



Blended Return to School 2020-2021

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It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions. CESD #317 has the responsibility to follow guidance from the Illinois State Board of Education and the Illinois Department of Public Health.

On June 4, 2020, Governor Pritzker issued Executive Order 2020-40 allowing schools to reopen for in-person instruction. As the state entered Phase IV of Restore Illinois, a guidance document developed by the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH) was provided to school districts to support planning for a return to in-person instruction. The Illinois Department of Public Health and the Illinois State Board of Education issued guidelines that School Districts are required to follow. The main 5 are the following...

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

With these guidelines and information from surveys sent to parents and staff, the CESD #317 District Leadership Team met to develop a plan and procedures that will allow our students access to high-quality instruction. We recognize that in-person instruction is the most effective model for our students and that consistency and structure are important to students, teachers, and families. We are responsible for creating and providing safe learning environments.

With the State-issued guidelines and the desire to provide quality education, the CESD #317 School District will open school on Monday, August 17, 2020, following the guidelines below. Teachers will return on Thursday, August 13, 2020.

I. Registration

1. 2020/2021 School Registration will be on-line.
2. Those needing help with on-line registration will call the district office for assistance.
3. Building secretaries will call parents of students who did not get registered by the deadline.

II. School Day

1. Students must be medically cleared to enter the school bus and enter the

building.

2. Students will be medically cleared before entering the school bus and will enter the building at designated areas after arriving at school.
3. Students not riding a bus will enter the building at their designated entrance after being medically cleared.
4. Students that are not medically cleared will be isolated until a parent/guardian can be notified to pick their student up or give permission for them to return home on their own.
5. **Approved Face coverings must be worn at all times.**
6. Shaking hands or engaging in any other physical contact is prohibited in school buildings.
7. **A 6-foot distance from others must be maintained as much as possible.**
8. For in-person learning, students will be required to wear a mask at all times. The school days will begin at 8:00 a.m. and end at 12:20 p.m. at the Primary and 12:30 at CMS. For students/guardians who do not want to wear a mask, they may opt-out of in-person and attend school remotely.
9. **GRADES COUNT and ATTENDANCE are expected.**
10. Attendance will be taken. Students are to attend school during the designated times above and attend remote learning for approximately one hour after in-person learning.
11. Every effort will be made to keep the same groups of students together during the school day. Students will not have lockers/cubbies and will keep their supplies with them.
12. Students will have an assigned seat. A copy of the seating chart will be on file in the principal's office.
13. The number of students per classroom will be limited to help assure social distancing can be followed if possible. Every effort will be made to practice social distancing.

III. Face Coverings (Mask)

1. **Approved face coverings must be worn on the bus and at school. This is a directive from the Illinois State Board of Education and the Illinois Department of Public Health. CESD #317 does not have a choice but to follow the directive.**
2. **Parents/Guardians who do not want their students to wear a face mask will be given the option for their students to attend school through remote learning. Please call 217-357-3922 for more information.**

IV. Teaching and Learning

1. Students will receive remote learning training.
2. Students will attend school on days school is in session.
3. Parents/Guardians may opt for Remote Learning if they do not want their students to attend in-person.

V. Attendance

1. Student attendance will be monitored. The District's SIS coordinator will compile and verify student attendance. Teachers will email a list of students that did not complete assigned activities to the building

administrator weekly.

2. CESD #317 will continue to follow our attendance policies as listed in our student handbooks.
3. As stated in our handbooks, “After five unexcused absences, the Truancy Office at the Regional Office of Education will be notified.” If your child is in-person, this means that they have not been present. If your child is remote learning online, this means your child has not filled out the required Daily Attendance Form that is posted in their google classroom. If your child is remote learning using paper packets, this means your child’s packets have not been picked up and/or returned.
4. See live streaming attendance policies below for 7th and 8th graders.

VI. Remote Learning:

1. To meet the State-Mandated five-hour requirement, the final 5th hour will occur in the afternoon/evening that same day.
2. From 1:40 p.m. - 3:30 p.m. - Teachers will be available to answer questions in regards to Remote Learning issues.
3. CPS Teachers: Start Time is 7:30 a.m. and the end time is 3:30 p.m.
4. CMS Teachers: Start Time is 7:30 a.m. and the end time is 3:30 p.m.
5. Doors Open For Students at CPS and CMS at 7:40 a.m.

