

ADDENDUM

Instruction

INSTRUCTIONAL DESIGN OVERVIEW

In-Person and Distance Learning Instructional Modalities

In-person instruction will be offered for courses based on students who are present on campus under repopulation guidelines.

Lab spaces cannot accommodate more than four to six students for in person instruction, therefore enrollment will be limited in order to comply with CDC guidelines. Due to shared lab equipment and frequent movement between stations within a lab environment, these more stringent physical enrollment limits are necessary to ensure appropriate physical distancing.

- Class sessions will be broadcast to distance students via Zoom using hybrid teaching technology.
- A limit for how many students can be accommodated for in-person instruction will be determined by classroom capacities based on CDC/IDPH standards and facilities needs. Courses will not necessarily be held in the same rooms as during normal operation; course room assignments will be determined primarily on safety, capacities, and logistics.
- Due to restrictions on the number of students who may be in a classroom, some classes may need to have students attend one face-to-face class and one distance class. This is dependent on room size and social distancing capabilities, course size, and on campus population (as described above). When students must be rotated due to maximum class size restrictions, faculty will determine which class period(s) each student will attend while on-campus.
- All in-person classes will have assigned seating to accommodate social distancing and an orderly flow of students in to and out of the classroom space.
- Room assignments will be adjusted based on course enrollment and room capacity, allowing for smaller courses to meet in smaller rooms. This room reassignment will allow for more in-person attendance.

- The mod schedule being used in Spring 2021 will continue even when some students return to campus because many students will continue to learn at a distance throughout the term. Changes may be enacted as necessary in response to evolving updates from the IDPH and its safety guidelines.

Wellness Classes

- Wellness classes will conform to the mod schedule, cohorts, and instructional modalities like all other academic classes.
- The main gym, fitness center, multi-purpose room, and east balcony will have floor markings to provide a pathway around the space to different stations to control the flow of movement and maintain social distancing. The floor markings will include squares for individual student workout space and storage of personal belongings (ie: backpacks, etc.), as well as marked off neutral space and walkways for the Wellness faculty to provide instruction.
- Masks may be required depending upon the activities.
- Equipment and facilities changes
 - Locker rooms will be unavailable. Students should come dressed for class.
 - Water fountains will be off, but the bottle filling station will be on.
 - Equipment will be labeled (ie: treadmill 1, 2, etc.) to provide clarity for Wellness classes and general Fitness Center usage about what equipment is available.
 - Free weights will be unavailable.
 - Cleaning
 - Students will not be allowed to clean the space/stations.
 - After a station is used, it must be properly cleaned/sanitized before it can be used by another person.
 - As with other classrooms and common areas, the space will undergo a regularly scheduled deep cleaning.

Distance Learning and Simultaneous (Hybrid) Instruction

- All classes will be planned for a modality appropriate for the students who will be attending in-person, at a distance, or both simultaneously.
- Faculty teaching in-person during the school day will also accommodate their distance students through simultaneous instruction via hybrid and distance learning technology.

- Instructional support and professional development for using appropriate technologies will be provided by IMSA ITS, the Center for Teaching and Learning, and the Principal's Office during the "runway" to repopulation. The professional development will help promote engaged and rigorous instruction for both in-person and distance students. All faculty will receive professional development on how to set up and utilize the equipment so that all students have equal opportunities to engage with the classroom learning, regardless of modality.

Instructional Resources

Classrooms will be equipped with the appropriate hybrid and distance learning technology for simultaneous instruction being delivered to in-person students and students at a distance.

Technology

On-Campus students will be allowed 24-hour access to WiFi for the duration of the Spring 2021 semester, in order to reduce the burden on network bandwidth during daytime hours and provide more equitable access to students with different schedules and learning support needs.

Academic Support

Academic support is a critical element of equitable education. As such, IMSA wishes its students and parents to be aware of the academic support structures in place through the repopulation process and how these structures differ from their usual on-campus forms.

