



# **2020-2021**

# **Re-opening Plan**

**(As of July 20, 2020)**



*Achieving Excellence Takes Everyone*

Dear District 41 Parents and Staff,

During Phase 4, Lake Villa School District 41 will be implementing a teaching and learning plan that will meet the needs of our students while keeping in mind the Illinois State Board of Education's and Center for Disease Control and Prevention guidelines.

We thank all of those involved in a collaborative effort of the Tentative Reopening Plan. Information and feedback was obtained through staff and parent/guardian surveys as well as through collaborative meetings that were held both in June and July of 2020.

District 41's goals are to:

- Ensure the best educational options for our students for the 2020-2021 school year,
- Continue to engage students in the learning process during the COVID-19 pandemic, and
- Create a plan to transition students back into the on-site learning while maintaining the safety and the well-being of all of our stakeholders.

Thank you for providing us with so many parent responses to our survey. We learned that at this time:

- 70.5% of our families plan to have their children return to school this fall.
- 1.9% of our families plan to participate in remote learning this fall due to an underlying health condition.
- 15.9% of our families would prefer to participate in remote learning this fall if such an option is made available.
- 11.1% of our families are undecided due to various reasons.

The re-opening plan for the start of the 2020-20201 school year was based upon:

- Recommendations and parameters of the Illinois State Board of Education (ISBE)
- Recommendations and parameters of the Center for Disease Control (CDC)
- Parent and staff input through survey and committee work
- Successes and challenges of educational settings who are in session
- Plans of neighboring elementary and feeder high schools

We conclude that we would be best serve the school community by being able to choose from two student learning options:

- Hybrid, On-Site Learning with a Group A / Group B Rotation with Modified Daily Schedule
- Remote Learning

District 41's plan is fluid based upon the information that we have currently. If other schools find success with full-time, daily on-site learning; District 41 will consider a shift to a parallel plan. On the other hand, if the substitute shortage (including use of available administration/specials/encore/resource staff) outweighs the number of staff members absent; District 41 will shift to full Remote Learning. Additionally, if 50% or more of our population elects to participate in full Remote Learning for the trimester; District 41 will consider a shift to on-site, daily learning with a modified schedule for the remaining 50% or less of students. This is all dependent on parent choice.

We appreciate our stakeholders' support and understanding through this process. District 41 is eager and excited to re-engage our students. We are committed to ensuring a successful school year remotely or on-site for all of our students.

The Lake Villa District 41 Staff

## Overview

Schools will operate on-site at a 50% capacity through a Group A / Group B rotation and 100% capacity with a blend of remote and on-site learning. This will allow for social distancing of 6 feet in most cases and class size to be approximately ten to thirteen students depending on the room size. Parents/guardians will have an option to select the best approach for each of their children. Unlike in the spring, classrooms will be synchronous and more mirror the on-site classrooms. Additionally, remote and on-site students will have access to textbooks.

### Highlights:

- Group A will be in attendance on Monday and Tuesday.
- Group B will be in attendance on Thursday and Friday.
- Group A, for example, will be for students with the last names beginning with the letter A-K. Group B, for example, will be for students with the last name beginning with the letter L-Z.
- Remote Learning will take place on Monday, Tuesday, Thursday, and Friday for forty minutes in the afternoon and all day on Wednesday. No students nor staff will be on-site during this time. This will allow for a deeper cleaning and for the building to be empty for a full day between Group A and Group B.
- Students will receive instruction in all content areas, including specials, while on-site. Specials will take place by trimester (e.g. Teacher A will have physical education for the first trimester, Teacher B will have music for the first trimester, Teacher C will have art for the first trimester). This will shift at the second trimester.
- When students are not on-site, they will participate in Remote Learning via livestream and/or through the flipped classroom model.
- Students will be on-site for 4 hours and twenty minutes per day. The student on-site hours will be:
  - Palombi School: 7:32 a.m. - 11:52 a.m.
  - Martin and Thompson Schools: 8:15 a.m. - 12:35 p.m.
  - Hooper School: 9:00 a.m. - 1:20 p.m.

Additionally, they will participate in remote learning for forty minutes per day.

- Palombi School: 1:20 p.m. - 2:00 p.m.
- Martin and Thompson Schools: 2:00 p.m. - 2:40 p.m.
- Hooper School: 2:45 - 3:25
- Students with an Individualized Education Plan, 504, and/or English Learner/Bilingual will have the opportunity to be on-site on the days that the building is open (Monday, Tuesday, Thursday, Friday) per the Illinois State Board of Education (ISBE) guidelines.

### This option will allow for:

- Students to be able to participate in core curriculum and social emotional learning on-site
- All students will have virtual or on-site access to the classroom environment on a daily basis which will resemble the classroom structure pre-COVID 19.
- Increase compliance with Center for Disease Control (CDC) social distancing guidelines within the classroom.
- Better tracking of close contact tracing should a student or an immediate family member be identified with COVID 19.
- Participate in a learning environment where social distancing is more attainable.
- Limit the amount of time that a student needs to wear a mask on a daily basis.

- Limit potential exposure by eliminating on-site lunch and recess.

The district is committed to working with students and families who have increased health risks, or may not feel comfortable returning to in-person instruction. Staff members with underlying, documented health conditions may elect to participate in Remote Learning Program as well.

**Families are asked to commit to their learning platform (onsite with restrictions or remote learning) on/by July 27th 2020.** We need all parents to comply with this deadline.