VII. Breakfast

1. Students who wish to participate in the school breakfast program will be served a school breakfast and eat in the cafeteria.
2. If participating in the school breakfast program, students report to the cafeteria between 7:40 a.m. - 7:55 a.m.

VIII. Lunch

1. Students who wish to participate in the school lunch program will be given a 20 minute on-site lunch period before they depart for the day. Lunchtimes/schedules will be determined per building.
2. Remote learning students who wish to participate in the school lunch program will be given a 15-minute window to pick up lunches at Carthage Middle School in the west alley.

IX. Transportation

1. Traditional busing will be provided; however, parents/guardians are encouraged to transport their students if possible due to the difficulty to maintain social distancing on buses. Students who ride the bus will be required to have a face mask and their temperature taken by staff before boarding. The District will not be able to transport any student who does not have a face mask and/or any student who has a temperature above 100.4 degrees (Fahrenheit). Parents are required to remain at the bus stop until their child has been screened and allowed to board the bus. Students will be required to remain in their assigned seats and continue to wear the face mask throughout the remainder of the school day. Bus drivers will thoroughly disinfect their bus after morning drop-off and at the end of the day.

2. Elementary
 - Shuttle Bus Departure Time: 12:10 p.m.
 - Regular Route Departure Time: 12:25 p.m.
3. Middle School
 - Bus Departure Time: 12:30 p.m.

X. Restroom Breaks

1. Classrooms will have assigned times for restroom breaks with social distancing.
2. Students will be allowed to use the restroom in-between breaks if necessary following social distancing guidelines.
3. Students must wash their hands before returning to class.

XI. When a Student or Staff Member Becomes Sick

1. CESD #317 will continue to follow IDPH and ISBE guidelines regarding quarantine and COVID-19 procedures.
2. Anyone who tests positive for COVID-19 should stay home. Absences for persons with COVID-19 or exposed to someone with COVID-19 may be excused and alternate arrangements made for teleworking, online, and/or paper assignments (depending on grade level).
3. Anyone who shows any signs or symptoms of illness should stay home.
4. Families and staff should also report possible cases to the school where the individual attends or works to initiate contact tracing. Information will be shared with the Hancock County Health Department.
5. 72 hours must elapse from the resolution of fever without fever-reducing medication **and** 10 days must pass after symptoms first appeared.
6. Anyone who has close contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days.
7. Close contact means the individual was within 6 feet of the individual with symptoms for more than 15 minutes.

XII. Cleaning/Disinfecting

1. Frequently touched surfaces (door handles/knobs, desktops/tabletops, light switches) will be cleaned several times a day.
2. Custodians will post a schedule of cleaning times and maintain documentation upon the completion of cleaning.
3. Restrooms will be cleaned frequently and additionally as needed

XIII. GoGuardian

1. Carthage E.S.D. #317 is using Chromebooks this school year. To help keep your child safer and more scholarly online, we have adopted online services provided by GoGuardian.
2. It may be helpful to know that over 10,000 other schools use GoGuardian to protect 5.5 million students across the world, and the Global Educator Institute has endorsed the GoGuardian Teacher product.
3. How are we using GoGuardian?
 - We have chosen GoGuardian Admin and GoGuardian Teacher services to:
 - Help protect students against harmful and inappropriate online material
 - Help students stay “scholarly” and more focused when learning online
 - Helping assess students’ progress towards class assignments facilitating communication between teachers and students during class time
4. When and how does GoGuardian operate?
 - GoGuardian’s web-based services operate on our school’s managed Google Suite for Education Chrome accounts (i.e. when a student is logged into Chrome or a Chromebook
5. What are the school’s responsibilities?
 - Carthage E.S.D. #317 selected GoGuardian services to help our students stay safer and more scholarly online. We will work with students during class time to help teach them digital responsibility and safety. Additionally, we will train teachers about how to operate GoGuardian and about our policies and procedures to help protect student privacy.
6. What are my parental/guardian and child’s responsibilities?
 - We ask that students use their school-managed Google accounts and school-managed devices for educational purposes within the boundaries of Carthage E.S.D. 's Acceptable Use Policy/Authorization for Internet Access agreement.
 - When a student is off-campus, parents are responsible for supervising internet access and usage. We encourage you to discuss rules for appropriate internet usage with your child and reinforce lessons of digital citizenship and safety with him or her. We also highly encourage you to report any potential cyberbullying or other sensitive issues to us.
7. How does GoGuardian help protect my child’s privacy?
 - To help your child remain scholarly and safe online, GoGuardian collects certain personally identifiable information about your child. GoGuardian has consulted with privacy experts, participates in privacy organizations, is a proud signatory of the Student Privacy Pledge, and has been awarded certifications by iKeepSafe for complying with both Family Education Rights and Privacy Act and California student privacy laws. For more detailed information about GoGuardian, you may visit GoGuardian’s website, Trust &

