



## *Carthage Middle School*

Hello CMS Students and Parents, we are looking forward to your return on Tuesday, September 8th. We have lots to communicate to our students and parents so please read through this document all the way to the end.

The great news is that we are returning to in-person instruction for the first time since March 13. But, there will be inconveniences. However, getting our students back to school and keeping our students safe will always trump any inconvenience. We are required to follow the Illinois Department of Public Health's COVID-19 Exclusion Guidance.

Please show some grace and understanding when dealing with my team and do not take out your general, overall COVID-19 frustrations and anger on my team...when they are simply doing their jobs and we are simply trying to keep our school open.

- 1 - It is critical you are open, honest, and transparent with us regarding your child's symptoms and health.
- 2 - If your child is showing a COVID-19 symptom, do not send him/her or your other children to school.
- 3 - If your child is showing a COVID-19 symptom at school, they will be sent home as well as your other children.
- 4 - If your children are kept home or sent home due to a COVID-19 symptom, they will ALL be required to stay home at least 10 days unless you provide us a doctor's note indicating the symptom or symptoms are from an alternative diagnosis.
- 5 - If your child was symptomatic and received a doctor's note indicating the symptom or symptoms are from an alternative diagnosis, that note will clear all siblings who are asymptomatic to return to school.

6 - If your child had close contact with someone who tested positive with COVID-19, your child will be required to self-quarantine for 14 days. Close contact is defined as within 6 feet for 15 minutes or more.

7 - If someone in your home has been tested for COVID-19, your children need to stay home until the test results are back. If the test results are negative, your children can return to school. If the test results are positive, your children will be quarantined.

Obviously, this information is very fluid and ever-changing, But, this is where we are at right now.

1 - Parents are encouraged to provide their own transportation for students to decrease the potential exposure to COVID-19.

2 - All students using bus transportation will be picked up at their home and driven directly to their building. We are not running shuttles this year.

3 - Bus drivers will be collecting self certification forms. Please have these filled out and ready to go before the bus arrives. Students will not be allowed on the bus without a self-certification form.

4 - If a student has a temperature at or above 100.4° and/or exhibits COVID-19 symptoms, they will not be allowed on the bus. Students will be required to return to their parent/caregiver. Students under the age of 13 must be accompanied by a caregiver in case they are not allowed on the bus.

5 - Bus drivers and students must wear a face covering.

6 - Family members from the same household will sit together.

7 - Students will be required to follow a predetermined seating chart. No Exceptions. Students must stay in their assigned seats at all times.

8 - Students will only be allowed one pick-up point and one drop-off point. No bus passes will be given for students to be dropped off at an alternate location.

9 - Bus routes will be different and potentially longer. You will be contacted by your bus driver and given more details (Pick-UP/Drop off times) prior to the beginning of school.

10 - Buses will be thoroughly cleaned in between routes. No food or drink may be consumed on the bus.

### **Carthage Middle School Students and Parents:**

We are SO EXCITED to see many of your faces Tuesday, September 8! With that being said, there are many rules and regulations that we must follow throughout the day. Here are some important things to know before coming on Tuesday.

Included in this document you will find a student schedule for our 12:30 p.m. dismissal. Please look at each schedule carefully because there are different classes on different days. We will refer to these days as Blue Day and White Day. Blue days are Monday and Wednesday. White days are Tuesday and Thursday. Friday is its own day and is not designated by a color. Again, look at each schedule carefully as this will help your student to know which materials they need to bring on which day. The first day of school is Tuesday, September 8th which means it will be a White Day. So please have your child bring materials for the classes they have on that day. **IMPORTANT:** Since there is no school on Monday, September 7th we'll be making this day up on Friday, September 11th. On any weeks that we do not have school on Monday we will be using Friday as a make up day for the Monday that was missed.

**Tuesday will be a “White-Day” and we will follow the schedule included below (PLEASE SEE APPENDIX A).** Students are only required to bring their “White-Day” books and materials with them. Students need to bring their Chromebooks (or their own device). **It is critical that students know where their first hour locations are for Tuesday. Please look on PowerSchool to find out who you have the first hour!**

Doors Open at 7:40am for students. Classes start at 8am.

Dismissal Times:

- 12:30: All students walking, being picked up, or driving are dismissed.

