

**Legacy Academy of Excellence Charter School**  
**An International Baccalaureate MYP World School**



*“Working Hard at Work Worth Doing” in Pursuit of Excellence*  
(Dr. J. Forte)



Barbara Forte, Ph.D. – Executive Director

## **Legacy Back to School Re-Engagement Protocol**

### **Executive Director’s Message**

Legacy Academy of Excellence Charter School first and foremost must extend sincere and profound thanks and deep gratitude to the First Liners; all of our heroic citizens who, each and every day work tirelessly and courageously to keep us safe, well fed, in good health; the service providers that allow us some semblance of safety and wellbeing in these unprecedented and very challenging times.

Legacy Academy of Excellence Charter School will re-open with our highest priorities being the health, wellness, safety and academic success of our students and staff. Therefore, we will continue to operate and conduct all of the operations and safety guidelines as outlined by the Illinois State Board of Education (ISBE), Winnebago County Health Department (WCHD), Illinois Department of Public Health (IDPH) and the Center for Disease Control (CDC).

In consideration of the financial challenges facing many Legacy families, Legacy will waive all registration fees for the 2020/2021 school year. Additionally, all school supplies for all grades will be supplied to students in grades K – 12. However, the supplies can only be used at school (they will be passed out at the beginning of the day and collected at the end of the day). Parents must provide supplies for students to use at home. No school supplies will be sent home (other than tablets/laptops) should distance/remote learning become necessary.

Legacy’s Re-engagement Protocol has been designed to ensure that the needs of Legacy students and staff are met to the greatest degree possible. Legacy is fully prepared to provide both distance/remote instruction as well as “in person” instruction. We have dedicated a tremendous amount of time and effort to researching the best practices along with purchasing the most effective and efficient equipment to enable us to offer Legacy students the best possible instruction; academic services/support for the 2020/2021 school year. Additionally, Legacy has spared no expense to provide the safest possible environment for both our students and staff.

The following Re-engagement Protocol may change or require some modifications should recommendations/ guidelines as outlined by the Illinois State Board of Education (ISBE), Winnebago County Health Department (WCHD), Illinois Department of Public Health (IDPH) and the Center for Disease Control (CDC) change.

### **Engagement Options:**

Legacy will offer our Parents/Guardians one of two Instructional Learning options for the fall session which will begin on August 17, 2020. They may choose an **In-Person Learning Option or a Full-Time Remote Learning Option** (Parents/Guardians must complete the proper form stating their choice) Those choosing the Remote - Learning Option must commit only, to the Remote-Learning Option, and continue with that option, at least through the first semester which ends January 22, 2021.

- **In-Person Learning:** Students and Staff will attend school within the health and safety guidelines outlined by ISBE, WCHD, IDPH and the CDC. This includes the wearing of masks, (at all Times) and Social Distancing, whenever possible. Legacy has purchased plexi glass partitions for both student and staff desks for added protection. Students will be responsible for active engagement in their learning by their attendance, participation, and completion of all required work/assignments. Students will be graded, accordingly.
- **Full-Time Remote Learning:** In acknowledgement of the various health concerns and risk factors that many of our families may have, Legacy, still wishes to ensure our students the opportunity to learn, connect and grow via our Full-Time Remote- Learning Model. Students will receive instruction via a remote device and are responsible for active engagement, in their learning by their full-time log- in (attendance), participation and completion of all required work/assignments. Students will be graded, accordingly. The appropriate digital device will be provided to all students who require them. (Specific details regarding Grade level instructions/requirements and device distribution will be forthcoming)
- **Remote Learning** will be different from last Spring:
  - ✓ All Attendance will be tracked and monitored
  - ✓ Students must engage in six (6) hours of daily learning/academic engagement
  - ✓ The daily learning/academic engagement includes instruction and independent academic tasks, practice and reinforcement
  - ✓ Student work will be measured through progress monitoring and assessments
  - ✓ Student progress will be monitored and reported through Missing Work Reports (every week) Progress Reports (every 5 weeks), quarterly Report Cards (every 10 weeks), and Benchmark Assessments (every quarter)

### **Special Needs and English Language Learners:**

Students will receive the appropriate instruction and accommodations as required by their Individual Education Plans and/or assessments. Services will be provided within each option: In- Person Learning or Remote Learning

### **Transportation**

Transportation will be provided for In-Person Learning. If school is closed for any length of time, by ISBE or any of the authorized agencies, all Students will shift to Remote Learning

### **Meals**

Meals will be provided for In-Person and Remote Learning Students:

- For families opting for Remote Learning, meals will be available as a Grab- and-Go Drive Up, similar to the Spring and Summer Meal Service
- For In-Person Learning, Kindergarten and First Grade students will be fed in the lunch room with strict adherence to the social distancing guidelines. Grades 2-12 will have meals delivered to their classrooms
- All Legacy staff have received Offer vs Serve Food Service Training so ensure full compliance with State requirements for serving meals

### **Visitation to the Building**

- All persons entering the school Must wear Face Masks at All Times
- All non-essential visitors, volunteers and activities will be restricted
- The number of visitors allowed in the Main Office will be restricted to two at a time, with others observing the distance markers as directed
- Use of designated Hand Sanitizers is required
- A Drop-Off Box will be designated for all Forms that need to be returned
- Parents/Guardian are requested to call the school to set up any necessary face to face conferences (Social Distancing will be in operation)
- School Restroom facilities will be off- limits to visitors (for the time being)

### **Building Sanitizing and Disinfecting**

- Additional custodial staff have been hired to ensure that the increased need for sanitizing and disinfecting are met
- All washrooms will be cleaned and sanitized multiple times throughout the day and they will be deep cleaned at the end of each day
- Throughout the day door handles, table and counter tops will be disinfected
- All classrooms and throughout the building touchless hand sanitizers will be distributed
- Masks, disposable gloves, disinfecting spray, and disinfecting wipes will be stationed in the main office, the staff lounge and in each classroom