XIV. Carthage Primary School

In-person, instruction will focus on reading/language arts and mathematics in grades K-4; with social studies, science, art, music, and physical education provided remotely. Intervention and special education will be provided from 8:00 a.m. to 12:20 p.m. while students are in attendance during in-person instruction, and remotely as needed. Lockers/Cubbies will not be used, and students will maintain their materials in their backpacks. Our pre-k students' schedule is determined by the Program Director.

1. Students

- Attend all in-person instruction (if possible).
- Attend all remote learning sessions (if possible).
- Utilize Google Classroom and/or paper packets to complete and submit work, communicate with your teachers, and keep track of due dates.
- Respond to teachers when contacted and ask for help or clarification when needed.
- Late Work Policy: This Will be determined by the individual teachers and will be communicated to students and parents.

2. Parents/Guardians

- Keep your student home if he/she exhibits any of the following symptoms (fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, the new loss of taste or smell, congestion, or runny nose, nausea, vomiting, or diarrhea).
- Call the building secretary (Primary: 217-357-9202; Middle: 217-357-3914) if your student will be absent.
- Provide a space at home for your child to complete remote learning activities.
- Maintain an active phone number and email to ensure communication with your student's teachers and school officials.
- Notify the school of any barriers to remote learning.
- Work with your student's teachers to address student needs.
- Remain at the bus stop until your child is allowed to board.

3. Visitors

- No unannounced visitors.
- Visitors can make an appointment to meet with faculty/staff when students aren't present.

4. Special Education

- Flexibility and communication will be critical for the success of students with special needs.
- SPED teachers will work with students, parents, and staff to ensure that all IEP requirements are being met based on the student's individualized remote learning plan.
- Timelines for annual IEP meetings and required evaluations will be met.

5. Daily Schedule:

- Parents/Guardians will have two options for their student(s): 1) students will be able to attend school for in-person instruction or 2) they will be able to choose to participate using Remote Learning.
- When arriving at school, student(s) will first have a medical check.
- Doors will open at 7:40.
- Breakfast will be offered from 7:40 a.m. - 7:55 a.m.
- Shuttle busses released-12:10.
- Route busses released-12:25.

XV. Carthage Middle School

In-person instruction will focus on reading/language arts, mathematics, social studies, and science in grades 5-8; with Literature Workshop, required 5th-grade music class, band, and physical education provided remotely. Intervention and special education will be provided from 8:00 a.m. to 12:30 p.m. while students are in attendance during in-person instruction, and remotely as needed. Lockers will not be used, and students will maintain their materials in their backpacks.

1. Students

- Attend all in-person instruction (if possible).
- Attend all remote learning sessions (if possible).
- 7th and 8th Graders: attend all live streaming sessions (if possible).
- Utilize Google Classroom to complete and submit work, communicate with your teachers, and keep track of due dates.
- Respond to teachers when contacted and ask for help or clarification when needed.
- Late Work Policy: This Will be determined by the individual teachers and will be communicated to students and parents.

2. Parents/Guardians

- Keep your student home if he/she exhibits any of the following symptoms (fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, the new loss of taste or smell, congestion, or runny nose, nausea, vomiting, or diarrhea).
- Call the building secretary (Primary: 217-357-9202; Middle: 217-357-3914) if your student will be absent.
- Provide a space at home for your child to complete remote learning activities.
- Maintain an active phone number and email to ensure communication with your student's teachers and school officials.
- Notify the school of any barriers to remote learning.
- Work with your student's teachers to address student needs.
- Remain at the bus stop until your child is allowed to board.