## School Operations

As per the Illinois State Board of Education (ISBE) and Center for Disease Control and Prevention (CDC), District 41 will:

- Require use of appropriate personal protective equipment (PPE), including face coverings,
- Prohibit no 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,
- Require individuals who have had close contact (within 6 feet for more than 15 minutes) with an individual who has tested positive for COVID-19 or is suspected of having the COVID-19 virus isolate at home and monitor for symptoms for 14 days and, if well, transition to Remote Learning during the isolation period, and
- Require an increase in schoolwide deep cleaning and disinfection.

Precautionary measures will take place as we ensure student and staff safety. Measures include, but are not limited to:

- Use of face mask as per Illinois State Board of Education guidelines.
- Use of face shields in specific conditions
- Use of face shields for those who pre-present a medical note that documents a medical contraindication to wearing a medical mask
  - This medical note must be issued by a licensed physician who is treating this person
  - If face shields are worn, strict adherence to social distancing is necessary
- Scheduled hand-washing for at least twenty seconds per student
- Scheduled bathroom breaks
- Slight staggered arrivals and departures
  - Students will be released when parent/guardian arrives at the end of the school day
  - Students will be released from classrooms based on bus arrival at the end of the school day
  - Arrival procedures will begin at school start time
  - Students are expected to go directly to their own hallway
- When possible, staggered access to lockers to store coats, snacks, and backpacks for elementary school students
- Middle school will not use lockers to ensure social distancing
- Location and separation of desks
- Visuals on floor to encourage social distancing
- Students are encouraged to bring minimal items to/from school
- Use of one's own school supplies (pre-labeled)
- Building principals will order additional school supplies, if needed
- For elementary, students will remain within one classroom as much as possible
- For middle school, students may move from class to class with altered hallway passing times
- For middle school and when possible, schedules will be slightly altered to accommodate social distancing

### *Calendar*

The Illinois State Board of Education (ISBE) has granted schools permission to take additional planning time in preparation for re-engagement and training. In addition to the planned Teacher Institute Days, District 41 will be taking two additional days at the start of the school year for a total of 3.5 Teacher Institute Days. Additional professional development and safety training will occur on these days. Additional granted training days will be determined during the school year. **This will shift the start of the students' school year to Friday, August 21st (Group B) for Pre-Kindergarten/Early Childhood through 8th grade students. There will be no afternoon remote learning after student dismissal. Kindergarten screenings for all incoming kindergarten students will not take place for the 2020-2021 school year.**

Additionally, unrelated to the pandemic, and due to changes in state law, school cannot be in session on Election Day, November 3, 2020. There will be no school that day. In lieu of, students will be in attendance on April 5, 2021.

### *Classroom Set-Ups*

Classrooms will be set-up with minimal furniture and carpet, when possible, to accommodate distancing between desks.

### *Face Masks/Shields*

Per the Illinois State Board of Education, face masks should be worn by all students and staff. Per state guidelines, face shields are only allowed in specific circumstances. We understand the challenges that a mask may bring. We ask parents/guardians to partner with us to meet the state requirements. School-appropriate masks are recommended. We welcome student names to be on the mask. Should a student refuse to wear a mask, parents/guardians will be notified and addressed on an individual basis. Disposable masks will be provided if a student or staff member does not bring one to school. Parents/guardians are asked to provide their child with two masks a day. Daily washing is required. As previously described, use of face shields for those who pre-present a medical note that documents a medical contraindication to wearing a medical mask.

### *Snack Break*

- Students will eat snacks within the classroom or outside
- If needed, a table within the classroom would be identified as nut-free
- The snack list will be revised to include more robust options

### *Schedules*

Grade level schedules will be forthcoming in August.

### *Scheduled Breaks*

Students will participate in scheduled mask breaks by classroom throughout the school day. This will consist of movement, bathroom, and hand-washing breaks. Outside areas on school grounds will be used, again, to encourage social distancing. Students and staff are encouraged to dress comfortably for school.

### *Hallway Monitors*

Adult hallway monitors will be used in each building, when possible.

### *Office Hours*

Staff members will have posted office hours. Office hours may take place on or off site.

*Student Attendance*

On-site or remotely, student attendance must be taken daily. As done during the typical school year, follow-up phone calls will be made to parents/guardians. Wellness checks may take place if ongoing student absences occur.

*Substitutes*

If District 41 reaches a threshold where openings exceed the number of substitutes available, a shift to Remote Learning will occur.

## Facilities

Prior to opening for on-site learning all district facilities will go through a deep cleaning and disinfection process. Guidance for return to school procedures will be based on recommendations by the Centers for Disease Control and Prevention (CDC) and local health officials.

Daily cleaning procedures are an extremely high priority.

- High touch points will be sanitized throughout the day, using an EPA-approved disinfectant (examples include door handles, railings, door push points)
- Bathrooms will be sanitized throughout the day
- All rugs and carpeted areas will be vacuumed at least nightly
- Water bottle fillers are already in place.
- Carpets and cloth items will be removed from the classroom, if possible.