**IMPORTANT:** Since there is no school on Monday, September 7th we'll be making this day up on Friday, September 11th. \*On any weeks that we do not have school on Monday we will be using Friday as a make up day for the Monday that was missed. So, Friday, September 11th, will be a “Blue-Day.”

Each student will be required to have a self-certification form completed by their parent/guardian before getting on the bus or before entering the school building each day. These forms are being distributed during packet pickups and can be found on the school website. **(PLEASE SEE APPENDIX B.)**

### **Drop-Off Details Map - (PLEASE SEE APPENDIX C.)**

#### **Entering the Building:**

- All students will be required to complete a temperature/symptom check daily. This check will be administered by a staff member. If a student has a temperature at or above 100.4 degrees or shows a symptom of COVID-19, they will not be allowed to attend school that day as well as their siblings. Certification/Verification forms will be logged daily.

#### **Students riding buses:**

- Temperature/symptom check before loading the bus.
- Enter through grade level designated doors. (PLEASE SEE APPENDIX C.)
- Students will report directly to their first period of the day. Students who choose to eat breakfast will eat breakfast in the cafeteria from 7:40-7:55am.
- There is absolutely no loitering in the hallways before heading to the first hour in the morning or between classes throughout the day.

#### **Lunches from Home and Water Bottles**

- Students will be served lunch at school during designated lunch times. Students are allowed to bring their lunch. No microwaves will be available. No vending machines will be available. Students are allowed to bring their own water bottles (they do not need to be clear). They are allowed to fill them with ice and water before arriving at school. Some water fountains have a touchless water bottle filling station attached to it for students to refill their water bottles throughout the day.

#### **Face Coverings**

All students and staff will be required to wear face coverings.

1 - A variety of face coverings will be accepted as long as they fit snug on the nose and mouth.

2 - All dress code rules apply. (Examples: No vulgar statements, offensive symbols, advertising for drugs/alcohol, etc.)

3 - At this time, ISBE has not allowed face shields in place of masks.

5 - Refusal to wear an appropriate face covering in the correct manner will result in the student being transferred to Remote Learning.

### Technology/Chromebooks:

- Before the first day of school your child might have received a school provided Chromebook. **We ask that your child brings back the Chromebook on Tuesday, September 8th unless they are continuing with full remote learning. Please be aware that P.E. and Band/Music will still be online even though we are coming back to in person.** Should your child need a Chromebook to complete these classes they will check out a Chromebook at the end of the day in the office.
- \*We are working towards being a 1:1 district with technology! Unfortunately, at this time we do not have enough chromebooks to send home with every child at this time. Please only have your child check one out if they absolutely need one.
- *If you have not signed a technology waiver your child will NOT be permitted to checkout a Chromebook until the waiver has been turned into the office. The waiver is included in this document. If you are unsure if you have filled one out please feel free to fill it out and send with your student. (PLEASE SEE APPENDIX D.)*

### Students in Remote Learning Only will have the following expectations:

1 - Please contact the school office tomorrow between the hours of 8AM and 4PM if your child will continue with full remote learning.

2 - Attendance will be taken for every remote learner daily. Teachers will communicate their expectations for their classes on an individual basis. **Every remote learner will be required to check-in for attendance purposes with their Homeroom teacher using the attendance form.** If a student does not show up for a required Google Meet, they will be counted absent for that class period even if they showed up for the required morning attendance.

3 - Teachers will be pushing materials and curriculum out via Google Classroom. Teachers will be available for instructional purposes between 1:40 and 3:30 PM.

4 - Coursework/grading will be kept consistent with In-person learners as much as possible.

5 - Grades will be earned. PowerSchool will be used.

6 - Student Expectations. Do your homework. Study for tests. Communicate with your teacher. Get good grades. Teachers will communicate their expectations individually for their specific classes.

7 - Teacher Expectations. Use Google Classroom. Be available to all students online between 1:40 and 3:30 PM.

8 - Parent Expectations. Make sure your child attends class. Make sure your child does their homework. Make sure your child studies for tests. Make sure your child gets good grades. Communicate with your child's teacher(s) through email.