Learning Strategies Coordinator

[*Ms. Amy Keck*](#)

The Learning Strategies Coordinator will continue to work with sophomore students and students with increased academic needs. The Learning Strategies Coordinator will work with students whether they are on campus or distance learning. The Learning Strategies Coordinator will be on campus three days per week, with one being I-Days, to provide the opportunity for in-person meetings by appointment. Distance appointments will still be available throughout the entire week. On-campus students may meet in person individually or in small groups by scheduling a time and location in advance. This will ensure social distance and appropriate cleaning protocols can be followed. As needed,

the Learning Strategies Coordinator will also schedule teleconferences with parents/guardians to provide information on resources and coordinate support structures for their students.

Academic Support Specialist

Dr. Linda Hefferin

The Academic Support Specialist is responsible for creating education plans for identified students needing additional assistance. These plans list any and all academic accommodations provided to support a student's diagnosis. The Academic Support Specialist will be on campus two days per week with I-Days being reserved for in-person meetings by appointment. Online appointments will still be available throughout the entire week, including I-Days. On-campus students may meet in-person individually or in small groups by scheduling a time and location in advance. This will ensure social distance and appropriate cleaning protocols can be followed. Remote appointments will still be available on I-Days. The Academic Support Specialist will work with parents/guardians, students, teachers, and other appropriate parties to craft an education plan that will effectively support each identified student.

The Writing Center

Ms. Erin Micklo, Director

The Writing Center will be available to all students, along with the rest of the IMSA community. The Writing Center will be available on campus for I-Days and Ms. Micklo will see students in-person by appointment only. Online appointments will still be available on I-Days. On campus students may meet in person individually or in small groups by scheduling a time and location in advance. This will ensure social distance and appropriate cleaning protocols can be followed. A list of tutors and their contact information will be available for any student who wants help to develop their writing skills. Ms. Micklo has expanded the number of tutors in order to specially engage sophomore courses that are writing intensive.

<https://imsa.edu/academics/the-writing-center/>.

Mathematics IPA

[Ms. Tina Loos](#)

Ms. Loos is the Instructional Program Assistant in Mathematics and can help with most non-elective math courses. The Math Instructional Program Assistant will be on campus for I-Days and will see students in-person by appointment only. Remote appointments will still be available on I-Days. On campus students may meet in person individually or in small groups by scheduling a time and location in advance. This will ensure social distance and appropriate cleaning protocols can be followed. Some students may be required to attend distance learning and/or in-person math support meetings based on their individual learning needs. Students can reach out to her via email (cloos@imsa.edu) to schedule individual or small group help sessions.

College and Academic Counselors (CACs)

The CACs will be on campus Mondays, Wednesday, and Fridays and will see students face-to-face by appointment only. Remote appointments will still be available throughout the entire week. On campus students may meet in person by scheduling a time and location in advance. This will ensure social distance and appropriate cleaning protocols can be followed. As needed, the CACs will schedule teleconferences with parents/guardians to provide information on resources for their students. All College Fairs will continue to be provided in an online format only.

Faculty Office Hours

Each instructor will share virtual office hours information with all of their students. Distance learning and on campus students may make use of virtual office hours. On campus students may meet in person with instructors in an appropriately socially-distanced space by appointment only.

Titan Crew

Titan Crew schedules will be adjusted to accommodate lunch scheduling and rotations into the cafeteria for on campus students. Crews will continue to participate via Zoom. Students who are on campus will participate in Titan Crew from their residence halls.

Academic Requirements

Students will be expected to maintain a full load of courses [as described on page 5 of the IMSA Student Parent Handbook](#). This is consistent with the Fall Distance learning Learning Addenda for 2020.

Grading and Evaluation

All faculty will post assignments on Canvas, with major assignments being posted to Canvas at least two weeks in advance of the due date. Faculty will keep current syllabi, course outlines, and any other means to communicate deadlines and upcoming assessments.

Faculty are expected to provide timely feedback (within one week) on assignments, quizzes, tests, and other assessments in order to support students with valuable, formative feedback.

