

Signal Hill School District 181

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SIGNAL HILL #181 RETURN TO SCHOOL

IN PERSON/REMOTE LEARNING PLANNING DOCUMENT

July 20th, 2020

This document is a reflection of the CURRENT recommendations and guidance from the Illinois State Board of Education, Illinois Department of Public Health, Center for Disease Control, and other federal, state, and local agencies. I would also like to thank the Signal Hill #181 Back to School Task Force, which was comprised of parents, board members, teachers, union representatives, school nurse, and administration. Additionally, thank you to the many parents who completed the Return to School Survey, which was instrumental in providing critical feedback for the development of this plan.

This plan IS SUBJECT TO CHANGE, based on Illinois being in Phase 4, and no changes occur to the guidance from ISBE and IDPH. Amendments to this plan as well as alternate plans are being developed in the event that Illinois, or our assigned region, moves backward within the “Restore Illinois” plan or guidance changes. You can find more about both the Restore Illinois Plan as well as the Illinois State Board of Education/Illinois Department of Public Health Guidelines by visiting the links below:

ISBE/IDPH Guidelines for Reopening:

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

Restore Illinois:

<https://coronavirus.illinois.gov/s/restore-illinois-introduction>

[Executive Order 2020-40](#), filed on June 4, 2020, allowed schools to reopen for in-person instruction in Phase 3.

- In-person instruction is strongly encouraged in Phase 4; this does not signify a return to pre-pandemic operations
- Appropriate social distancing, face coverings, enhanced sanitation measures, and other accommodations will be necessary



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During Phase 4, IDPH guidelines will:

- Require use of appropriate personal protective equipment (PPE), including face coverings;
 - Prohibit more than 50 individuals from gathering in one space;
 - Require social distancing be observed, as much as possible;
 - 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
 - Require an increase in schoolwide cleaning and disinfection.
-
- All public and nonpublic schools in Illinois serving prekindergarten through 12th grade students must follow these guidelines.
 - Schools and districts should also prepare for a return to remote instruction in the event of resurgence of the virus or a second wave of it in the fall.
 - Schools and districts can now utilize “**Remote**” and “**Blended Remote Learning Days**”
 - Schools and districts are encouraged to provide completely in-person instruction for all students in Phase 4, provided that the school is able to comply with capacity limits and implement social distancing measures.

SCHOOL HOURS

(Until Illinois enters Phase 5 of the Restore Illinois plan)

Arrival times are from 8:00-8:25 to assist in social distancing during arrival

2:00 Dismissal

It is important to stress that dismissal time is 2:00, however this may need to be adjusted to an earlier time, if it is determined that more time is needed to address the remote learning student population. If necessary, this change will be communicated at least two weeks prior to an earlier dismissal time.

These times are being utilized for a variety of necessary purposes, including but not limited to:

- Allows teachers/staff to conduct both in-person and remote learning
- Allows more time for proper cleaning/disinfecting
- Provides daily contact and instruction for all students, whether in-person or remote
- Limits the potential discomfort and unrest students may experience wearing a mask for an extended period and being limited in their movements around school.



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Masks and Face Shields

ISBE/IDPH guidance mandates that masks be worn at all times. Signal Hill is asking parents and guardians to send your child with a school-appropriate mask everyday and also ask to send a back-up mask in a Ziploc bag, in case their mask is lost or becomes dirty. These masks can be picked out by the student and may contain characters and designs. Please be aware that any masks deemed inappropriate will be collected by administration and returned home. A mask will be provided to the student for the remainder of the day. In the case a mask is not provided, Signal Hill #181 has secured disposable masks that a child or staff member can wear.

If there is a medical exemption for wearing a mask, that documentation must be provided to the school prior to entering the school building. Refusal to wear a mask will be subject to disciplinary procedures. If this is a concern, please read into our Remote Learning option. If there is a medical concern, we urge you to contact your pediatrician/doctor prior to making your decision on returning to school in-person or remotely.