### *Guidelines for On-Site Learning*

All:

- Individuals will be required to practice social distancing as recommended by the CDC
- Individuals will be required to wear face coverings per the Illinois State Board of Education
- Any person experiencing symptoms will be required to stay at home:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Face coverings will be made available, if needed
- Spacing reminders will be placed on floors 6 feet apart in high traffic areas such as bathrooms/drinking fountain areas and pick-up/drop-off locations
- Students and staff who have traveled to a 'hot area' are asked to notify school and quarantine per the CDC guidelines
- Currently, the district has twenty-five substitutes as well as forty-three non-core curriculum staff members, including administrators who may substitute on a given day. The district is seeking to add additional full-time long-term substitutes.

Students:

- Desks must face the same direction within the classroom
- Extra furniture will be removed from the classroom
- School playgrounds will be closed during this period of time
- Outdoor spaces may be used
- Facemasks will be available, if needed
- For elementary, students will remain within one classroom as much as possible

- For middle school, students may move from class to class with altered hallway passing times
- Exceptions will be made for small group instruction where students may be grouped with other students from the same grade level; facemasks will be worn at all times
- Drop boxes will be located within the vestibule outside the main entrance for parents to drop off student items
- If a student exhibits symptoms such as the following at school, the student will be evaluated by the health coordinator:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

Staff:

- All staff will be trained in health/safety protocols of COVID-19 prior to returning to work at the start of the school year (per ISBE/IDPH)
- Staff will adhere social distancing guidelines
- Face masks and shields, when necessary, will be provided by the district
- Additional PPE, including gloves and gowns, will be provided and based upon the needs of individual programs
- If a staff member exhibits symptoms such as the following, the staff member will leave the building:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

Parents/Guardians:

- There will be restricted access to school buildings for non-school personnel
- When dropping off or picking up students, parents will remain in their vehicle, call the front office, and students will be picked up and/or delivered directly to the vehicle
- No parent volunteers will have access to school

Other:

- Sneeze barriers in the front office will be installed
- Additional hand sanitizer stations will be available throughout the buildings

- Water bottle stations will be available throughout the buildings
- An isolation area for those exhibiting COVID-19 will be established within each building
- Signage will be installed throughout buildings/grounds to promote social distancing and etiquette
- STR, district architects, will provide room/office configuration recommendations that adhere to all social distancing guidelines

<https://drive.google.com/file/d/1xXwtasZ7zjgCY5J2KNh3BCWTn990tXdh/view?usp=sharing>

## Health and Wellness

The health and wellness of our students and staff is the utmost of importance. We encourage District 41 parents/guardians to notify the school of any medical needs, including allergies, prior to the start of the school year.

As mandated by ISBE/IDPH, staff or students who have tested positive for COVID-19 or who are suspected of having the COVID-19 virus should seek medical attention, self-isolate, and follow CDC guidelines for discontinuation of isolation. Individuals who have had close contact (within 6 feet for more than 15 minutes) with an individual who has tested positive for COVID-19 or is suspected of having COVID-19 should isolate at home and monitor for symptoms for 14 days.

- Students and staff who are required to isolate due to close contact will transition to Remote Learning, if well, during the isolation period
- ISBE and IDPH do not require full school closure due to a positive COVID-19 test, although full school closure could be indicated based on the number of individuals who are positive for the virus. Also, it is possible that a full class or even grade level could revert to Remote Learning due to exposure
- Those required to isolate due to close contact may include bus contacts
- District 41 will work with the Lake County Health Department to contact trace to the greatest extent possible, and will notify affected families in a timely manner per the parameters set by the LCHD. Updates from the Lake County Health Department are monitored regularly.

The following resources have been reviewed in preparation students and staff being on-site for the the school year with an option of remote learning:

- School Wellness Policy: [Wellness 6:50](#)
- Lake County Health Department: [Lake County Resources](#)
- CDC/IL Health Dept guidelines, including when to quarantine: [Coronavirus Symptoms](#)
- Review of guidelines for employees: [The Employer Role](#)
- Access to outside support numbers and services: <https://www.isbe.net/mentalhealth>

It has been determined that the following will occur:

- Use of additional PPE, including N95 masks if supply can be secured, gowns, face shields, gloves, for Health Coordinators
- Review safety procedures and guidelines with staff and students
- Make resources available for staff, parents/guardians on the district website
- Parts of a child with with asthma will need to seek to obtain an MDI (Metered Dose Inhaler)for school use
- The district will provide dedicated time for coordinators to meet with individual teachers and staff members prior to the start of student attendance to review health concerns for medically high-risk students who will attend school in-person to ensure students will receive prompt treatment of health-related concerns (e.g., asthma action plans, diabetes care plans, and/or other emergency action plans for conditions that may be exacerbated by chronic medical conditions)
  - Information shall be provided on a need-to-know basis and not through a health condition list that is distributed across the building, in accordance with the Family Educational Rights and Privacy Act, the Illinois School Student Records Act, the Health Insurance Portability and Accountability Act, and the Americans with Disabilities Act, as applicable

It has been determined that the following could take place if deemed necessary:

- District wellness committee may meet to review health resources (mental and physical)
- The district will work with PTO to coordinate wellness activity/support when they host family nights at buildings (Lake County Health Department, Northwestern Hospital, etc.) or use Lake County Health Department for workshop on specific areas

#### *COVID-19 Quarantine*

Per the ISBE and Illinois Department of Public Health (IDPH), “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.” Close contact means the individual was within 6 feet of the individual with symptoms for more than 15 minutes.

