to start the #VaxToSchool ...

www.dph.illinois.gov

RESTORE ILLINOIS:

<http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus>

Coronavirus Disease 2019 (COVID-19) | IDPH

list_altRestore Illinois - Plan bar_chartRestore Metrics help_outlineRestore Frequently Asked Questions
contact_phoneIDPH Contact Tracing Interest Form On May 29, 2020, Gov. J.B. Pritzker signed Executive Order 36 - Restoring Illinois Protecting Our Communities - to safely and conscientiously resume activities that were paused due to the COVID-19 pandemic. The order lifts the

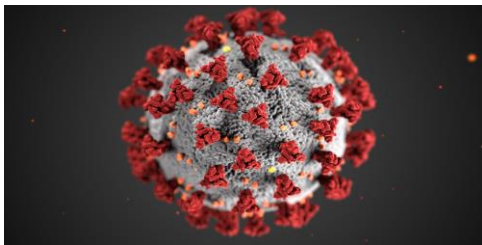
www.dph.illinois.gov

Centers for Disease Control and Prevention (CDC):

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Centers for Disease Control and Prevention (CDC) **Print Resources:**

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>



Coronavirus Disease 2019 (COVID-19)

Coronavirus disease 2019 (COVID-19) is a virus (more specifically, a coronavirus) identified as the cause of an outbreak of respiratory illness first detected in Wuhan, China.

www.cdc.gov

GUIDANCE FOR CLEANING AND DISINFECTING SCHOOLS:

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

GUIDANCE FOR CLEANING AND DISINFECTING

GUIDANCE FOR CLEANING AND DISINFECTING PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES
CS316485C April 28, 2020 1:36 PM This guidance is intended for all Americans, whether you own a business, run a school, or want to ensure

www.cdc.gov

CDC COVID-19 FAQs:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/FAQ-schools-child-care.pdf>

WHAT SHOULD I CONSIDER AS I PLAN AND PREPARE FOR COVID-19?

K-12 Schools and Childcare Programs FAQs for Administrators, Teachers, and Parents [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) CS 316126-A

March 26, 2020 1:35 PM Administrators

www.cdc.gov

CDC Considerations for Schools:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>



Considerations for Schools | CDC

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows: Educate staff and families about when they/their child(ren) should stay home and when they can ...

www.cdc.gov

Illinois Department of Public Health (IDPH) Pandemic COVID-19 Checklist: K-12 School Administrators:

<http://www.dph.illinois.gov/sites/default/files/COVID-19%20Schools%20Checklist%20030420.pdf>

STARTING THE 2020-21 SCHOOL YEAR:

Starting the 2020-21 school year, June 23, 2020 Part 3: Transition Joint Guidance

<https://www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf>

ISBE Part 3 Transition Guidance: Starting the 2020-21 School Year FAQ:

<https://www.isbe.net/Documents/FAQ-Part-3-Transition-Guidance.pdf>

ISBE School and District Fall Reopening Tool Kit:

<https://www.isbe.net/Pages/covid19.aspx>

ISBE School Building Posters:

<https://www.isbe.net/Documents/ISBE-School-Reopening-Poster-Letter.pdf>

High-quality CTE: PLANNING FOR A COVID-19-IMPACTED SCHOOL YEAR:

https://www.acteonline.org/wp-content/uploads/2020/06/Planning_for_COVID-19-impacted_Year_FINAL.pdf

Key Questions to Consider (Excerpt from Full Guide):

https://www.acteonline.org/wp-content/uploads/2020/06/Planning_for_COVID-19-impacted_Year_Key_Questions.pdf

REMOTE LEARNING PLAN

2019-2020 Remote Learning Review:

Governor JB Pritzker's Executive Order closed all Illinois school districts from March 17, 2020 thru the end of the 2019-2020 school year. Remote Learning was in place for the remainder of the school year. Our CTE Academy Staff maintained a continuity of education with students thru e-mail, electronic platforms, and "paper" assignments. The "paper" assignments (for students withOUT technology or Internet access) were available @ the CTE Academy (CTEA) and our six (6) feeder school districts (Galena, River Ridge, Scales Mound, Stockton, Warren, and West Carroll). We also informed our CTE Academy families of our HOT SPOTS for Internet access (EX: driveway on the west side of our building).

ISBE dictated NO work during Remote Learning was to be graded or used as an assessment for students. CTEA students received their 3rd quarter grade (unless they improved their grade during Remote Learning. ISBE emphasized that this was to make sure that all students in Illinois are treated equitably. Our CTEA Staff recorded the percentage of completed assignments per student during 2020 Remote Learning. Grades were posted to our school districts, Highland Community College, and Southwest Tech.

The sanitization of the CTEA began on Monday, March 16, 2020 after the dismissal of PM students and has continued during this summer. The Academy has been closed to students, families, Staff, and the community.