Academic Honesty

Students will be held to the same academic honest standards that are in the Student-Parent Handbook. Students should note, however, that in a typical classroom setting, there are many built-in norms that naturally encourage students to remain academically honest. In an online course, or a course whose content is hybridized between online and in-person instruction, many of these barriers are removed. As a result, it will be imperative that students self monitor their academic progress, hold themselves accountable to the appropriate conduct, and be honest with the level of their own understanding. To do otherwise deprives themselves of a true learning experience and puts students at risk of academic dishonesty violations.

Residential Life

RESIDENTIAL LIFE OVERVIEW

IMSA will be utilizing a two cohort model for repopulation. Each student opting to return for in-person learning will be assigned to a cohort. Cohorts cannot be changed. Each cohort will remain on campus for a similar length of time.

Room Assignments

Most students will have a single room. In order to serve every IMSA student who wishes to return to in-person learning, those students with same gender siblings at IMSA, who currently live in the same familial unit, may be asked to reside together in the same room.

Housing and Operational Changes

Testing Prior to Return

All students must have a negative COVID-19 test result before entering any Academy building. Students can elect to be tested upon arrival on campus. On campus testing will be conducted by a School Nurse. Students should arrive 30 minutes prior to their scheduled move in time if they plan to be tested on campus. Testing will be conducted in the East parking lot and students will be asked to wait in their cars for their test results (approximately 15 minutes). Students may also provide a negative test result from a test taken three to five days prior to the scheduled move in date. Proof of a negative test result can be either emailed to IMSA's Student Health Office at nurse@imsa.edu or faxed to 630.907.5938.

Transportation and Leaving Campus

Leaving Campus

Due to the brief cohort time frames, students will not be given an opportunity to travel home during the cohort. If students leave campus prior to a cohort's official end, they will not be allowed to return for in-person learning. The only exception is if there is a medical emergency, e.g. a student falls and hurts their arm and IMSA personnel transports the student to a hospital/doctor.

Please note that there are no scheduled breaks or extended weekends in either of the two cohort time frames.

Residence Hall Pods

Students who are in their residence hall pods may socialize in student rooms provided that the following guidelines are adhered to: both students live in the same hall pod; a total of two students may be in a student room at one time, the host and guest; masks must be worn; social distancing guidelines must be adhered to; and the host student's door must remain open.

Each student will participate in COVID-19 testing two times per week, as assigned by IMSA. If a student fails to complete COVID-19 testing, the student may be sent home.

Health Guidelines and Prevention

Personal Health

Individuals with a medical condition, disability, or religious belief and/or practice may seek a reasonable accommodation for any health and safety guidelines. Students needing an accommodation should contact the Office of Student Affairs. Staff, including faculty, should contact the Office of Human Resources (hr@imsa.edu).

The CDC has approved the use of athletic face coverings, e.g., 'gaitors'/neck warmers, with two layers of material as a substitute for cloth face coverings.

Health Screening Process Considerations - Employees

Resident Counselors

Resident Counselors or their dependents who test positive while on campus will be temporarily moved to an isolation residential wing on-campus until well and can meet all conditions for returning to the physical building.

Staff

Staff, including faculty who test positive should notify their supervisor, and should contact appropriate healthcare professionals. Employees need to meet all conditions for returning to the physical building before returning to campus.

Rapid COVID-19 Testing

IMSA will coordinate with the Illinois Department of Public Health, Kane County Health Department, and Rush Copley Medical Center, to ensure sufficient resources for COVID-19 testing and reporting. Rapid testing will be conducted on staff, including faculty, and students. Testing will take place in Room B101 across from the health office. The testing schedule for employees and students will be finalized and communicated at a later date.

Employees that are entering the building in the morning will report directly to this area to be tested between 7:30 am to 9:30 am.

- The Principal's Office assigns times for faculty based on class schedules.
- Student Affairs assigns Residence Life staff. Note: RCs will be assigned an afternoon testing time.

- HR assigns remaining staff to testing based on work schedules.

Students will be tested on academic days between 9:30 am and 3:30 pm.