#### *Tracking COVID-19 Cases*

According to the Part 3 guidance issued by ISBE/IDPH, all confirmed cases of COVID-19 will be reported to the Lake County Health Department as required by the Illinois Disease Reporting requirements issued by IDPH. The Lake County Health Department will then institute a tracking process to maintain ongoing monitoring of individuals excluded from school because they have COVID-19 like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine.

#### *Mental Health*

The Illinois State Board of Education states that “Individuals can experience trauma in forms; situational trauma, psychological trauma, and vicarious trauma. Unpredictable moments in history can cause people to experience one or multiple of those forms of trauma. Regardless of the kind of trauma, it all negatively impacts a person's health by increasing the amount of stress.” This section is to provide resources, support, and outreach to staff members and students during a pandemic.

- Mental health readiness will be evaluated utilizing questionnaires, surveys, direct outreach for anyone in need of additional support
- Mental health professionals who are on-staff will provide needed with resources for self-care, including resiliency strategies
- The district will provide stakeholders options for out of district support for mental health that can be provided to parents/guardians. (i.e. Willow House)

#### *Crisis Response Team (CRT)*

A Crisis Response Team (CRT) will be created at each school in the district. Teams will include building administration, school psychologist, social workers, and other staff as needed. The team will focus on student and staff mental health and wellness. Crisis team will include the health coordinator.

#### *Threat Assessment Team (TAT)*

Initial Threat Assessment Teams have been established district-wide.

- Administrative Procedures: [Threat Assessment Team](#)
- Suicide and Self-Harm Assessment Protocol: [Suicide and Self Harm Assessment Protocol](#)
- The district will monitor student searches using Securly and take needed precautionary measures

#### *Training for Staff*

All staff is required to complete the following trainings before returning to work for 2020-2021 school year:

- GCN: COVID-19 Plan, Prepare, and Respond (Educational Institutions)

- GCN: COVID-19 Video: How to wear a Mask (OSHA)
- GCN: COVID-19 Video: Proper Handwashing (CDC)
- GCN: COVID-19 Workplace Guidelines
- Video Created by SEDOL for District 41

### **PPE Equipment**

According to the Part 3 guidance issued by ISBE/IDPH all individuals in school buildings must wear face coverings at all times (except while eating outside) unless trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance.

District 41 will provide to each staff member:

- Face shields when appropriate
- Two cloth masks

### **Daily Temperature Readings**

A self-certification process will be used for symptom screening of all students, staff, and visitors.

- Parents must certify daily that their child is symptom and fever-free prior to boarding a bus.
- Student temperatures will not be taken on buses, therefore parents are expected to certify daily prior to boarding that the child is COVID-19 symptom and temperature free
- Upon arrival, all students and staff will be required to take a temperature reading prior when entering the building. Temperature will be taken using infrared body temperature scanners and/or with handheld contactless thermometers.

If a student is identified with a fever (over 100.4 degrees) :

- They will be sent for a second temperature screening.
- If a student still shows a fever, the student will be isolated until picked up by a parent. Students will need to adhere to CDC social distancing guidelines, 6 feet apart with masks on while in on-site quarantine.
- If a child has a normal illness, the child will remain quarantined at home, rest, and wait to return to school until 72 hours of being fever- and symptom-free (without fever-reducing medication).
- Health coordinators will use their clinical judgment as well as students' health documentations when making a determination.
- If a child has a prolonged absence due to illness, including COVID-19, Remote Learning instruction will be made available.
- All areas that a student has come in contact with will be cleaned and disinfected.
- Students and staff who have been in direct contact with the student who has tested positive for COVID-19 will be identified and notified.

If a staff member is identified with a fever:

- Staff member will leave the building and follow CDC guidelines: [CDC Guidelines for Staff](#)
- Staff members must be fever free for 72 hours without fever-reducing medications
- Staff member will be quarantined until deemed ready to return to school
- All areas that a staff member has come in contact with will be cleaned and disinfected
- Individuals that the staff member has been in direct contact with will be identified and notified
- If a staff member tests positive for COVID-19, all those in close contact will quarantine for 14 days

## Transportation

The district encourages parents to provide their own transportation, when possible. This will allow for increased social distancing on buses.

### *Guidelines for School Transportation*

- There will be a maximum of fifty individuals per bus as per the Illinois State Board of Education
- Transportation will entail the most feasible social distancing guidelines
- All individuals riding the bus will be required to wear a face mask
- Windows will be open to help with air circulation ( weather permitting)
- Family members will be seated together
- Bus drivers will carry additional masks that can be provided to students who do not have a mask
- All buses will be cleaned and sanitized daily, after morning and after afternoon routes

Drivers and aides will:

- Remind students of safety procedures
- Assign students to seats according to pick-up/drop-off sequence
- Wear approved and appropriate PPE and perform regular hand hygiene
- Undergo symptom and temperature checks before the start of each workday
  - Drivers and aides who have a temperature greater than 100.4 degrees or symptoms of COVID-19 may not work
  - Drivers and aides who become ill during their route should contact their supervisor immediately

## Instruction:

### Meeting the Academic, Social Emotional, and Safety Needs of our Students

#### *Academic*

It is recognized that our students will return to school with a greater slide of academic loss. As identified in the article, *The COVID-19 Slide: What summer learning loss can tell us about the potential impact of school closures on student academic achievement*, by Dr. Megan Kuhfeld and Dr. Beth Tarasawa (April 2020),

Preliminary COVID slide estimates suggest students will return in fall 2020 with roughly 70% of the learning gains in reading relative to a typical school year.