3. Visitors

- No unannounced visitors.
- Visitors can make an appointment to meet with faculty/staff following the COVID-19 guidelines when students aren't present.

4. Special Education

- Flexibility and communication will be critical for the success of students with special needs.

- SPED teachers will work with students, parents, and staff to ensure that all IEP requirements are being met based on the student's individualized remote learning plan.
- Timelines for annual IEP meetings and required evaluations will be met.

5. Daily Schedule

- Parents/Guardians will have two options for their student(s): 1) students will be able to attend school for in-person instruction or 2) they will be able to choose to participate using Remote Learning.
- When arriving at school, student(s) will first have a medical check.
- If participating in the school breakfast program they report to the cafeteria between 7:40 a.m. - 7:55 a.m.
- The school will begin at 8:00 a.m. with students reporting to their first-hour class.
- Core classes will be put into various block times throughout the week to ensure students are meeting the four hours of required in-person instruction.
- **Possible In-Learning Attendance Schedule** (subject to change):

CMS Schedule - Student (M, W) BLUE												
	0	1	2	3	4	5	6	7	8	9	10	11
	7:30-8:00	8:00-8:28	8:30-8:58	9:00-9:28	9:30-9:58	10:00-10:28	10:30-10:58	11:00-11:28	11:30-11:58	12:00-12:30	12:30-1:40	1:40-3:30
5-1	Schaeffer's Room	5-1 LIT	5-1 LIT	5-1 LIT	5-1 LIT	5-1 MATH	5-1 MATH	LUNCH CAFETERIA	5-1 MATH	5-1 MATH	PREP LUNCH	REMOTE LEARNING
5-2	Bennett's Room	5-2 MATH	5-2 MATH	5-2 MATH	5-2 MATH	5-2 LIT	LUNCH CAFETERIA	5-2 LIT	5-2 LIT	5-2 LIT	PREP LUNCH	
6-1	White's Room	6-1 LIT	6-1 LIT	6-1 LIT	6-1 LIT	6-1 SCI	6-1 SCI	LUNCH GYM	6-1 SS	6-1 SS	PREP LUNCH	
6-2	Klein's Room	6-2 SS	6-2 SS	6-2 SCI	6-2 SCI	6-2 LIT	LUNCH GYM	6-2 LIT	6-2 LIT	6-2 LIT	PREP LUNCH	
7-1	Shirey's Room	7-1 GRAM	7-1 GRAM	7-1 GRAM	7-1 GRAM	7-1 SS	7-1 SS	7-1 SCI	LUNCH GYM	7-1 SCI	PREP LUNCH	
7-2	Krieg's Room	7-2 SCI	7-2 SCI	7-2 SS	7-2 SS	7-2 GRAM	7-2 GRAM	7-2 GRAM	LUNCH CAFETERIA	7-2 GRAM	PREP LUNCH	
8-1	Underwood's Room	8-1 MATH	8-1 MATH	8-1 MATH	8-1 MATH	8-1 LIT	8-1 LIT	8-1 LIT	8-1 LIT	LUNCH GYM	PREP LUNCH	
8-2	Lewis's Room	8-2 LIT	8-2 LIT	8-2 LIT	8-2 LIT	8-2 MATH	8-2 MATH	8-2 MATH	8-2 MATH	LUNCH CAFETERIA	PREP LUNCH	
CMS Schedule - Student (T, TH) WHITE												
	0	1	2	3	4	5	6	7	8	9	10	11
	7:30-8:00	8:00-8:28	8:30-8:58	9:00-9:28	9:30-9:58	10:00-10:28	10:30-10:58	11:00-11:28	11:30-11:58	12:00-12:30	12:30-1:40	1:40-3:30