All Families Will Have the Option to Choose In Person or Remote

Learning for Their Students

The district understands that this is a personal decision for families and respects the choices that families will make. Each family must make the decision that is best for their specific situation, and their capabilities. Any family choosing remote learning must sign the remote learning contract, and commit to remote learning for the first quarter. Remote learning will have the same requirements as in person learning for all assignments. Teachers will take daily attendance for remote learners, and give options for remote learners to turn in their work and assignments. Remote assignments will be graded on the same scale as the same in person assignments.

- **To access remote learning instruction, all students must be registered at Signal Hill School District #181.**
- The remote learning contract will be released on Tuesday, July 21st.
- Families choosing the remote learning option must contact the office and fill out the Remote Learning Contract.
- All shot and immunization records must be turned in to access remote learning. If these records are not turned in to the school nurse, students will be excluded on the exclusion date in October.
- All textbooks and consumable workbooks will be sent home for remote learners to utilize while participating in remote learning.
- Teachers will be available to work with and assist their remote learners each day from after student dismissal until 3:30 each day, via google platform and/or recorded videos. Parent/teacher/student communication will be vital for the success of remote learning.



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In Person Learning Protocols and Procedures

SIGNAL HILL #181 PLANNING DOCUMENT

2020-2021 COVID (IN PERSON / REMOTE LEARNING)

Classrooms (ISBE)

- Provide assigned seating for students and require students to remain in these seats to the greatest extent possible
- Develop a marked path of travel inside the classroom to maintain social distancing from the entry point of the classroom to the student's assigned seat
- Rearrange desks so that there is a 6-foot distance in all directions between the desks and face desks in the same direction if possible.
- Open windows if possible
- Limit who is in classrooms to those required for instruction
- Build in time for hygiene
- Assign computers and utilize keyboard covers

- Communicate to teachers protocols for social distancing in classrooms
- Provide time and supplies to set up classrooms
- Communicate with parents of younger students to discourage their children from bringing any toys from home to school
- Encourage parents to label student personal items



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Classrooms (District)

Signal Hill Middle School

- Face masks to be worn
- Sanitize/ wash Hands upon entering and exiting classroom
- Regularly clean surfaces, routine at the end of the class period before transition
- Assigned seats for all student
- No flexible seating or grouped seating. Individual desks should be placed in rows, facing forward.
- Allow for 6ft of distance as much as possible
- Create directional markings for flow through classroom.
- Refrain from using shared supplies. If necessary, disinfect between uses
- Utilize first aid kits in class for minor injuries, scrapes and bruises.
- Post instruction and lessons using Google Meet for students who need to access remotely.
- Utilize Google Classroom platform for lessons.
- Teachers rotate between content area classrooms
- Extended homeroom period (1st hr.) attendance, chromebook checks, log-ins, and character education/ SEL

Signal Hill Elementary

- Face masks to be worn
- Sanitize/ wash Hands upon entering and exiting classroom
- Regularly clean surfaces,
- Assigned seats for all students
- No flexible seating or grouped seating. Individual desks should be placed in rows, facing forward.
- Allow for 6ft of distance as much as possible
- Create directional markings for flow through classroom.
- Refrain from using shared supplies. If necessary, disinfect between uses
- Utilize first aid kits in class for minor injuries, scrapes and bruises.
- Post instruction and lessons using Google Meet for students who need to access remotely.
- Utilize Google Classroom platform for lessons.
- Homeroom period (1st hr.) for student prep, check in, and SEL monitoring.



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Traffic Flow,
Hallways, and
Lockers (ISBE)

- Face coverings must be worn at all times.
- Adhere to social distancing requirements and IDPH limitations on gathering sizes when possible
- Limit number of persons within hallways at any given time to the greatest extent possible.
- Limit required movement of students between classes.
- Student group rotates through classes rather than requiring movement/mixing of student groups.
- Provide hallway supervision using hall and bathroom monitors to ensure a limited number of persons enter bathrooms at one time.
- Hallways could have marked one-way paths and certain staircases could be designated one-way only, as possible.
- Place floor markings to delineate 6-foot distance between students in locations where they line up.
- Remove furniture or other items that may encourage congregating in certain areas.