However, in mathematics, students are likely to show much smaller learning gains, returning with less than 50% of the learning gains and in some grades, nearly a full year behind what we would observe in normal conditions.

Additionally, this loss is expected to be more pronounced during a child's younger years. State guidelines and related literature encourage staff members to prioritize their time with students (e.g. focusing on power standards). Additionally, state guidelines suggest that schools, "prioritize a strong review and infusion of the critical standards and key skills that were not addressed or mastered from the previous year."

Preliminary approaches to meeting our students' needs may include, but not be limited to:

- Determination of standards that may have not been fully met during the third trimester
- Use and reflections of assessments as per ISBE guidelines in the areas of English Language Arts and Math at the start and throughout the year to identify learning gaps
  - Math:
    - Elementary-FastBridge, MAP Survey (If purchased by district), and Review What You Know (On-going)
    - Middle School-FastBridge, MAP Survey (If purchased by district), and Readiness Assessments (On-going)
  - English Language Arts:
    - FastBridge, MAP Survey (If purchased by district), and Modified Unit Assessments (On-going)
- Determine students areas of strengths with a focus on power standards
- Determine students areas for growth and educational gaps with a focus on power standards
- Prioritize a strong review and infusion of the critical standards and key skills that were not addressed or mastered from the previous year
- Determine strategies to meet areas of growth and educational gaps
- Determine best use of resource staff members based upon students' areas for growth and educational gaps
- Implementation of Tier 1, 2, and/or 3 instruction with a focus on power standards
- Use of intervention and enrichment time

Science, social studies, specials, and encore instruction will move forward with current grade level curriculum and instruction.

### *Social Emotional Learning*

It is recognized that our students may return to school facing recent traumatic experiences including stress, illness, and grief. It is also recognized that such experiences for students can translate to behavioral concerns. Preliminary approaches to meeting our students' needs may include, but not be limited to:

- Use and reflection of social emotional needs surveys, observational, and anecdotal data at the start of the school year and throughout the year
- Determine if resources are appropriately distributed based upon need
- Implementation of re-engagement activities to re-establish a sense of belonging within the school community
- Implementation of Leader in Me, Tier 1, social emotional learning activities
- Implementation of small group Tier 2 sessions with school psychologist and/or social worker, as needed
- Implementation of individual Tier 2 and/or 3 school psychologist and/or social worker, as needed
- Implementation of classroom meetings conducted by school psychologist, social worker, and/or classroom teacher, as needed
- Use of intervention and enrichment time
- Monitor changes in students behaviors
- Continued implementation of restorative practices
- Limited non-structured activities
- Ongoing connections with students' families

### *Safety Instruction*

Staff members will teach safety protocols during the first two weeks of school. Topics include but are not limited to:

- Hand washing
- Masks
- Face shields
- Gloves
- Social distancing
- Bathroom procedures
- Cough/Sneeze
- Personal supplies (use of online manipulatives)
- Personal space/Hands to self
- Water fountains/Water bottles
- Other areas deemed necessary by staff members

### *Accelerated Math*

Students within the accelerated math program for third through fifth grades will participate in livestream instruction. Instruction may be conducted through a flipped learning model. Sixth grade accelerated math students will be instructed within one classroom. If space and personnel is available, students may relocate to an empty space/classroom. If no space or personnel is available, students will remain within their homeroom. Similar to remote learners, they will view the livestream and/or video and use the chat feature to receive instruction and participate

### *Resource Services*

Resource services will be provided as normal. Small groups will be limited to up to four students. Building principals will assess locations available for such services that provide the greatest amount of space and social distancing. There will not be a defined intervention and enrichment time. If possible, students will not be pulled from English Language Arts, Math, and Specials/Encore classes.

#### *Specials/Encore*

Elementary special rotations will be 20 minutes in length and will be grouped by the trimester. A schedule for specials will be created. Classes will be on-site and will be twenty-minutes in length. Similarly encores will be on rotation by trimester.

#### *Band/Guitar Class*

Small group band instruction will take place through a combination of on-site or remote learning. Large group instruction will not take place at this time. Safety parameters will take place under the direction of the band instructor.

#### *Remote Learning*

Remote Learning will take place on Monday, Tuesday, Thursday, and Friday for forty minutes in the afternoon and all day on Wednesday. No students nor staff will be on-site during this time. This will allow for a deeper cleaning and for the building to be empty for a full day between Group A and Group B. During this time, The classroom teacher would determine how remote learning in the afternoon is used. For example, a teacher may elect to conduct direct instruction on-site/hybrid. Then, the independent practice could take place during the remote learning portion of the day where the classroom teacher would be available to guide, clarify, instruct just as they would do if they were on-site.

#### *Preparation for Possible Transition into Full Remote Learning*

In preparation for possible Remote Learning, staff members are encouraged to prepare their students within the first two weeks of school by familiarizing their students with:

- How to log into their Chromebooks
- How to log into and navigate their Google Classroom
- How to log into and expectations for participation in a Google Meet
- How to access curriculum resources online
- How to submit and assignment online

#### *Other:*

- School supplies will not be shared
- Computer labs will not be available for student use

#### **Grading**

As per ISBE recommendations, the school district will return to traditional grading policies and practices.

