

2020-2021
Germantown Hills
School District #69
Back-to-School Plan



FINAL DRAFT UPDATED 07/16/2020

Approved by the Germantown Hill S.D. 69 Board of Education (TBD)

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All items in this document will temporarily supersede any similar items in the Student Handbook while the COVID-19 Pandemic is active. If you have questions about school operations that are not clearly defined in this document, please refer to the “2020-2021 Student/Parent Handbook” located on the DISTRICT 69 website or contact a member of the DISTRICT 69 office staff. This plan is subject to change as updates are made to the Restore Illinois Plan according to the Governor and guidelines that continue to be released from ISBE/IDPH.

Health and Safety Protocols

Health & Safety Guidelines

Throughout the COVID-19 Pandemic, the Illinois State Board of Education (ISBE) has released several documents providing guidelines for Illinois schools to help plan remote learning and summer programs. On June 23, 2020, the ISBE, in conjunction with IDPH, released a third document entitled “Starting the 2020-2021 School Year”. According to ISBE and IDPH, all public and nonpublic schools in Illinois serving pre-kindergarten through 12th grade students are required to follow these guidelines.

During Phase 4 of Governor Pritzker’s Restore Illinois plan, IDPH guidelines will

- Require the use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one indoor 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 the school building; and
- Require an increase in schoolwide cleaning and sanitizing.

In addition to the ISBE/IDPH Guidance, DISTRICT 69 is relying heavily on guidance issued by the **American Academy of Pediatrics, which strongly advocates that all policy considerations for the upcoming school year should start with the goal of having students physically present in school.**

General Safety Protocols

Face Covering Requirements

According to the American Academy of Pediatrics, evidence continues to mount on the importance of universal face coverings in interrupting the spread of COVID-19. ISBE/IDPH guidance states that all individuals in school buildings and on school buses must wear face coverings at all times 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. If a student has a medical condition that prevents them from being able to wear a face mask, a physician’s note is required for them to be in compliance with ISBE regulations. Parents are encouraged to have their child use a face shield if a medical exemption from a face mask is necessary. DISTRICT 69 recognizes how difficult it will be for our youngest students to wear a mask. We will address students not wearing masks on a case-by-case basis in accordance with the Parent/Student Handbook.

In a few isolated teaching instances staff may be permitted to use a face shield in lieu of face masks when it is necessary for students to see the instructor's mouth form words or facilitate language acquisition. It is acknowledged that face shields do not provide adequate protection and should be limited in use and the 6 foot social distancing guidelines should be strictly followed.

In order to be most effective, face coverings should fully cover the mouth and nose and fit snugly against the sides of the face with no gaps. Parents are encouraged to reinforce this at home. Reusable face coverings should be machine or hand washed and allowed to dry each evening. DISTRICT 69 has a limited number of disposable face coverings in the event that a staff member, student, or visitor does not have one for use. For additional information, visit CDC: Coronavirus Disease 2019 (COVID-19)-Cloth Face Covers. Additionally, pay special attention to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering.

References:

<https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

Safety Policies

Daily compliance with the following items is required by all individuals.

- Allow for symptom screening upon arrival (unless a self-certification is provided).
- Provide accurate identification upon request.
- Wear a face mask or approved facial covering at all times while inside the building.
- Maintain social distancing and avoid physical contact to limit the spread of germs.
- Use social distancing markers placed on the floor to aid in distancing protocol.
- Wash or sanitize hands regularly throughout the day, specifically at the following times:
 - Before leaving for school
 - Arrival to school
 - Entering a classroom, office, gym/cafeteria, etc.
 - Exiting a classroom, office, gym/cafeteria, etc.
 - Using the restroom
 - Before and after lunch
 - After recess
 - After accidental physical contact with another individual
 - After coughing, sneezing, using a tissue, or touching the facial area (includes outside of face mask)

Daily Symptom Screenings for Students

In an effort to maintain some normalcy for our students, we ask that parents and guardians utilize the ISBE/IDPH self-certification guidelines for symptom checks to prevent the need for a full symptom screening to be done for each child prior to entering the building. All students entering the building will be screened for COVID-19 symptoms as well as have their temperature taken unless a daily, self-certification form is completed. If a student presents a self-certification form, then only the student's temperature will be taken.

Because of the difficulty in doing a symptom screening prior to getting on the bus, we ask that parent do a symptom screening at home as well if their child is riding the bus.

Self-Certification of Symptoms

Self-Certification will only be accepted from **individuals over the age of 18**. Even with self-certification, a temperature check will be conducted upon arrival.

By completing a self-certification form, you are certifying that your child is free of the following symptoms:

- Temperature greater than 100.4 degrees Fahrenheit
- 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

General Classroom Guidelines

Students and staff will be provided with resources that include instructional videos, information from the CDC and local health organization, posters, digital and print materials, etc. related to COVID-19 related symptoms, social distancing, face masks, and hand hygiene. The items below are examples of how these guidelines may differ amongst the varying age groups.