5-1	Schaeffer's Room	5-1 GRAM	5-1 GRAM	5-1 GRAM	5-1 GRAM	5-1 SCI	5-1 SCI	LUNCH CAFETERIA	5-1 SS	5-1 SS	PREP LUNCH	REMOTE LEARNING
5-2	Bennett's Room	5-2 SS	5-2 SS	5-2 SCI	5-2 SCI	5-2 GRAM	LUNCH CAFETERIA	5-2 GRAM	5-2 GRAM	5-2 GRAM	PREP LUNCH	
6-1	White's Room	6-1 GRAM	6-1 GRAM	6-1 GRAM	6-1 GRAM	6-1 MATH	6-1 MATH	LUNCH GYM	6-1 MATH	6-1 MATH	PREP LUNCH	
6-2	Klein's Room	6-2 MATH	6-2 MATH	6-2 MATH	6-2 MATH	6-2 GRAM	LUNCH GYM	6-2 GRAM	6-2 GRAM	6-2 GRAM	PREP LUNCH	
7-1	Shirey's Room	7-1 LIT	7-1 LIT	7-1 LIT	7-1 LIT	7-1 MATH	7-1 MATH	7-1 MATH	LUNCH GYM	7-1 MATH	PREP LUNCH	
7-2	Krieg's Room	7-2 MATH	7-2 MATH	7-2 MATH	7-2 MATH	7-2 LIT	7-2 LIT	7-2 LIT	LUNCH CAFETERIA	7-2 LIT	PREP LUNCH	
8-1	Underwood's Room	8-1 SCI	8-1 SCI	8-1 SS	8-1 SS	8-1 GRAM	8-1 GRAM	8-1 GRAM	8-1 GRAM	LUNCH GYM	PREP LUNCH	
8-2	Lewis's Room	8-2 GRAM	8-2 GRAM	8-2 GRAM	8-2 GRAM	8-2 SS	8-2 SS	8-2 SCI	8-2 SCI	LUNCH CAFETERIA	PREP LUNCH	
Quarter 2: CMS Schedule - Student (F)												
	0	1	2	3	4	5	6	7	8	9	10	11
	7:30-8:00	8:00-8:28	8:30-8:58	9:00-9:28	9:30-9:58	10:00-10:28	10:30-10:58	11:00-11:28	11:30-11:58	12:00-12:30	12:30-1:40	1:40-3:30
5-1	Schaeffer's Room	5-1 LW	5-1 LW	5-1 KEYBOARD	5-1 KEYBOARD	5-1 STUDY SKILLS	5-1 STUDY SKILLS	LUNCH CAFETERIA	5-1 KEYBOARD	5-1 KEYBOARD	PREP LUNCH	REMOTE LEARNING
5-2	Bennett's Room	5-2 LW	5-2 LW	5-2 HEALTH	5-2 HEALTH	5-2 STUDY SKILLS	LUNCH CAFETERIA	5-2 STUDY SKILLS	5-2 HEALTH	5-2 HEALTH	PREP LUNCH	
6-1	White's Room	6-1 LW	6-1 LW	6-1 MUSIC APPREC.	6-1 MUSIC APPREC.	6-1 STUDY SKILLS	6-1 STUDY SKILLS	LUNCH GYM	6-1 MUSIC APPREC.	6-1 MUSIC APPREC.	PREP LUNCH	
6-2	Klein's Room	6-2 LW	6-2 LW	6-2 MATH WKSH.	6-2 MATH WKSH.	6-2 STUDY SKILLS	LUNCH GYM	6-2 STUDY SKILLS	6-2 MATH WKSH.	6-2 MATH WKSH.	PREP LUNCH	
7-1	Shirey's Room	7-1 LW	7-1 LW	7-1 SPANISH	7-1 SPANISH	7-1 STUDY SKILLS	7-1 STUDY SKILLS	7-1 SPANISH	LUNCH GYM	7-1 SPANISH	PREP LUNCH	
7-2	Krieg's Room	7-2 LW	7-2 LW	7-2 KEYBOARD	7-2 KEYBOARD	7-2 STUDY SKILLS	7-2 STUDY SKILLS	7-2 KEYBOARD	LUNCH CAFETERIA	7-2 KEYBOARD	PREP LUNCH	
8-1	Underwood's Room	8-1 LW	8-1 LW	8-1 MATH WKSH.	8-1 MATH WKSH.	8-1 STUDY SKILLS	8-1 STUDY SKILLS	8-1 MATH WKSH.	8-1 MATH WKSH.	LUNCH GYM	PREP LUNCH	
8-2	Lewis's Room	8-2 LW	8-2 LW	8-2 ART	8-2 ART	8-2 STUDY SKILLS	8-2 STUDY SKILLS	8-2 ART	8-2 ART	LUNCH CAFETERIA	PREP LUNCH	

XVI. Live Streaming Classes

Beginning second semester (January 4, 2020) the 7th and 8th-grade students at Carthage Middle School who have chosen REMOTE LEARNING as their modality of learning OR are absent and will be engaging in REMOTE LEARNING for the day, will be required to participate in their live-streamed classes. Below are the guidelines.