#### **Staff Members' Preparation**

In alignment with the Maslow's Hierarchy of Needs, it is the belief of the district that our students' and staff's emotional needs must be at the forefront as we re-engage students back into teaching and learning. The goal of the Leadership Summit (formerly referred to as Data Retreat) is to generate hope and support as we transition into the 2020-2021 school year.

#### *Professional Development*

The district will reflect upon the Remote Learning experience that took place during the spring of 2020 as well as staff and parent/guardian survey results. Based upon such experiences, strengths and areas of need for professional development opportunities for staff will be identified. Professional development opportunities will take place during the summer of 2020 and the fall of 2020.

Four Teacher Institute Days are available to support the transition from Remote Learning at the beginning of the year. Three and one half days will be utilized for preparation and professional development.

Additionally, Illinois PA 101-0643 allows every school and district to utilize up to five total Remote and Blended Remote Learning Planning Days. These will be scheduled throughout the school year when deemed necessary (e.g. after start of year pre-assessments are completed, potential transition back into full remote learning).

Staff members will participate in a series of activities as we prepare to re-engage our students in a remote, partially remote, or face-to-face school setting. Activities will focus on meeting the needs of students who may have experienced recent traumas as well as instructional tools and practices. Sample professional development/collaboration sessions will focused on:

- Tools for Remote or Face to Face Classroom Settings
- Trauma-Informed Classrooms
- Strategies for Meeting Emotional and Behavioral Needs of Students
- Grade Level/Team Re-Engagement Planning
- Creative Ideas for a Virtual Curiosity Day and Curriculum Night
- Best Practical Strategies During Re-engagement
- MATH: Grade Level Articulation-Use of Assessments
- English Language Arts: Grade Level Articulation-Use of Assessments
- Use of Livestreaming Training
- Safety Procedures for Students (Handout to Guide Staff)
- Safety Procedures for Staff

*GCN: COVID-19 Plan, Prepare, and Respond (Educational Institutions)*

*GCN: COVID-19 Video: How to wear a Mask (OSHA)*

*GCN: COVID-19 Video: Proper Handwashing (CDC)*

*GCN: COVID-19 Workplace Guidelines*

*Video Created by SEDOL for District 41*

- Bullying Prevention (per state plan)

*GCN: Bullying -- IL*

- Training on recognizing and affirming the socio-economic, cultural, religious, ethnic, racial, sexual orientation, gender identity/expression, and language diversity of the population within each district (per state plan)

*GCN: Cultural Competency and Racial Bias -- IL HB3869*

*GCN: Discrimination*

*GCN: General Harassment*

*GCN: Illinois Senate Bill 75*

### *Collaboration and Articulation*

Time will be established for staff members to collaborate with a focus on:

- Within building leadership/specialty/content/grade level teams, staff members will determine how to best build hope within their students in an inviting, supportive, and caring environment
- Within teams, staff members will collaboratively reflect upon professional development with a focus on meeting the needs of students who may have experienced recent traumas

- Within teams, staff members will collaboratively reflect upon professional development with a focus on instructional tools and practices for a remote, partially remote, or face-to-face school setting
- Specialty teams will collaboratively discuss both the social emotional and academic impact upon their student population, plan for, and prepare accordingly
- School psychologists and social workers will collaboratively discuss both the social emotional and academic impact upon the student population, plan for, and prepare accordingly
- Non-English Language Arts and Math teachers will consider how the social emotional needs as well as the slide in English Language Arts and Math will impact their content areas
- Grade level teachers and service providers will identify the power standards in the areas of English Language Arts and Math that are taught during trimester three (refer to Trimester 3 Scopes and Sequences)
- Grade level teachers and service providers will identify power standards in the areas of English Language Arts and Math that students were exposed to during remote learning
- Grade level teachers and service providers will identify power standards in the areas of English Language Arts and Math that students were not exposed to during remote learning
- Grade level teachers will articulate such areas to the succeeding grade level
- Grade level teachers will reflect and create a baseline action plan, allowing for flexibility in content sequence, dependent upon the students' needs
- Teachers will have the option to either livestream lessons for the time they are in the classroom, or, create extra work for the students to do who are not in the classroom.
  - Each grade level at each school needs to do the same thing per trimester.

## **Re-Engagement of Students**

### *Re-Building a Community*

Students will participate in re-engagement activities upon return to school. It is recognized that the re-engagement into the 2020-2021 school year, for the betterment of our students and staff, will not be the same as in years past. Staff members will focus on creating an inviting, supportive, and caring learning environment. The re-engagement will focus first on meeting the social emotional needs of our school community followed by meeting the academic needs of our students.

School-wide, grade levels, and individual classrooms will establish activities that will allow for students to re-acclimate to a school setting and re-establish a school culture. Leader in Me Creating Culture materials will serve as a resource for such activities. School-wide and potential re-engagement activities will be established during the Leadership Summit in the fall of 2020. Additionally, staff members will establish potential grade level and re-engagement activities during collaboration meetings on Institute Days in the fall of 2020.

## **Special Education/Support Services**

Our district will remain responsible for ensuring that special education students receive a free appropriate public education (FAPE) that addresses the individual needs of students eligible for special education services. Distance Learning Plans will be completed for all students with Individualized Education Plans (IEP). These plans must address the unique needs of students eligible for special education services when the district utilizes remote learning. We will continue to adhere to timelines for annual IEP meetings and required evaluations. All Individuals with Disabilities Education Act and Section 504 timelines remain in effect. Students with an IEP will have the opportunity to participate in onsite school daily.