Kindergarten - 2nd Grade

Teachers will implement strategies to model and reinforce social and physical distancing and movement.

- Utilize information or resources provided by DISTRICT 69 and WCSEA .
- Identify student space clearly with the use of carpet squares, mats, removable tape, etc.
- Develop scripted stories/role playing activities around social distancing, handwashing, proper etiquette for sneezing and coughing, etc.
- Provide designated spots to aid students in maintaining social distance when lining up.

- Establish a “flow of traffic” in your classroom or designated space to avoid clear physical contact.
- Provide verbal and visual cues to students for social distancing, physical contact, and face mask usage.
- Send information home to parents so routines and procedures can be reinforced at home.
- Offer individualized activities that could also promote socialization and collaboration when appropriate.

3rd - 4th Grade

Teachers will establish procedures and routines to teach students proper virus protection habits.

- Utilize information or resources provided by DISTRICT 69 and WCSEA.
- Assign seats or spaces to individual students to avoid sharing of items or space.
- Discuss and provide adequate practice with social distancing, handwashing, hygiene, face mask wearing and removal, etc.
- Provide designated spots to aid students in maintaining social distance when lining up.
- Establish a “flow of traffic” in your classroom or designated space to avoid clear physical contact.
- Provide verbal and nonverbal cues to students for social distancing, physical contact, and face mask usage.
- Offer individualized activities that could also promote socialization and collaboration when appropriate.

5th - 8th Grade

Teachers will establish procedures and routines to teach students proper virus protection habits.

- Utilize information or resources provided by DISTRICT 69 and WCSEA.
- Assign seats or spaces, textbooks, devices, etc. to individual students to avoid the incidence of sharing.
- Discuss and provide adequate practice with social distancing, handwashing, hygiene, face mask wearing and removal, etc.
- Provide designated spots to aid students in maintaining social distance when lining up.
- Establish a “flow of traffic” in your classroom or designated space to avoid clear physical contact.
- Provide verbal and nonverbal cues to students for social distancing, physical contact, and face mask usage.
- Report any refusal of face mask usage, social distancing, and avoidance of physical contact to the administration.
- Establish a routine for sanitizing student areas and contact surfaces between student use.

- Offer individualized activities that could also promote socialization and collaboration when appropriate.

Daily Sanitation Practices

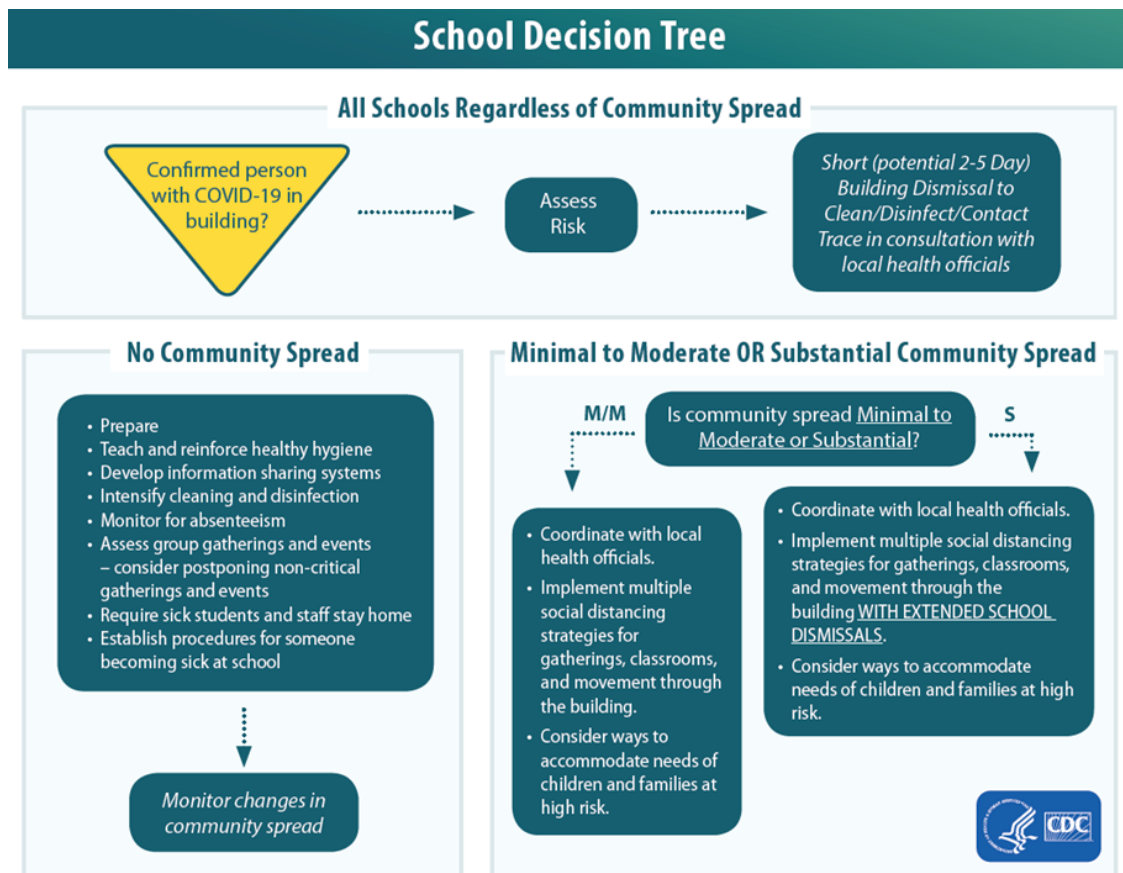
Most cleaning and sanitation will be conducted by the DISTRICT 69 Custodial Staff; however, teachers will have classroom disinfection supplies in order to routinely disinfect areas touched often such as door handles, pencil sharpeners, and any shared supplies, etc. All individuals in the building are encouraged to ensure their supplies and “space” are visibly clean. DISTRICT 69 will provide proper sanitizing supplies for this purpose. While keeping our students and staff safe is critical, we do not want cleaning/sanitation efforts to interfere with anyone’s physical, mental, or educational well-being. All the protocols listed below have been developed with this in mind. Aside from regular cleaning procedures, DISTRICT 69 staff will follow the following protocols:

- All bathroom facilities, water fountains, door knobs and other frequently touched surfaces will be sanitized approximately every 2 hours unless needed more often.
- Interior doors will remain open when possible to avoid excessive touching of door knobs throughout the day.
- Cafeteria service areas will be wiped down with a sanitizing agent before and after each use. All other surfaces within the cafeteria area will be sanitized as deemed necessary.
- Exterior doors will be sanitized after morning arrival, recesses, outdoor activities and dismissal.
- Any other surfaces or supplies will be sanitized upon request of administration, staff, students or visitors.

School Closure Plan

As DISTRICT 69 prepares to return to in-person student instruction, we must also prepare for the unexpected need for a short-term or long-term closure due to an isolated case or larger outbreak of COVID-19 in the school community. The school community is defined as DISTRICT 69 employees, their families and DISTRICT 69 students and their families. The CDC recommends the following procedures regardless of the level of community spread in the event an infected person has been in the school building. DISTRICT 69 plans to use these decision-making procedures in the unfortunate event that a school community member tests positive for COVID-19.

In a newly released document from the United States Department of Education (DOE) pertaining to the Family Educational Rights and Privacy Act (FERPA), the DOE explained that the Health or Safety Emergency exception allows school districts “disclosure of personally identifiable information (PII) from student education records to individuals and entities that may not have access to that information”. The information DISTRICT 69 releases will be minimal, only when deemed absolutely necessary for contact tracing of COVID-19 or other serious illnesses, and limited to local health care officials.



For more information on this graphic, you can visit <https://www.cdc.gov/coronavirus>.

Communication with Local Health Officials

In the event that a student or staff member has tested positive for COVID-19, DISTRICT 69 will immediately contact the local health department. The local health department will assist the administration in determining the best course of action for our school community. Local health officials will also be used to confirm the positive test result that was reported.

Communication with School Community

After communication with the local health officials, the DISTRICT 69 administrative team will meet to determine the level of risk to our community based on the CDC guidelines shown above prior to any information being released to the school community. The information released to the school community members will be limited to the acknowledgement of a positive COVID-19 case existing and an overview of the district’s decision on a school closure or restriction. Information pertaining to individual student or classroom exposure will be announced to those affected in hopes that this information will not be used in an attempt to identify the person or persons who have tested positive. We encourage families to respect the privacy and well-being of your fellow community members and keep information confidential.

School Dismissal

Following a confirmed positive COVID-19 case within the school community, the school, grade level or class may be dismissed for 2-5 days. During this short-term dismissal period, DISTRICT 69, with the help of local health officials will investigate the unique circumstances of the COVID-19 situation and how it may impact the school. With the help of the local health officials, we can determine appropriate next steps, which may include an extended dismissal period when necessary. School administrators are not expected to make decisions based on dismissal of school or events on their own. We will strongly consider all recommendations made by the Woodford County Health Department and other state and local health officials for the scope (i.e., building, classroom, section, etc.) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information.

During any school dismissal,

- All extracurricular group activities, Right at School, and other large events (i.e., sports, PTO events, etc.) will be cancelled,
- Staff, students, and their families are discouraged from gathering or socializing anywhere (including group childcare arrangements, friends and extended-family gatherings, eating at restaurants, or nonessential shopping),
- Our Blended Learning Plan or Remote Learning Plan will be implemented on all regular school days during school hours, and
- Meals will be offered as “grab-and-go” (or delivered if feasible) option that may be picked up on the west side of the campus.