1. 7th/8th Grade Remote Learning/Live Streaming Guidelines

- CESD #317 will continue to follow our attendance policies as listed in our student handbooks.
- Students are expected to be logged on to Google Meet for each period of the day.
- Students are expected to have their cameras on and visible at all times.
 - If a student turns their camera off or is not visible the teacher is expected to make contact with the student and direct him/her to turn the camera on or be visible.
 - If the student does not turn the camera on or become visible after multiple attempts the teacher will count the student absent.
 - Teachers will make note of this on PowerSchool (For example- the student did not respond after numerous requests to turn the camera on).
 - Teachers will not remove the student from Google Meet.
- If a student is not in attendance and they have reached out to their teacher(s) because it is due to technical difficulties, mark the student absent and note the reason for the attendance (Example- tech issues). If a teacher is having technical difficulties, the student's attendance will be an excused absence.
- If a student logs into Google Meet after 30 minutes into the period the student will be marked absent.
 - Note this in attendance (Example- 1st per: student logged on at 8:35 am.).
- If a student receives an Unexcused Absence his/her work will not be counted.
- Teachers will make contact with parents of students that are showing poor academic performance.
 - Teachers will offer solutions/ ways to improve (utilize office hours).
 - If teachers do not see improvement, teachers will notify Miss Nason: give a brief synopsis of the situation.
- Office staff will make contact with parents of students that are showing poor attendance.
- Teachers are to be in their classroom during office hours from 1:40-3:30 pm.
 - Teachers will encourage struggling students to meet with teachers during this time.
- If teachers are having a behavioral issue, they will address the issue with the student and give them the opportunity to correct it.

- If the behavior does not stop, turn the student's camera off (if it's a visual disturbance) or mute the student (if it's an audio disturbance), or both.
- Teachers will contact the parent(s).
- If it is repeated behavior or a severe infraction, write a referral to Miss Nason.
- Teachers will not remove the student from Google Meet unless it is absolutely necessary (Example- student's camera and audio turned off but they continue to send chat messages that are a disturbance).
- Remote learning is an extension of teachers' classrooms. Certain isolated incidents may come up. When that happens, and teachers need guidance, notify Miss Nason.
- Live Streaming Schedule for 12:30 dismissal for 7th/8th graders while CMS is "In-Person" Learning.

Seventh Grade Schedule

Blue Day	White Day
8:00 - 9:00 E/LA - Shirey [TBD]	8:00 9:00 Math/Underwood
9:00 - 10:00 E/LA - Shirey (cont.) [TBD]	9:00 - 10:00 Math Continued
10:00-11:00 Social Studies/ Klein	10:00 - 11:00 Literature/Lewis
11-11:30/Noon-12:30 Science-Krieg	11:00 - 11:30/Noon - 12:30 Literature Cont.

Eighth Grade Schedule

Blue Day	White Day
8:00 9:00 Math/Underwood	8:00 - 9:00 E/LA - Shirey
9:00 - 10:00 Math Continued	9:00 - 10:00 E/LA - Shirey (cont.)
10:00-11:00 Literature/Lewis	10:00-11:00 S.S. Klein
11:00-Noon Literature Continued	11-Noon Science- Krieg

- Live Streaming Schedule for 12:30 dismissal for 7th/8th graders while CMS is “Fully-Remote” Learning due to a school shutdown:

CMS Schedule - Student (M, W) BLUE												
	0	1	2	3	4	5	6	7	8	9	10	11
	7:30-8:00	8:00-8:28	8:30-8:58	9:00-9:28	9:30-9:58	10:00-10:28	10:30-10:58	11:00-11:28	11:30-11:58	12:00-12:30	12:30-1:40	1:40-3:30
7-1	Shirey's Room	7-1 GRAM	7-1 GRAM	7-1 GRAM	7-1 GRAM	7-1 SS	7-1 SS	7-1 SCI	LUNCH GYM	7-1 SCI	PREP LUNCH	
7-2	Krieg's Room	7-2 SCI	7-2 SCI	7-2 SS	7-2 SS	7-2 GRAM	7-2 GRAM	7-2 GRAM	LUNCH CAFETERIA	7-2 GRAM	PREP LUNCH	
8-1	Underwood's Room	8-1 MATH	8-1 MATH	8-1 MATH	8-1 MATH	8-1 LIT	8-1 LIT	8-1 LIT	8-1 LIT	LUNCH GYM	PREP LUNCH	
8-2	Lewis's Room	8-2 LIT	8-2 LIT	8-2 LIT	8-2 LIT	8-2 MATH	8-2 MATH	8-2 MATH	8-2 MATH	LUNCH CAFETERIA	PREP LUNCH	
CMS Schedule - Student (T, TH) WHITE												
	0	1	2	3	4	5	6	7	8	9	10	11
	7:30-8:00	8:00-8:28	8:30-8:58	9:00-9:28	9:30-9:58	10:00-10:28	10:30-10:58	11:00-11:28	11:30-11:58	12:00-12:30	12:30-1:40	1:40-3:30
7-1	Shirey's Room	7-1 LIT	7-1 LIT	7-1 LIT	7-1 LIT	7-1 MATH	7-1 MATH	7-1 MATH	LUNCH GYM	7-1 MATH	PREP LUNCH	
7-2	Krieg's Room	7-2 MATH	7-2 MATH	7-2 MATH	7-2 MATH	7-2 LIT	7-2 LIT	7-2 LIT	LUNCH CAFETERIA	7-2 LIT	PREP LUNCH	
8-1	Underwood's Room	8-1 SCI	8-1 SCI	8-1 SS	8-1 SS	8-1 GRAM	8-1 GRAM	8-1 GRAM	8-1 GRAM	LUNCH GYM	PREP LUNCH	
8-2	Lewis's Room	8-2 GRAM	8-2 GRAM	8-2 GRAM	8-2 GRAM	8-2 SS	8-2 SS	8-2 SCI	8-2 SCI	LUNCH CAFETERIA	PREP LUNCH	
Quarter 2: CMS Schedule - Student (F)												
	0	1	2	3	4	5	6	7	8	9	10	11
	7:30-8:00	8:00-8:28	8:30-8:58	9:00-9:28	9:30-9:58	10:00-10:28	10:30-10:58	11:00-11:28	11:30-11:58	12:00-12:30	12:30-1:40	1:40-3:30
7-1	Shirey's Room	7-1 LW	7-1 LW	7-1 SPANISH	7-1 SPANISH	7-1 STUDY SKILLS	7-1 STUDY SKILLS	7-1 SPANISH	LUNCH GYM	7-1 SPANISH	PREP LUNCH	
7-2	Krieg's Room	7-2 LW	7-2 LW	7-2 KEYBOARD	7-2 KEYBOARD	7-2 STUDY SKILLS	7-2 STUDY SKILLS	7-2 KEYBOARD	LUNCH CAFETERIA	7-2 KEYBOARD	PREP LUNCH	
8-1	Underwood's Room	8-1 LW	8-1 LW	8-1 MATH WKSHR.	8-1 MATH WKSHR.	8-1 STUDY SKILLS	8-1 STUDY SKILLS	8-1 MATH WKSHR.	8-1 MATH WKSHR.	LUNCH GYM	PREP LUNCH	
8-2	Lewis's Room	8-2 LW	8-2 LW	8-2 ART	8-2 ART	8-2 STUDY SKILLS	8-2 STUDY SKILLS	8-2 ART	8-2 ART	LUNCH CAFETERIA	PREP LUNCH	

XVII. 1:1 Implementation

Our District will start 1:1 implementation in the second semester. We have received our first shipment of devices and they will be ready for CMS students when they return on Jan. 4. Devices currently being used by CMS students will be sent over to the Primary School for use until their devices arrive in January/February. Not counting our newest inventory, there will be approximately 100 devices available for Primary students. The decision was made to start 1:1 implementation at the Middle School because of its technology utilization. This will allow us to troubleshoot any situations that could arise with 1:1 before devices are given to younger students. Each Chromebook will have a label with the student's information and barcode. This is the only thing that is to be placed on the device. Devices are NOT to be written on. Any accessories (i.e. wireless mouse) the student wishes to use with the device will not be provided by the district. The District is requiring students to use a school-issued device as this ensures student safety and that students are accessing appropriate content while at school and in session. Allowing students to use a personal device prevents teachers from having access to the student's activity while in session. They are not accessible due to students using a personal account or using the device in Guest mode. Our devices prevent students from doing so. GoGuardian software not only monitors student activity on devices but allows teachers to control and push out screens for students while they are in session.