### **Steps We Will Take**

- All students with Individual Education Plans and Section 504 Plans will be provided the opportunity to attend on-site instruction daily
- Open/available classrooms to be utilized per guidelines for small group services instead of offices/current locations/After use all group spaces will be cleaned and disinfected by building custodian
- Documentation of services log will be kept on each child with IEP services if not attending in person.
- PPE will be provided by the district for specialized or related service (i.e. clear face mask for speech pathologists and hearing impaired teachers/students, gloves, gowns, etc.)
- Face shields will be provided by the district for staff, students who cannot wear face masks per medical conditions/documentation
- Plexiglass partitions will be installed for evaluators working with individual students in a small space
- Students will also be required to wear face masks unless documentation is provided by a physician that it poses a health risk to the student. Adapted face coverings, assistive technology and other supports will be provided, as determined necessary by the IEP team, in order to ensure the proper ability to communicate and receive services.
- Building walkthroughs will be conducted by the Director of Special Education, administration, and lead teachers to determine necessary adjustments to locations, services provided and PPE necessary to meet the individual needs of students and staff
- “Schools and districts will continue remote instruction for medically fragile students, students at a higher risk of severe illness, and students who live with individuals at higher risk of severe illness for the duration of Phase 4.” IEP meetings will be conducted for any student who falls into this category to determine the best support plan possible. A student’s behavior and capacities, including to control secretions, cover mouth/nose when sneezing and coughing, ability to maintain distance from other classmates, ability to tolerate wearing a face covering (may consider option of face shield instead), ability to wash hands with/without assistance, and ability/safety of use of hand sanitizer are all considerations during this planning.
- Individualized Remote Learning Plans will be created for all students with IEPs to address service delivery during Remote Learning Days.
- Students requiring sensory materials will need to have individual items that are not shared with others.

### **Early Childhood / Pre-Kindergarten**

To be determined pending recommendations from the lawyers.

**IEP Meetings**

Parents/Guardians will be given the option to hold all special education meetings (domain, evaluation, and annual review) virtually. If unable to conduct virtually, in person meetings would take place while adhering to social distancing guidance. Case Managers should contact the parents of students who have an upcoming meeting to determine the best type (in person or virtual). Additionally, we are committed to completing evaluations that were unable to be conducted during the school closure as quickly as possible once school resumes. Any new or upcoming evaluations will be conducted either in-person or virtually based on the educational team's recommendations for gathering appropriate data to inform eligibility determination decisions.

## School Activities

When possible, virtual events for students will be considered.

- **Assemblies**

School assemblies will be suspended.

- **Curiosity Day**

Teachers will schedule classroom meetings through Google Meet. The goal of these meetings will be to provide students with an opportunity to meet their teacher/s and other students within their classrooms. This will be especially important for families who elect remote learning. In addition, teachers will review what to expect as we transition into the school year. It is recommended that parents attend these meetings with their students. We will be holding a students material drop off for elementary students prior to school (Dates To Be Determined). Middle school students will bring supplies on the first day of classes. We will be holding a student text-book pick-up for full time remote learners (Dates To Be Determined).

- **Curriculum Nights**

Principals and staff will send out invitations to all parents/guardians for participation in a Google Meet for all Curriculum Night Presentations. This will be followed by grade level presentations to include curriculum, expectations, communication, grading, safety, and social distancing guidelines.

- **Extra Curriculars**

The potential of remote extracurricular activities will be evaluated after the successful start of the school year.

- **Field Trips**

Field trips will not be permitted. Students may participate in virtual field trips within the classroom.

- **Parent/Teacher Conferences**

All parent/teacher conferences will be scheduled during regularly scheduled conference days through Google Meet. All teaching staff will send a conference sign-up document through email immediately following Curriculum Night.

- **Sports-Interscholastic and Intramurals**

On-site athletic events are canceled during Phase 4.

- **Music / Band Concerts**

Music and band concerts are postponed until the spring of 2021.

- **Outside Organizations**

While in Phase 4, indoor use of facilities will not be available until December 31st, 2020. Organizations may choose to rent exterior spaces from the school district. Use of school

property on/after January 1st, 2021 will be reassessed should the State of Illinois be in transition into Phase 5.

- **Other**

No school assemblies, book fairs, family nights or any other large gatherings will take place while in Phase 4.

## Technology

All students and staff will be provided a Chromebook to assist in the delivery of instruction in a blended-learning environment. Under no circumstance should students share their device with another student. Devices should be disinfected on a daily basis. In the event that a student or staff member requires technology support, they need to submit a technology help desk ticket through [technologyhelpdesk@district41.org](mailto:technologyhelpdesk@district41.org). In the event that a device needs repair, a loaner device will be provided by the school district.

- Classroom livestream (video & sound) will be used and recorded for remote learners
- Teachers will also have the option of pre-recording instruction/lessons as they deem appropriate
- Google Classrooms will be set up and used by all teachers
- Infrared body temperature scanners will be provided to all buildings
- Repairs will be going back to normal full-time operations
- Parent & student training will be available
- Use of lunch codes will be determined to ensure students' safety for grab and go lunches

## Finance

The district received \$170,000.00 of funding through CARES and ESSER. This will be utilized for a portion of additional expenses incurred from COVID-19. Building budgets will cover some of the additional expenses. Contingency funds will be allocated to cover COVID-19 expenditures. Fund Reserves will be used as needed.