Cleaning Protocol

In the event of a school dismissal, DISTRICT 69 custodial staff will follow these procedures (based on ISBE/IDPH/CDC recommendations) for cleaning and disinfection.

- Upon communication of exposure, the affected areas will be immediately closed off. The area should remain closed up to 24 hours before cleaning and sanitation efforts are made.
- If 24 hours is not feasible, custodial staff will delay vacuuming, or using other machines that might circulate hazardous particles, until the building has been fully vacated of nonessential individuals and the HVAC system to that room has been disabled to prevent the spread to other areas of the school.
- Custodial staff will clean and disinfect all areas of the school potentially used by the infected person (i.e., main office, classroom(s), bathrooms, etc.), focusing specifically on frequently touched surfaces
- If any surface appears dirty, staff must clean the area with detergent, or soap and water, prior to disinfection.

These areas will be opened for use by individuals who did not have close contact with the infected person once it has been appropriately disinfected. Cleaning products will be stored and used a safe distance away from children and staff. Any individual who had close contact with the infected person or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days. Close contact is defined by ISBE/IDPH as “the individual was

within 6 feet of the individual with symptoms for more than 15 minutes”. The areas are deemed “safe” without disinfection if the infected person has not visited the area for more than seven (7) days.

Option 1: In-Person Learning Plan

District 69 will begin the 2020-2021 school year with the option for all students to attend school five days a week. This is aligned with the American Academy of Pediatrics recommendation. However, DISTRICT 69 recognizes that there will be children whose families do not want them to attend school for various reasons. Parents who choose not to send their child to school may opt to homeschool or participate in Remote Learning. Students who participate in Remote Learning will be required to meet attendance and work completion expectations.

Therefore, we will have shortened school days in order give teachers the necessary time to provide a remote learning experience for students not attending.

The Middle School day will be 7:45AM – 12:45PM. Doors will open at 7:20AM. Middle School students will eat their lunches in the classroom during the last period of the day beginning at 12:00PM.

The Elementary School Day will be 8:30AM – 1:30PM. Doors will open at 8:15AM. Elementary students will have a 40 minute lunch break between 10:50AM and 12:00PM.

School Operations

Transportation

- 50 students per bus
- Driver and students wear face coverings at all times
- Sit children of same household together
- Driver will periodically disinfect handrail and other commonly touched areas
- The buses will be fully disinfected after the morning and afternoon routes

Arrival Procedures

- One bus will enter the school at a time
- Car riders will continue to enter at Door #1 for MS students and Door #7 for ES students
- Temperature checks and symptom screenings will be given to all students and staff upon entering the building unless a daily self-certification form is provided in which only a temperature will be taken.
- Students who have a fever or are exhibiting COVID-19 symptoms will be placed in a supervised waiting area (Room 119 for ES and Room 210 for MS) until the student can be picked up by a parent or guardian.

- All students report directly to classrooms after washing or sanitizing hands
- School announcements will be done over the intercom each morning

Hallways

- Arrows for Traffic Flow
- Monitor students in hallway to ensure social distancing compliance
- Locker usage will be limited, students may carry book bags to transport belongings and materials

Bathrooms

- Limit number of students in restroom to 2
- Post signs for handwashing, etc.
- Keychain hall passes
- Command hooks to display hall passes outside to help limit number of students in restroom at one time

Drinking Fountains

- Encourage use of personal water bottles (reusable/refillable is preferred) - no sharing
- Fountains may be shut down for sanitation purposes

Classrooms

- Middle School Students will be assigned a homeroom that they will stay in throughout the school day. Teachers will rotate through these homerooms.
- Limit amount of furniture in the classroom to provide adequate space for distancing
- Keep windows open when appropriate to allow air circulation and ventilation
- Doors should remain open as often as possible to avoid unnecessary touching
- Desks should be spaced 6 feet apart when possible
- Limit shared items as soon as possible
- Supplies that require sharing should be sanitized between use - sanitized/used bins to keep track of used supplies
- Staff and students should avoid physical contact - handshakes, high fives, fist bumps, hugs, etc.