- Develop protocols
- Consider passing periods in schedules
- Place signage and markings where appropriate



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Traffic Flow,
Hallways, and
Lockers (District)

Signal Hill Middle School

- One way direction of traffic flow;
- Signage and floor markings will indicate direction and 6 ft of space
- No water fountains; bottles acceptable
- Culligan bottle filling stations provided
- No student congregating, supervision by staff to promote movement
- Limit of 2-3 students in the restroom at one time

Signal Hill Elementary

- One way, directional in hallway as possible
- Split hallway with midline tape, floor markings will indicate direction and 6 ft of space
- Signage and floor markings promoting social distancing
- No water fountains; bottles acceptable
- Culligan bottle filling stations provided
- No student congregating, supervision by staff to promote movement
- Limit of 2-3 students in the restroom at one time



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<p>Cafeterias/Food Service (ISBE)</p>	<ul style="list-style-type: none">● No more than 10 individuals during Phase 3 and no more than 50 individuals during Phase 4, if possible● Alternate scheduling or add meal service times to adhere to capacity limits.● Consider delivering meals to classrooms or having students eat outdoors while ensuring social distancing is implemented.	<ul style="list-style-type: none">● Develop a meal plan protocol● Determine allergy free areas● Develop cleaning protocol
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Cafeteria / Food
Service (District)

Signal Hill Middle School

- Students will eat breakfast and lunch in classroom
- Sanitize/ wash hands before eating
- students seated socially distanced
- Students will be served individually prepared meals in boxed container
- Assigned seating for all students
- Use of disposable trays and utensils
- No joint use service (salad bars) and condiments provided individually
- Individual classroom will walk through and be handed lunch container
- No surface contact will take place
- Sanitizing will take place between classes

Signal Hill Elementary

- Students will eat breakfast and lunch in classroom
- Sanitize/ wash hands before eating
- Students socially distanced
- Students will be served individually prepared meals in boxed containers
- Assigned seating for all students
- Use of disposable trays and utensils
- No joint use service (salad bars) and condiments provided individually
- Individual classroom will walk through and be handed lunch container
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Administrative
Offices and Staff
Workspaces/Lounges
(ISBE)

- Employee workstations should be properly distanced so that employees may maintain a 6-foot distance from one another, when possible.
- Consider installing physical barriers within main offices, as needed.
- Provide cleaning materials and hand washing supplies
- Provide each employee with a personal supply of office supplies
- Maintain a regular cleaning and disinfection schedule of frequently touched items

- Relocate workstations to 6 feet apart of separate with plastic shields
- Order office supplies
- Develop cleaning protocols



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<p>Administrative Offices and Staff Workspaces/Lounges (District)</p>	<p style="text-align: center;"><u>Signal Hill Middle School</u></p> <ul style="list-style-type: none"> ● Sanitize/ wash hands upon entering and exiting office and staff areas ● Transactions conducted over the safety barrier, maintaining social distance ● No visitors in the offices ● Limit student personal items allowed in the offices (lunch drop off) ● Drop off box provided outside of office door ● No sick students in the offices; use isolation rooms or nurse's office ● Regularly clean commonly used surfaces ● Each staff member will be provided with cleaning and disinfecting supplies for their work space 	<p style="text-align: center;"><u>Signal Hill Elementary</u></p> <ul style="list-style-type: none"> ● Sanitize/ wash Hands upon entering and exiting office and staff areas ● Transactions conducted through the safety window, maintaining social distance ● No visitors in the offices ● Limit student personal items allowed in the offices (lunch drop off) ● Drop off box provided outside of office door ● No sick students in the offices; use isolation rooms or nurse's office ● Regularly clean commonly used surfaces ● Each staff member will be provided with cleaning and disinfecting supplies for their work space
<p>Visitors and external groups</p>	<p style="text-align: center;"><u>Signal Hill School District</u></p> <ul style="list-style-type: none"> ● No outside visitors or volunteers allowed ● Outside drop off box for items 	



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Physical Education,
Gymnasiums, and
Locker Rooms
(ISBE)

- No more than 10 individuals may be in one space at any one time during Phase 3. No more than 50 individuals may be in one space at any one time during Phase 4.
- Maintain social distancing of 6 feet
- Try to be outdoors or separated if indoors
- Consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing
- Any shared equipment must be cleaned between each student use and disinfected at the end of each class.
- perform hand hygiene at the start and end of each class period, after using equipment, or when hands are visibly dirty