## INFORMATION FOR REMOTE LEARNERS

Remote Learning enables schools to provide continuous educational opportunities for students and are specifically designed for those times when students and educators are not able to physically be on-site. Remote learning is delivered remotely and online through a device (Chromebooks for our K-8 students) or a mixture of means for our Pre-Kindergarten/Early Childhood and Kindergarten students.

Remote Learning for the 2020-2021 school year will be different from the Remote Learning used at the end of the 2019-2020 school year based on feedback received from families and staff, and the revised guidelines and expectations provided by the state.

Remote Learning will take place via livestream and/or through the flipped classroom model. Online classrooms will be synchronous and mirror the on-site classrooms. Flipped classroom model classroom videos will be available for seven days. Remote learners will participate during designated times (e.g. direct instructions, small group instruction, and as requested by the classroom teacher). Students will participate remotely using the chat feature. Staff members will be live for direct and small group instruction and office hours.

District 41 will strive to:

- Provide continuous learning aligned to our scope and sequence documents
- Engage in virtual collaboration with students
- Provide for strong partnerships between home and school
- Support students' social emotional growth through daily interactions and activities
- Work towards consistency between onsite and Remote Learning if both are being used
- Provide a schedule so that students, parents/guardians, and educators know what to expect

Schools will:

- Implement Remote Learning Plans
- Communicate regularly with all families and stakeholders.
- Support teachers in planning and implementing the Remote Learning Plan
- Assist families to develop skills necessary to support Remote Learning
- Develop a plan to check on students' well being

Staff members will:

- Provide academically rigorous, differentiated remote learning activities that promote student growth in learning
- Create and maintain a safe, engaging, and empowering culture for learning
- Communicate regularly with students and families
- Collaborate with staff, students, and parents to seek continuous improvement of the remote learning program
- Provide timely feedback to students on progress related to learning activities

Students will:

- Be prepared to learn
- Be sitting in designated quiet workspace, with upright seating
- Have chromebook is charged, powered on and ready to use or charger is nearby
- Have materials as designated by teacher (i.e., paper, pencil)

- Take responsibility for own learning
- Attend all Google classes and meetings in their entirety
- Follow school or grade level student Google Meets expectations
- Complete assigned work by the due date
- Ask clarifying questions and seek help when needed
- Be curious, engaged, and ready to collaborate
- Review and respond to ongoing feedback and communication from teachers

Parents / Caregivers will:

- Review digital learning platform expectations
- Provide a space for students to complete Remote Learning work
- Set a schedule to help students establish and follow regular daily routines
- Review and monitor assignments with students frequently
- Request technological support as needed
- Follow attendance procedures.

### **Device Access**

Students who do not already have a Chromebook will be issued a Chromebook and charger during a device pick-up on the day immediately preceding the first day of school attendance for remote learners. Students on-site will obtain their device at school during school day.

### **Internet Access**

We want all families to have access to the internet. If a family does not have the internet at home or from another reasonably accessed remote location, please contact the building principal. Internet hot spots are available, upon request.

### **Student Attendance**

Teachers will register all attendance into Powerschool by 9:00 am daily for on-site and students engaged in Remote Learning.

### **Technical Assistance and Instructional Coaching**

Administration, technology personnel, and instructional coaches will be available daily from 8:45 am to 3:45 pm for support. We ask that students/parents first reach out to the teacher associated with the class with which they are experiencing an issue. If the teacher is unable to resolve the issue, they will submit a technology ticket with our District technology support team. Staff will be available either through the helpdesk (technology@district41.org) or by phone. In the event that a student or staff member needs repair to a district owned device, there will be a device dropoff/pickup at Palombi Middle School on Tuesdays from 8:00 am to 3:00 pm.

## Phone Contacts

<b>Name</b>	<b>Building</b>	<b>Phone</b>	<b>Role</b>
Dr. Lynette Zimmer	District Office	(224) 337-9346	Superintendent
Dr. Sandra Keim-Bounds	District Office	(847) 245-8002	Asst. Superintendent
Mr. Matthew Crowley	District Office	(847) 245-8306	Director of SPED
Mrs. Anna Kasprzyk	District Office	(773) 732-4102	Chief School Business Official
Mr. Jonathan Chase	District Office	(224) 337-6999	Director of Technology
Mrs. Heather Johnson	Thompson / Hooper	(847) 485-9770	Instructional Coach
Mrs. Gina Kupfer	Palombi / Martin	(847) 986-9403	Instructional Coach
Dr. Vic Wight	Palombi	(312) 316-8730	Principal
Mrs. Angela Sisi	Palombi	(847) 409-0617	Dean of Students
Mr. Zach Driscoll	Palombi	(224) 754-1197	Technology Specialist
Mr. Steve Feldman	Hooper	(847) 528-3495	Principal
Mr. Mike Ziemblicki	Hooper	(224) 754-1154	Technology Specialist
Dr. Scott Klene	Martin	(847) 477-5598	Principal
Erich Geiger	Martin	(224) 754-1052	Technology Specialist
Mrs. Lauren Crowley	Thompson	(847) 477-5985	Principal
Mr. Adam Longtin	Thompson	(224) 754-1216	Technology Specialist

**We appreciate the support of our talented staff and our caring parents as we undertake this journey into a new reality for instruction. We truly value and recognize the importance of a partnership with all of our stakeholders.**