Physical Education

- The ES will have daily PE outside as much as possible in addition to recess breaks with no more than 50 people at one time
- MS students will be given a 15 minute break after each class to stretch and do exercises
- Students will not use locker rooms except to wash hands and go to the bathroom
- Promote individual activities when possible
- There will be no sharing of equipment

Specials

- In order to allow for a shortened schedule and to limit time in the hallway, there will be no separate band, chorus, music, art, computer or library classes
- Specials teachers will coordinate with classroom teachers to provide instruction to the extent possible in the regular classrooms

Library

- The library will be available for ES teachers to take students in for read-alouds.
- The Library/Media Specialist will create library carts to offer reading materials to students in their regular classroom

Grading

In Part 3 of the ISBE/IDPH guidelines, the grading practice based on the principle of “do not harm” was revoked. Schools and districts are required to transition back to their traditional grading practices (Refer to “2020-2021 Student/Parent Handbook” located on the DISTRICT 69 website or contact a member of the DISTRICT 69 office staff for more details.). Administrators are now being encouraged to re-evaluate and modify traditional grading policies and practices, as needed, to plan for a return to a somewhat traditional school format.

ISBE strongly recommends that any return to traditional grading policies ensures that students have all the necessary tools, technology, and teacher support at school and at home to complete all assignments, take assessments and complete projects in a timely manner. This may mean ensuring that all students have devices and connectivity opportunities at their homes before resuming traditional grading practices.

Per the School Code, grading policies are the exclusive responsibilities of local districts (105 ILCS 5/10-20.9a). ISBE does not require any specific grading practice, policy, or philosophy, but we suggest that you may want to include any successful strategies or modifications implemented during remote learning as part of the planning and transition to in-person instruction and/or blended remote learning.

Attendance

Daily attendance and engagement of students will be expected whether students are participating in classes in-person or remotely. DISTRICT 69 staff will endeavor to make daily contact with all students and families, especially those who are not in attendance or not engaging in classes, whether in-person or remotely.

During Remote Learning, attendance will continue to be submitted to ISBE in the same manner as prior to the COVID-19 pandemic – via the Student Information System.

The primary purpose of attendance during this time is to account for the instructional learning days and to keep students engaged. Our students’ overall well-being is always our highest priority.

The preferred method of collecting attendance is always a one-to-one daily connection between the teacher and the student. However, we recognize that this method is not available or practical for all districts and student scenarios under the COVID-19 conditions. We encourage and suggest several ideas for how classroom teachers can collect and count a student as present when the one-to-one daily connection is not practical:

- Video conference “check-ins”
- Wellness checks coupled with a question on student engagement/participation in lessons
- Phone calls coupled with a question on student engagement/participation in lessons
- Email communications coupled with a question on student engagement/participation in lessons
- Assignment completion

For example:

- If the attendance method covers a multiple days, then once the assigned work comes back completed the student should be marked present for each of the days the assignments were intended to cover.
- If the phone call or text message occurs every other day and the interaction is coupled with a question on student engagement/participation in lessons covering the same timeframe, then attendance should be recorded for the same number of days.

If DISTRICT 69 staff cannot ensure student attendance through supportive measures, it is recommended that school personnel follow the normal procedures of referring students to your school’s regional truancy officer as outlined in the Illinois School Code, Section 26-2a: “A ‘truant’ is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 180 school days.”

We also recommend continued efforts to note when students are engaging with the school. This can be used as a means to record attendance, interaction with the school, or both.

Lunch

- Middle School Students will eat lunch in their classrooms during the last period of the day. Kindergarten students will eat in the Commons, while 1st-4th grade students will also eat in classrooms.
- Handwashing procedure prior to lunch (soap and water preferred over hand sanitizer).

- Face masks will need to be removed and placed in a clean, dry location and returned when finished.

Playgrounds

- Playground equipment will be available to ES students to the extent possible
- Clean contact surfaces regularly
- Limit number of students to allow for proper social distancing standards

Visitors

- All visitors including parents will have to enter at door #9
- Visitors will be limited to essential business only
- Visitors must be symptom-free and must sanitize hands prior to entering the main office
- Visitor logs will be maintained accurately and kept in the District office for contact tracing purposes as well as record keeping.
- Visitors delivering items will be encouraged to leave them outside the office when appropriate
- Any nonessential visitors will not be permitted

Extracurriculars

- For all IESA sanctioned activities, refer to their guidelines for any topic not covered in this section.
- If practice or event is not immediately after school, a symptom check must be performed before entering the facility. (Symptom tracker form must be filled out by the coach/sponsor for every practice/event)
- Contact an administrator and parents if participant is symptomatic and isolate symptomatic individual within line of sight of adult
- All equipment must be disinfected before and after use
- Participants must wash hands with soap and water prior to enter activity area and immediately after leaving
- Social distancing must be maintained even when using the locker room
- Have sanitizer available at all times - Use prior to drink or snack breaks
- Limit the amount of equipment shared by multiple participants
- Participants are required to bring their own water bottles (no sharing)
- Spectators/athletes/coaches at indoor events will be limited to 50 participants (face masks required)
- Social distancing markers placed on bleachers/seats for athletes, coaches and spectators
- No handshakes, high fives, fist bumps, hugs, etc. can occur pre or post-match.
- No pre-game ceremonies will occur to encourage social distancing and shorten the length of the indoor events.