**Remote Learning Only/In-Person Learning (Blended Return to School Model):**

- We understand that families have different needs; therefore for the next week we'll be flexible with students and families when determining if students will be participating in remote learning only or in-person (blended return to school model) the first week of in-person learning. However, starting September 14, 2020 students will remain in their chosen model of learning for the remainder of the quarter.
- Students and their families will be able to switch modes of learning at the end of each quarter, if they choose. However, we recommend that students and families be consistent (i.e., not switching between Remote Learning Only and In-Person Learning each quarter).

Please let us know if you have any questions at all. Please call 217-357-3914 and we will take care of you. It can be big or small. Please take advantage. Thank you.

# Appendix A

CMS Schedule 2020-2021 (12:30pm Student Dismissal)

## 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 |           |
| 2 5                    | Bennett's Room   | 5-2 MATH  | 5-2 MATH  | 5-2 MATH  | 5-2 MATH  | 5-2 LIT     | 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 |           |
| <b>REMOTE LEARNING</b> |                  |           |           |           |           |             |             |                 |                 |                 |            |           |

**CMS Schedule - Student (T, TH) WHITE**

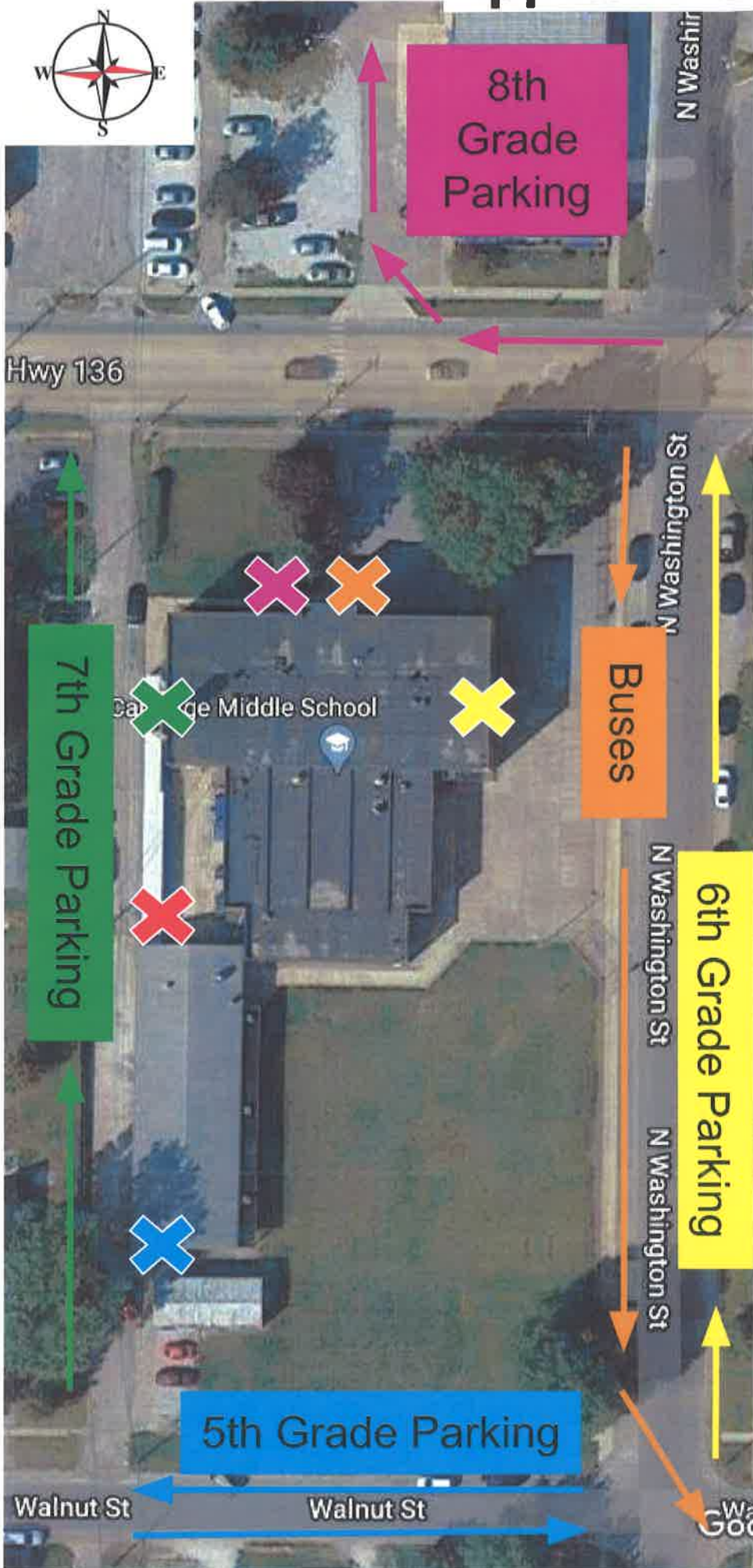
|                        | 0                | 1         | 2         | 3         | 4         | 5           | 6               | 7               | 8               | 9           | 10         | 11        |
|------------------------|------------------|-----------|-----------|-----------|-----------|-------------|-----------------|-----------------|-----------------|-------------|------------|-----------|
|                        |                  |           |           |           |           |             |                 |                 |                 |             |            |           |
|                        | 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 |           |
| 2-5                    | 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                    | Shiley's Room    | 7-1 LIT   | 7-1 LIT   | 7-1 LIT   | 7-1 LIT   | 7-1 MATH    | 7-1 MATH        | LUNCH GYM       | 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         | 8-2 SCI     | PREP LUNCH |           |
| <b>REMOTE LEARNING</b> |                  |           |           |           |           |             |                 |                 |                 |             |            |           |