- Work with Physical Education and Athletic staff to develop protocols



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Physical Education,
Gymnasiums, and
Locker Rooms
(District)

Signal Hill Middle School

- Sanitize / wash hands upon entry and exit of the gym
- Maintain 6ft of distance as possible
- No contact games/ activities
- No use (very limited) of shared equipment. If shared equipment is used it will be cleaned between use.
- Masks worn as possible, depending on the activity
- Emphasis on activities that do not require shared equipment

Signal Hill Elementary

- Sanitize / wash hands upon entry and exit of the gym
- Maintain 6ft of distance as possible
- No contact games/ activities
- No use (very limited) of shared equipment. If shared equipment is used it will be cleaned between use.
- Masks worn as possible, depending on the activity
- Emphasis on activities that do not require shared equipment



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<p>Student Transportation (ISBE & District)</p>	<ul style="list-style-type: none"> • All individuals on a bus must wear a face covering • No more than 50 individuals should be on a bus at one time • Social distancing must be maintained to the greatest extent possible. • Students must undergo symptom and temperature checks, which may include self-certification, before boarding a bus. • Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene and perform symptom checks • Sanitization should be completed daily or between use on all vehicles used for student transportation 	<ul style="list-style-type: none"> • Develop protocols and communicate to students and families • Evaluate bus routes to maintain 50 per bus - add routes as necessary • Review Appendix F for Bus Driver PPE • Protocols for symptom checks • Place signage on buses • Develop seating charts • Develop cleaning protocols
<p>Recess / Playground (District)</p>	<p style="text-align: center;"><u>Signal Hill Middle School</u></p> <ul style="list-style-type: none"> • Sanitize / wash hands before and after recess • No contact games • No shared equipment • No use of outdoor equipment • Cleaning supplies will be available for student staff use at recess as needed 	<p style="text-align: center;"><u>Signal Hill Elementary</u></p> <ul style="list-style-type: none"> • Sanitize / wash hands before and after recess • No contact games • No shared equipment • No use of outdoor equipment • Cleaning supplies will be available for student staff use at recess as needed



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<p>Arrival / Dismissal</p>	<p style="text-align: center;"><u>Signal Hill Middle School</u></p> <ul style="list-style-type: none">● Parents will self certify each day that student is symptom free with a temp under 100.4 required● Self certification must be completed by 7:30● Document for self certification will be provided closer to the start of school● Any student testing above 100.4 will be isolated and sent home● Isolation rooms will be established separate from the nurse's office● Each grade level will be assigned one specific door to enter and exit each day● Sanitize upon entry● Arrival time will be from 8:00-8:25● Dismissal by grade level will start at 2:00, starting with older grades dismissing first, and prek dismissing last	<p style="text-align: center;"><u>Signal Hill Elementary</u></p> <ul style="list-style-type: none">● Parents will self certify each day that student is symptom free with a temp under 100.4 required● Self certification must be completed by 7:30● Document for self certification will be provided closer to the start of school● Any student testing above 100.4 will be isolated and sent home● Isolation rooms will be established separate from the nurse's office● Each grade level will be assigned one specific door to enter and exit each day● Sanitize upon entry● Arrival time will be from 8:00-8:25● Dismissal by grade level will start at 2:00, starting with older grades dismissing first, and prek dismissing last
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Districts will develop sanitation procedures per recommendations of the CDC, IDPH, and local health departments.

Signal Hill #181 will follow all of these guidelines

- Clean visibly dirty areas
- Clean frequently touched areas
- Cloth toys or other cloth material items that cannot be disinfected should not be used
- Determine means to sanitize soft surfaces, such as carpeted areas, rugs and curtains
- consider posting scheduled cleaning times and maintain appropriate documentation upon the completion of cleaning

- Outline cleaning protocols and schedules
- Order appropriate cleaning materials
- Order PPE for cleaning

Health and Safety Protocols IDPH Guidance

Signal Hill School District #181 will follow this guidance



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Preparing for When a
Student or Staff
Member Becomes
Sick

- Communicate with families and staff that any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness should stay home.
- Families and staff should also report possible cases to the school where the individual attends school or works to initiate contact tracing.
- Collect symptom reports when absences are reported
- 72 hours must elapse from resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared.
- Those who had 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.
- Students or staff returning from illness related to COVID-19 should call to check in with the school nurse or building administrator (if a nurse is unavailable) following quarantine.