Symptomatic Students

- Students exhibiting COVID-19 symptoms while at school will supervised in Room 119 in the ES and 210 in the MS until a parent/guardian can arrive
- Students will be required to have face masks on at all times unless they are experiencing difficulty breathing.
- Make note of time, date, arrival procedure, and all symptoms to help identify student and adult contact
- Notify parent/guardian immediately and require immediate pickup
- Parents will be asked to report any pending or confirmed cases of COVID-19 in the household
- Any positive COVID-19 cases will be released to the school community and information for contact tracing will be released to the local health department while maintaining confidentiality

Symptomatic Employees

- Report symptoms to the front office/administration ASAP
- Perform temperature check daily upon entering the building
- Report pending or confirmed cases of COVID-19 to an administrator (or your direct supervisor)
- If at work, contact the front office and isolate as soon as possible
- Any positive COVID-19 cases will be released to the school community and information for contact tracing will be released to the local health department while maintaining confidentiality

Mental Health

- Social work/counselors will be made available to students dealing with the impact of COVID-19
- Procedures will be established to identify and report students while maintaining confidentiality

Procedural Expectations

Administration/Office Staff

All administrative office staff will be responsible for the following procedural expectations:

- Certify symptom-free status prior to entering building
- Opt for temperature check as necessary
- Use hand sanitizer prior to entering and exiting a classroom.
- Communicate changes to procedures and protocols to staff, students, parents, school board members, and other community members, as appropriate, in a timely manner.

- Develop a partnership with the local health department to ensure DISTRICT 69 has the most up-to-date information on health regulation and support contact tracing as needed

Teaching and Support Staff

Teachers and support staff will be responsible for the following procedural expectations:

- Certify symptom-free status prior to entering the building.
- Allow district staff to check temperature if requested
- Develop classroom policies and procedures that teach social distancing, proper face mask usage, etc.
- Any staff member exhibiting a fever or other COVID-19 related symptoms must notify the administration immediately.

Students

Students will be responsible for the following procedural expectations:

- Maintain social distancing whenever possible to avoid physical contact with adults and other students.
- Communicate changes to their health to a teacher or office staff member as soon as possible.
- Practice proper hand washing procedures and avoid touching their face, mouth or eyes.
- Adhere to the CDC guidelines when coughing and sneezing to prevent the spread of potentially dangerous germs.
- Keep all personal items and supplies clean and refrain from sharing with other students unless given permission and proper sanitation protocols are followed.

Parents & Guardians

Parents and guardians will be responsible for the following procedural expectations:

- Supply your child with a face mask (either reusable or disposable) daily.
- Check your child for potential COVID-19 symptoms each morning.
- Report any absences and corresponding symptoms to a member of the office staff.
- If COVID-19 symptoms are suspected, contacting your child's medical provider is strongly encouraged.
- Report all pending or positive COVID-19 test results to a member of the office staff as soon as possible.
- Send a water bottle to school to avoid the need to utilize public water fountains is recommended. Refilling stations will be accessible to students.
- Maintaining a continuation of the learning environment at home in the event your child is in need of isolation due to an illness is encouraged.

- Keeping your child home for 72 hours symptom free if exhibiting a fever or other COVID-19 symptoms unless a doctor's note stating that the symptoms are related to another illness is provided.
- Keeping your child home for 14 days if COVID-19 positive or if exposed to someone who is positive for COVID-19 unless a negative test result can be produced.
- Remote Learning will be made available for any student who is required to stay home due to COVID-19 related issues.

Option 2: Blended Remote Learning Plan

This Blended Remote Learning Plan was adapted from the In-Person Learning Plan version above. In order to make this plan effective for students in the classroom, as well as students at home, necessary changes were made.

School Operations

Student Considerations

In the event that a **Blending Learning Plan** is essential (i.e., Governor moves back to Phase 3 of the Restore Illinois Plan, new outbreak of COVID-19, etc.), ISBE strongly encourages districts to give higher priority to specific subgroups of students based on their education needs.

Highest Priority will be given to students with following:

1. Individualized Education Programs (IEPs)
2. 504 Plans
3. Specific Language Barriers (ELL)
4. Tier III instructional needs (or are deemed "high-risk" due to educational loss during the closure)
5. Under the age of 13, whose families require childcare for essential employment purposes.

**During Blended Learning, DISTRICT 69 will continue to strive to maintain In-Person Learning for as many students as we can allow per ISBE/IDPH guidelines.

Student Attendance

Daily attendance and engagement of students should be expected whether students are participating in classes in-person or remotely. Districts, schools, and teachers should make daily contact with all students and families, especially those who are not in attendance or not engaging in classes, whether in-person or remotely.

During Remote Learning, attendance should continue to be submitted to ISBE in the same manner as prior to the COVID-19 pandemic – via the Student Information System.