- A school issued-device must be used when they are required to be in session with a teacher. This relates more to 7th and 8th-grade students or fully remote students.
- Personal devices (if they have one) may only be used when the work does

not require them to be in session. For example, PE and Music do not require students to be in session, therefore a student could use a personal device (if they have one) to complete the required work.

XVIII. 1:1 Technology Q&A

1. What does 1:1 mean?

The term one-to-one is applied to programs that provide all students in a school district with their own Chromebook. One-to-one refers to one computer for every student.

2. How does my child receive their device?

Your child must have a signed waiver on file before they are given a device. After the waiver has been turned in, your child will be assigned a device. We ask that you please keep the device in the condition that your child received it. Please do not remove decals, write on the device, or put the device in a place where it can be damaged. Each Chromebook will have a label with your child's information and barcode. This is the only thing that is to be placed on the device. Any accessories (i.e. wireless mouse) your child wishes to use with the device will not be provided by the District. Each new device will have a warranty. The warranty covers the repair or replacement of parts deemed defective. The warranty does not cover accidents, abuse, or use of an HP product outside of the standard-use instructions included with the product. Devices are set to automatically update.

3. What is GoGuardian and how does it work?

GoGuardian is a service that monitors student activity while on a device. It allows teachers to direct students' attention to specific online resources and close off-topic tabs on one or more devices.

We have chosen GoGuardian Admin and GoGuardian Teacher services to:

- Help protect students against harmful and inappropriate online material
- Help students stay more focused when learning online
- Helping assess students' progress towards class assignments
- Facilitating communication between teachers and students during class time

4. What does it mean for my child to be “in-session” with a teacher?

GoGuardian Teacher allows teachers to monitor students as they work online. For example, if your child is required to take a test. The teacher can lock down the device so the student can only access the test and no other content. In-session time would be required if:

- Your child is full remote learning instead of in-person learning.
- The District goes full remote learning.

5. Is GoGuardian installed on my personal device?

If your child has signed into a browser using their school email address, GoGuardian will be installed as an extension while your child is browsing. Once the school account has been signed out, it will no longer be on the device.

6. Why can my child not use a personal device while “in-session”?

Personal devices can be logged into with any account. School-issued devices can only be signed into with the school-issued account. If your child were to sign in to a personal account or run the device in Guest mode, teachers are not able to keep them on task and monitor activity on the device. Also, we are not able to prevent inappropriate content from being accessed or displayed while on the device.

7. When can a personal device be used?

Students that have personal devices may use the device to complete any work that does not require a student to be “in-session” with a teacher. For example, students are not required to be “in-session” to complete PE and Math. Therefore, they could use their personal device.

8. Does my child need to bring the device home?

The only time your child would need to take the device home is:

- They do not have a device at home and have work that needs to be completed online.
- The District goes full remote learning.
- Your child is required to be “in-session” with a teacher.

9. I do not have the internet at home. How will my child use a device?

The District has purchased hotspots for students to use. If you require a hotspot, please contact the school office and let them know you will need one. Hotspots are only to be used by the student to complete homework. Hotspots do have a gigabyte limit and can be monitored to ensure that it is being used for what it is intended for.

10. What are the interactive projectors the District has purchased?

Interactive projectors are a projector that allows the teacher to display content for class but will also allow the whiteboard to become a tool that they can interact with. Here is a brief overview of what they can do:

https://www.youtube.com/watch?v=kxrJ7RAhN4U&ab_channel=EpsonAmerica

11. Who should I contact if I have more questions or need help with my child’s technology?

Please contact Danielle White, our Technology Director, at 217-357-3922 or dwhite@cesd317.org.

XIV. Contact Information

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