- Distribute symptom checklist for families and staff to use to determine if they are well enough to attend that day.
- Develop process and location to isolate anyone showing symptoms.
- Outline protocols for cleaning areas used by a sick person



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Hand Hygiene	<ul style="list-style-type: none">● Encourage frequent and proper handwashing● Ensure availability of supplies, such as soap and paper towels, hand sanitizer, tissues, etc., for all grade levels and in all common areas of the building● Review protocols in guidance document (page 32)	<ul style="list-style-type: none">● Order supplies and distribute● Post signage
Face Coverings	<ul style="list-style-type: none">● Everyone must wear a face covering at all time, unless they are younger than 2 years of age; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance● Face coverings must be worn at all times in school buildings even when social distancing is maintained.● Face coverings do not need to be worn outside if social distance is maintained● Maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use.	<ul style="list-style-type: none">● Determine if school is ordering face coverings and type (masks, cloth coverings) and quantities for students, staff, and visitors



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Social Distancing	<ul style="list-style-type: none">• Districts should develop procedures to ensure 6-foot physical distance from other persons as much as possible in all areas• Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc.	<ul style="list-style-type: none">• Post visual reminders throughout school buildings and lay down tape or other indicators of safe distances in areas where students congregate or line up• Consider social distancing when building schedules
Symptom Screenings	<ul style="list-style-type: none">• Individuals who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or currently known symptoms of COVID-19, such as fever, 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, vomiting, or diarrhea, may not enter buildings.• If these symptoms develop, or are observed during the school day, student or staff member will be isolated and sent home	<ul style="list-style-type: none">• Develop process for temperature and symptom screenings upon arrival or self-certification



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Personal Protective Equipment	<ul style="list-style-type: none">• Ensure that appropriate personal protective equipment (PPE) is made available to and used by staff, as needed, based on exposure risk.	<ul style="list-style-type: none">• Order PPE• Provide training to staff prior to the start of student attendance on the proper use and disposal of PPE.
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Other Items:

- It is expected that students will follow IDPH and CDC guidelines for the use of PPE (face coverings) and submit to screening procedures in order to attend school on an in-person basis. Disciplinary action will be taken if students refuse to wear a mask appropriately. This falls under insubordination contained in the discipline rubric. Staff will promote, remind, and redirect students to follow guidelines. In the event a student refuses or is unable to comply with guidelines, a parent conference will be held and the student may be recommended for a remote learning program.
- The District will provide technology for students that need a device in the event of the need to return to a remote learning platform. Students/ parents are responsible for the cost of replacement if the Chrome Book is lost and also responsible for any repair costs deemed to be not due to normal use. Students in grades K through 2nd grade will be issued a Chrome Book for individual use that will be transported on an as needed basis, with the abundance of use being in the classroom. 3rd through 8th grade will be assigned Chromebooks that may be required to be transported daily.
- Parents will not be allowed to enter the school buildings as in the past in an effort to limit possible exposures and infections.
- Staff will self-check and self-certify for fever and symptoms on a daily basis. Staff will be required to do a temp check and will log the results daily. Staff is highly encouraged to self-check by 6:45 at home, allowing enough time for a substitute to be secured if needed.
- In the event that our specific region goes back to phase 3, all students will be instructed via remote learning.
- If a positive COVID-19 case occurs within the students or staff, the district will follow the recommendations of the ISBE, IDPH and St. Clair County Health Department. In the event of a positive case, the school will be shut down for a minimum of 1 day to bring in a professional cleaning service to assist our custodial staff in a thorough deep cleaning and sanitizing of the entire school complex.
- A positive COVID-19 case confirmed within the school will result in the proper contract tracing protocols taking place to determine individuals or groups that will need to quarantine for 14 days, following all recommendations of the ISBE, IDPH, and St. Clair County Health Department.



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