The primary purpose of attendance during this time is to account for the instructional learning days and to keep students engaged. Our students' overall well-being is always our highest priority.

The preferred method of collecting attendance is always a one-to-one daily connection between the teacher and the student. However, we recognize that this method is not available or practical for all districts and student scenarios under the COVID-19 conditions. We encourage and suggest several ideas for how classroom teachers can collect and count a student as present when the one-to-one daily connection is not practical:

- Video conference "check-ins."
- Wellness checks coupled with a question on student engagement/participation in lessons.
- Phone calls coupled with a question on student engagement/participation in lessons.
- Text messages or email communications coupled with a question on student engagement/participation in lessons.
- Grading of assignments

If schools cannot ensure student attendance through supportive measures, it is recommended that school personnel follow the normal procedures of referring students to your school's regional truancy officer as outlined in the Illinois School Code, Section 26-2a: "A 'truant' is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 180 school days."

We also recommend continued efforts to note when students are engaging with the school. This can be used as a means to record attendance, interaction with the school, or both.

Calendar Changes

In the event of a sudden need to shift to a **Blended Remote Learning Plan**, emergency Teacher Institute Days may be utilized to provide district staff the time to plan for changes to their instructional plans. ISBE allows districts to use up to five (5) planning days for this purpose.

Procedural Expectations

Administration/Office Staff

All administrative office staff will be responsible for the following procedural expectations:

- Provide additional time and support to staff to address new workload requirements.

- Communicate any and all changes to the staff, students, parents, and other school community members as soon as possible.
- Demonstrate flexibility when appropriate to meet the needs of the staff, students, parents, and other school community members.
- Pay careful attention to the mental, physical and emotional health and well-being and provide the needed support when appropriate.

Teaching and Support Staff

Teachers and support staff will be responsible for the following procedural expectations:

- Maintain a focus on the Illinois Learning Standards and more specifically our grade level Heart Standards.
- Spend time familiarizing students with your remote learning plan, expectations, and how to access and use the online tools and programs (i.e., virtual boot camp)
- Maintain an accurate record of all student work done at home or in-person.
- Pay careful attention to the mental, physical and emotional health and well-being and provide the needed support when appropriate. (Mandated Reporting requirements remain in effect.)
- Maintain communication with administration, students, and parents to aid in this transition.
- Seek help when needed.

Students

Students will be responsible for the following procedural expectations:

- Maintain regular attendance even during remote learning days.
- Communicate with staff and administration regularly
- Communicate technology issues to parents and staff to avoid loss of instructional time.
- Maintain appropriate behavior during online learning sessions.

Parents & Guardians

Parents and guardians will be responsible for the following procedural expectations:

- Encourage your child to maintain regular attendance and work completion.
- Report any concerns or issues to the staff/administration when needed.
- Maintain an open line of communication with the district staff.

Option 3: Remote Learning Plan

This Remote Learning Plan was adapted from the version that was created during the Spring of 2020 school closure based on the ISBE guidelines at that time. In order to make this plan compliant with the Part 3 of the ISBE/IDPH Guidelines released in June of 2020, necessary changes were made.

Priority 1 - Feed and care for the extended safety, health, and welfare of students, families, non-student children, staff, and community at large.

Priority 2 - Communicate clearly; share coherent, organized and controlled messages with staff, students and community.

Priority 3 - Provide for the continuity of learning in Illinois, minimize instructional loss and create routines and schedules for learning.

Elementary Grades K-4

Remote Learning opportunities will be primarily focused on advancing students' skills in literacy and math. Opportunities for remediation and enrichment will be provided to students based on their individual needs.

All teachers will set up and maintain a Google Classroom or a comparable platform.

Our elementary teachers will develop a daily, remote learning experience that takes into consideration a primary and early elementary student's developmental abilities.

Learning opportunities for students with IEPs and other accommodations will be modified to fit the needs of each individual learner. Help may also be provided via email, telephone, Skype, Zoom or Google Hangouts.

Instruction will include the utilization of online learning programs i.e. IXL, Razz Kids, Learning A-Z. etc.

Teachers will be available to communicate with parents and students via email and/or Google Hangouts, etc. from 8:30AM – 1:30PM Monday through Friday during normal school attendance days.

Middle School Grades 5-8

Teachers will utilize Google Classroom, Google Hangouts, email, and the school website to communicate assignments to students. Remote Learning opportunities will be primarily focused on advancing students' skills in English/Language Arts, Math, Science, Social Studies, and P.E./Health. Opportunities for remediation and enrichment will be provided to students based on their individual needs.

DISTRICT 69 will endeavor to ensure that all homes have Internet access by providing mi-fi hot spots to families who need one.

Students with IEP's, 504's and other accommodations will have assignments modified to fit the needs of each individual learner. Help may also be provided via email, telephone, or Google Hangouts.