**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 HEALTH        | 5-1 HEALTH        | 5-1 STUDY SKILLS | 5-1 STUDY SKILLS | LUNCH CAFETERIA  | 5-1 HEALTH        | 5-1 HEALTH        | PREP LUNCH |           |
| 2 5                    | Bennett's Room   | 5-2 LW    | 5-2 LW    | 5-2 MUSIC APPREC. | 5-2 MUSIC APPREC. | 5-2 STUDY SKILLS | LUNCH CAFETERIA  | 5-2 STUDY SKILLS | 5-2 MUSIC APPREC. | 5-2 MUSIC APPREC. | PREP LUNCH |           |
| 6-1                    | White's Room     | 6-1 LW    | 6-1 LW    | 6-1 MATH WKSHP    | 6-1 MATH WKSHP    | 6-1 STUDY SKILLS | 6-1 STUDY SKILLS | LUNCH GYM        | 6-1 MATH WKSHP    | 6-1 MATH WKSHP    | PREP LUNCH |           |
| 6-2                    | Klein's Room     | 6-2 LW    | 6-2 LW    | 6-2 KEYBOARD      | 6-2 KEYBOARD      | 6-2 STUDY SKILLS | LUNCH GYM        | 6-2 STUDY SKILLS | 6-2 KEYBOARD      | 6-2 KEYBOARD      | PREP LUNCH |           |
| 7-1                    | Shirey's Room    | 7-1 LW    | 7-1 LW    | 7-1 ART           | 7-1 ART           | 7-1 STUDY SKILLS | 7-1 STUDY SKILLS | 7-1 ART          | LUNCH GYM         | 7-1 ART           | PREP LUNCH |           |
| 7-2                    | Krieg's Room     | 7-2 LW    | 7-2 LW    | 7-2 SPANISH       | 7-2 SPANISH       | 7-2 STUDY SKILLS | 7-2 STUDY SKILLS | 7-2 SPANISH      | LUNCH CAFETERIA   | 7-2 SPANISH       | PREP LUNCH |           |
| 8-1                    | Underwood's Room | 8-1 LW    | 8-1 LW    | 8-1 CAREER ED.    | 8-1 CAREER ED.    | 8-1 STUDY SKILLS | 8-1 STUDY SKILLS | 8-1 CAREER ED.   | 8-1 CAREER ED.    | LUNCH GYM         | PREP LUNCH |           |
| 8-2                    | Lewis's Room     | 8-2 LW    | 8-2 LW    | 8-2 MATH WKSHP.   | 8-2 MATH WKSHP.   | 8-2 STUDY SKILLS | 8-2 STUDY SKILLS | 8-2 MATH WKSHP.  | 8-2 MATH WKSHP.   | LUNCH CAFETERIA   | PREP LUNCH |           |
| <b>REMOTE LEARNING</b> |                  |           |           |                   |                   |                  |                  |                  |                   |                   |            |           |

# Appendix B



## ENTRANCES

**X** ----- 5TH GRADE

**X** ----- 6TH GRADE

**X** ----- 7TH GRADE

**X** ----- 8TH GRADE

**X** ----- BUS RIDERS

**X** ----- BREAKFAST ENTRANCE

*(All breakfast students will enter at their designated entrance and then go to breakfast.)*

## PARKING

Please park in the designated areas. All parents dropping off their child(ren) must wait for approval before leaving campus. If you have more than one child, please pick one location to park daily.