- Student Affairs/Principal's Office assigns students to be tested two times per week at times when the student is not in class.

If reporting to the main building outside of your assigned time, on your assigned testing day, go directly to B101, after clearance from Security when entering the building.

Wednesday will be used for testing only if not able to test on another day.

For accountability, **every** employee and student will be assigned a testing group regardless of prior illness.

- Assigned groups will remain constant, except for extenuating circumstances.
- Employees and students who provide proof of a positive COVID-19 test will be exempt from testing for 90 days after the date of positive test. The Health Office will record the date of positive testing and notify the employee or student when they must resume testing.

COVID-19 Positive Test

IMSA will follow CDC and IDPH recommendations when a student or employee tests positive for COVID-19. Individuals who test positive will not be identified in communications to the IMSA community at large, but may need to be selectively identified for contact tracing by the IMSA contact tracing team and their local county health department.

Students

Students who test positive while on campus will be temporarily moved to an isolation residential wing on-campus and will need to be immediately picked up by a parent/guardian. Students need to be picked up and remain at home until they meet the return to school guidelines as defined by IDPH.

<https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf>

Resident Counselors

Resident Counselors who test positive while on campus will be temporarily moved to a quarantine residential hall on campus until they meet the return to work/school guidelines as defined by IDPH.

<https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf>

Staff

Staff, including faculty, who test positive should notify their direct supervisor, and should contact appropriate healthcare professionals. Employees will not be allowed to return to the classroom until they have met the return to work/school guidelines as defined by IDPH.

<https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf>

Contact Tracing

Individuals may be required to quarantine and self-monitor symptoms, if identified as a potential close contact of a COVID-19 positive case. Individuals may be subject to COVID-19 testing on campus, through IDPH testing sites, or through their primary care physician if they are identified as a potential close contact of a COVID-19 positive case. Isolation will be required for any person who tests positive for COVID-19 or who is told to do so by a medical provider, public health official, or a member of the IMSA contact tracing team.

Facility Cleaning

Impacted areas in the building, furnishings, and equipment will be thoroughly disinfected. If possible and practical, the custodial staff will wait at least 24 hours prior to disinfecting.

School-Wide Precautions

Rapid COVID-19 Testing

IMSA will coordinate with the Illinois Department of Public Health, Kane County Health Department, and Rush Copley Medical Center, to ensure sufficient resources for COVID-19 testing and reporting. Rapid testing will be conducted on staff, including faculty and students.

Contact Tracing

To help slow the spread of COVID-19 on campus, IMSA has formed a contact tracing team that will trace close contacts and probable and positive cases of COVID-19 on the IMSA campus.

Health Services

Non-COVID-19 Related

Students may be seen, and treated, in person by the on-campus Student Health Office provided they do not display COVID-19 symptoms.

Prior to Arrival

All students must have a negative COVID-19 test result before entering any Academy building. Students can elect to be tested upon arrival on campus. On campus testing will be conducted by a School Nurse. Students should arrive 30 minutes prior to their scheduled move in time if they plan to be tested on campus. Testing will be conducted in the East parking lot and students will be asked to wait in their cars for their test results (approximately 15 minutes). Students may also provide a negative test result from a test taken three to five days prior to the scheduled move in date. Proof of a negative test result can be either emailed to IMSA's Student Health Office at nurse@imsa.edu or faxed to 630.907.5938.

Operations and Facilities Management

Employee Staffing

Additional Staffing

The Office of Human Resources recognizes the need for additional staffing to support the repopulating of IMSA's campus. A staffing plan has been developed to support the rapid hiring of qualified candidates for support roles within various departments across campus.

Dining

Meal Service

All students opting for in-person learning will have assigned meal times for weekday lunch and dinner and weekend brunch and dinner. PowerSchool will be updated with this assigned meal schedule. Please note that these scheduled meal times will not be able to be changed. Hot breakfast and grab-n-go style breakfast will be available to all students Monday - Friday.

Frequently Asked Questions

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- [Employee](#)
- [Information Technology Services \(ITS\)](#)