Teachers will be available to communicate with students and parents via email, Google Hangouts or another platform specified by the teacher from 7:45AM - 12:45PM Monday through Friday during normal school attendance days.

Grading

In Part 3 of the ISBE/IDPH guidelines, the grading practice based on the principle of “do not harm” was revoked. Schools and districts are required to transition back to their traditional grading practices (Refer to “2020-2021 Student/Parent Handbook” located on the DISTRICT 69 website or contact a member of the DISTRICT 69 office staff for more details.). Administrators are now being encouraged to re-evaluate and modify traditional grading policies and practices, as needed, to plan for a return to a somewhat traditional school format.

ISBE strongly recommends that any return to traditional grading policies ensures that students have all the necessary tools, technology, and teacher support at school and at home to complete all assignments, take assessments and complete projects in a timely manner. This may mean ensuring that all students have devices and connectivity opportunities at their homes before resuming traditional grading practices.

Per the School Code, grading policies are the exclusive responsibilities of local districts (105 ILCS 5/10-20.9a). ISBE does not require any specific grading practice, policy, or philosophy, but we suggest that you may want to include any successful strategies or modifications implemented during remote learning as part of the planning and transition to in-person instruction and/or blended remote learning.

When possible, allow students who receive an “Incomplete” and give the opportunity to make up content.

Attendance

Daily attendance and engagement of students should be expected whether students are participating in classes in-person or remotely. Districts, schools, and teachers should make daily contact with all students and families, especially those who are not in attendance or not engaging in classes, whether in-person or remotely.

During Remote Learning, attendance should continue to be submitted to ISBE in the same manner as prior to the COVID-19 pandemic – via the Student Information System.

The primary purpose of attendance during this time is to account for the instructional learning days and to keep students engaged. Our students' overall well-being is always our highest priority.

The preferred method of collecting attendance is always a one-to-one daily connection between the teacher and the student. However, we recognize that this method is not available or practical for all districts and student scenarios under the COVID-19 conditions. We encourage and suggest several ideas for how classroom teachers can collect and count a student as present when the one-to-one daily connection is not practical:

- Video conference “check-ins.”
- Wellness checks coupled with a question on student engagement/participation in lessons.
- Phone calls coupled with a question on student engagement/participation in lessons.
- Text messages or email communications coupled with a question on student engagement/participation in lessons.
- Packet collections by school personnel.

If schools cannot ensure student attendance through supportive measures, it is recommended that school personnel follow the normal procedures of referring students to your school’s regional truancy officer as outlined in the Illinois School Code, Section 26-2a: “A ‘truant’ is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 180 school days.”

We also recommend continued efforts to note when students are engaging with the school. This can be used as a means to record attendance, interaction with the school, or both.

Calendar Changes

In the event of a sudden school closure requiring the use of a full **Remote Learning Plan**, emergency Teacher Institute Days may be utilized to provide district staff the time to plan for changes to their instructional plans. ISBE allows districts to use up to five (5) planning days for this purpose.

Procedural Expectations

Administration/Office Staff

All administrative office staff will be responsible for the following procedural expectations:

- Provide additional time and support to staff to address new workload requirements.
- Communicate any and all changes to the staff, students, parents, and other school community members as soon as possible.
- Demonstrate flexibility when appropriate to meet the needs of the staff, students, parents, and other school community members.

- Pay careful attention to the mental, physical and emotional health and well-being and provide the needed support when appropriate.

Teaching and Support Staff

Teachers and support staff will be responsible for the following procedural expectations:

- Spend time familiarizing students with your remote learning plan, expectations, and how to access and use the online tools and programs (i.e., virtual boot camp)
- Maintain an accurate record of all student work done at home or in-person.
- Pay careful attention to the mental, physical and emotional health and well-being and provide the needed support when appropriate. (Mandated Reporting requirements remain in effect.)
- Maintain communication with administration, students, and parents to aide in this transition.
- Seek help when needed.

Students

Students will be responsible for the following procedural expectations:

- Maintain regular attendance even during remote learning days.
- Communicate with staff and administration regularly
- Communicate technology issues to parents and staff to avoid loss of instructional time.
- Maintain appropriate behavior during online learning sessions.

Parents & Guardians

Parents and guardians will be responsible for the following procedural expectations:

- Encourage your child (to maintain regular attendance and work completion.
- Report any concerns or issues to the staff/administration when needed.
- Maintain an open line of communication with the district staff.

Transition Back to School

The DISTRICT 69 Leadership Team will collaborate and develop strategies for our staff to assist everyone upon returning to school. Strategies to assist this transition process will strive to address assessment, differentiation, review of content, recognizing and identifying students who need additional support, meeting goals for students with disabilities, and how to provide ongoing support for staff. These strategies will be provided to staff and may vary depending on the date of return, subject area, and/or grade level.