# CARTHAGE E.S.D. #317

## Student COVID-19 Self-Certification and Verification Form

In response to the COVID-19 pandemic and in order to ensure a safe and healthy environment for our school community, Joint Guidance from the Illinois State Board of Education, and the Illinois Department of Public Health requires that every student undergo a daily symptom screening prior to utilizing school district transportation or entering any school district building. Parents/Guardians will be conducting this daily symptom screening prior to their student departing for or arriving at school and reporting consistent with the parameters outlined below. This form must be submitted DAILY to a District bus driver or District faculty member prior to your student utilizing District transportation or entering any school district building.

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Printed Name of Parent/Guardian Submitting Form: \_\_\_\_\_

### Certification and Verification of Daily Symptom Screening

I verify that my student received a daily symptom screening at home by an adult caregiver to determine if my student is experiencing any of the following COVID-19 symptoms:

- Temperature of 100.4 (or greater) degrees Fahrenheit/38 degrees Celsius;
- Cough;
- Shortness of breath or difficulty breathing;
- Chills;
- Fatigue;
- Muscle and body aches;
- Headache;
- Sore throat;
- New loss of taste or smell;
- Congestion or runny nose;
- Nausea and/or vomiting;
- Diarrhea; or
- Any other COVID-19 symptoms identified by the CDC or IDPH.

**By signing this document, I certify and verify that I gave my student a daily symptom screening, and he/she is not currently experiencing any COVID-19 symptoms.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If my student is showing symptoms, I will notify the school and indicate the above symptoms that my student is experiencing. If the District staff contacts me to gather additional information related to the results of my student's daily screening, I will provide the necessary information as requested.

### Certification and Verification of Other COVID-19 Related Exposures

I will notify the school that my student will be absent pending further direction from the District if: (1) my student receives a diagnosis of COVID-19; (2) my student is suspected of having COVID-19; (3) my student comes in close contact (defined as within 6 feet for more than 15 minutes) with an individual who tested positive for COVID-19 or is suspected of having COVID-19; or (4) my student traveled internationally. If the District staff contacts me to gather additional information related to the reason(s) for my student's absence, I will provide the necessary information as requested.

By sending my student on District transportation and/or to school, I certify and verify that my student is not presently subject to an isolation or quarantine protocol related to COVID-19.

## Carthage E.S.D. #317 Technology Waiver

I understand that no unauthorized electronic use will be permitted during remote learning. I agree to take responsibility for the use of any Carthage E.S.D #317 equipment and understand that it will only be used for educational purposes.

1. I understand I am responsible for maintaining the equipment in proper working condition while it is in my possession.
2. I understand that the device is property of Carthage E.S.D. #317, and it is my responsibility to keep it safe while it is in my care.
3. I agree to return the equipment in the same condition it was when I checked it out and agree to pay for its loss, any vandalism or damages that may have occurred while it was assigned to me. I will reimburse (pay) Carthage E.S.D. #317 the amount required.
4. I agree to follow the guidelines that have been set in the Carthage E.S.D. #317 handbook.

This is to certify that I, *(print student's name)* \_\_\_\_\_, have read and understand these technology rules and expectations/policies, and that I agree to abide by all of the requirements set forth in this agreement. I understand that if I break this agreement, my computer/equipment privileges will be taken away either temporarily or permanently, which may affect my ability to complete assignments or to pass a class. This will be determined by an administrator and a parent/ guardian. Other disciplinary consequences may be applied as appropriate.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

This is to certify that I, *(print parent/guardian name)* \_\_\_\_\_, have read and understand these technology rules and expectations/policies set forth in this agreement.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

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### OFFICE USE ONLY

Device:

**Chromebook**

**Hotspot**

*New*

*Used*

Device Serial Number:

\_\_\_\_\_

\_\_\_\_\_

Date Disbursed:

\_\_\_\_\_

Disbursed By:

\_\_\_\_\_