2020-2021 Remote Learning Plan:

Availability/Communication: Our CTE Academy (CTEA) Staff will be available by telephone and online between 9:00 AM and 2:00 PM. Staff will be reporting the CTEA from 7:45 AM – 3:15 PM. Our Staff expectations include, but not limited to, the following: monitor e-mail and platforms; respond to students submitting assignments and asking questions; daily conversations (if possible); and maintain a **continuity of education**. Remote Learning allows on-going conversations between our students and Instructors. Our CTEA platform will be Google Classroom.

Defined Expectations: The assignments and assignments during CTEA Remote Learning are based on the Instructors' program/course syllabi. The assignments and assignments may include, but not limited to, the following instructional practices:

- Student Learning Objectives (SLOs); setting goals
- Research; graphic organizers; note-taking; summarizing; reporting
- Questioning techniques
- Instructor feedback and student reflection (response e-mails/notebooks/platforms)
- Individualized instruction and re-teaching
- Inquiry-based teaching; scaffolding instruction
- Identifying similarities and differences
- Generating & testing hypotheses; mapping

- Student practice and repetition
- Reciprocal teaching and student metacognition
- Instructor clarity (learning goals, expectations, content delivery, assessment results, etc.)
- Use of programs and software approved by the CTE Academy Instructors
- Others: TBD

Defined Expectations (Continued): The charge to our CTEA Staff will be maintaining a **continuity of education** thru equitable practices. The charge allows for Staff discretion based on the needs and challenges of our students and families. Assignments and assessments will be appropriate and meaningful and not busy work. Our intention is to provide five (5) clock hours of instruction over the course of five (5) Remote Learning days. Our defined expectations will include timelines and contingencies for late assignments. All assignments must be completed and submitted by 2:00 PM on date due. Students will have five (5) additional days to complete assignments and assignments once In-Person Learning resumes.

Attendance: Our CTEA Staff will take attendance based on clearly defined expectations and the on-time submission of required assignments and testing. Students will be required to e-mail our Instructors by 10:00 AM on Remote Learning days. Students and Staff also have the option of taking attendance through Google Classroom. Our Staff will post attendance daily by TBD with our attendance software.

Grades: Students will be graded on academic performance at the CTE Academy (CTEA) during Remote Learning days. These grades will be provided to the home district and recorded on report cards. Grades will be issued by the CTEA coincide with each home district’s reporting schedules. Students and parents may check grades on-line at any time using Chalkable. Passwords are distributed each year during the first weeks of the academic session.

The grading system at the Jo Daviess Carroll Career Technical Education CTE Academy is as follows:

A+	100.00	98.50
A	98.49	94.50
A-	94.49	91.50
B+	91.49	89.50
B	89.49	86.50
B-	86.49	84.50
C+	84.49	81.50
C	81.49	77.50
C-	77.49	74.50
D+	74.49	72.50
D	72.49	66.50
D-	66.49	63.50
F	63.49	ZERO

An incomplete must be addressed two (2) weeks before of the end of the grading period. Justification must be presented to request an extension. CTE Academy course grades will be assigned at the end of each nine-week period and each participating school shall receive a grade report on students’ progress.

Grades earned by students participating in CTE Academy programs will appear on the home district report cards and transcripts. The CTE Academy does not issue transcripts. Grading in the CTE Academy is typically competency-based and expectations may vary from the traditional classroom experience. All college transcript grades will be posted per college entity and should be requested at each respective college register office.

Remote Learning Alerts/Posts: Communication of Remote Learning days will be posted as soon as possible to CTEA families. Remote Learning days will also be posted on our CTEA website and facebook page. We will also post with the assistance of our six (6) feeder school districts. Due to our February 20, 2020 lockdown, we have implemented an emergency system pushing-OUT messages to our feeder school districts asking them to post the information on their websites, facebook pages, “School Messenger” systems, etc. We will be requesting a confirmation e-mail from our CTEA students/families acknowledging receipt of the alerts/posts.

Instructional/Technical Support: Students, families, and Staff experiencing instructional/technical difficulties will be able to access our Computer Networking and Security Instructor, Administrative Assistant, or Director for assistance. If our CTEA Staff is unable to provide assistance; we utilize a technology company in Galena, Illinois for technical assistance. Our CTEA Staff will be maintaining a **continuity of education** with students thru e-mail, platforms, and “paper” assignments. The “paper” assignments (for students withOUT technology or Internet access) will be available @ the CTE Academy (CTEA) and our six (6) feeder school districts (Galena, River Ridge, Scales Mound, Stockton, Warren, and West Carroll). CTEA Remote Learning office hours are 7:00 AM – 2:00 PM. We will also inform our CTEA families of our HOT SPOTS for Internet access (EX: driveway on the west side of our building).