



LaGrange School District 102
333 N. Park Rd. LaGrange Park, Illinois 60526

Roadmap to Re-opening

Our Guide to Reopening School

(Based on guidance from ISBE, IDPH, & CDC)



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Summary

Since the coronavirus pandemic began to impact schools across the nation, LaGrange School District 102 has been working on its **Roadmap to Reopening** for the 2020-21 school year. The district prepared educational plans and operational protocols, based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Health (IDPH) and the state’s five-phase reopening plan, [Restore Illinois](#).

In addition, over the summer the district administered a survey to all parents in the district, in which they could provide feedback about the reopening of school. District leaders also met with various parent and staff representatives in order to gain additional feedback.

This guide outlines the educational plans and protocols in place for the reopening of the school year, based on which phase the state of Illinois is currently in. Due to the uncertainty of the pandemic, it is possible the district will be in several of these phases over the course of the school year. While school will look very different, the district’s commitment to providing a first class education to our students remains the same.

Note: protocols outlined in this guide are subject to change as guidelines evolve.

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

Phase 1: Rapid Spread

During this phase, strict stay at home and social/physical distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Remote Learning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

Phase 2: Flattening

During this phase, strict stay at home and social/physical distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Remote Learning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.

Phase 3: Recovery

During this phase, social/physical distancing guidelines are in place. Gatherings of 10 people or less in space are permitted. This means:

- Most students and staff engage in Remote Learning, which includes more rigorous guidelines, based on feedback from the Spring 2020 experience.
- Students in some special education programs may return to campus for learning/support.
- Staff is on site as required.
- The district follows Illinois Elementary School Association (IESA) guidelines for athletics.

Phase 4: Revitalization

During this phase, social/physical distancing guidelines are in place. Gatherings of 50 people or more in a space are permitted. This means:

- All students and staff are on site, with the option of Remote Learning for some.
- The district follows IESA guidelines for athletics, though most sports will be postponed and seasons may be altered.

Phase 5: Restored

During this phase, school resumes as “normal” with new public health guidelines in place

On-Campus Protocols (Phases 3 and 4)

The health and well-being of our students and staff is a top priority. For this reason, during Phases 3 and 4 there will be strict protocols in place when students and staff are on campus. LaGrange School District 102 has divided these protocols into six categories:

- **Mitigation Practices**
- **Instruction**
- **Transportation**
- **Operations**
- **Human Resources**
- **Communication**

Purpose of the Roadmap to Reopening

The Roadmap was created to give parents and staff a look at what to expect in the 2020-21 school year. COVID-19 has forced schools to drastically change safety, health and instructional practices and move between in-person and remote learning based upon the status of COVID-19 in Illinois. The 2020-21 school year will not be business as usual.

Consistent with the framework of Phase 4, the relatively low level of infection in our community, and the high degree of interest as measured by recent surveys, District 102 is currently planning to offer a remote learning option and an in-person learning option for students this fall. If Illinois is in Phase 4 of Restore Illinois, parents will have two pathways to choose from. However, if Illinois is in Phase 1, 2 or 3 of Restore Illinois, all learning will be remote. Below are the two reopening scenarios being offered. More information on each of these pathways is included by clicking on the links below.

Reopening Learning Options for the 2020-21 school year (Click Blue Links Below)

[Option 1: Remote learning at home \(Opt-out of in-person instruction\)](#)

The Remote Learning Option has been revised from the spring's Remote Learning Plan to emphasize the things that worked:

- more direct teaching interaction with students;
- increased time "in-class";
- learning and activities that will more generally follow the regular school curriculum scope and sequence to not just maintain, but truly teach students new content and material to better prepare them for their eventual return to the classroom in the future;
- district-wide consistent platform (Canvas) for parents and students to best monitor student work and assignments so parents can help their children as needed.

[Option 2: In-person AM/PM Half Day Hybrid with additional online learning](#)

This model provides students an opportunity for both in-person and online learning every day. A student's day will consist of instruction in-school for half the day in the morning or afternoon, with participation in an hour and a half (1.5) to two (2) hours of online learning activities for the other half of the day. It is possible that students in grades 1-6 may not be assigned to classrooms in their neighborhood school, though every effort will be made to make that work.

IMPORTANT INFORMATION:

- After reading this information and learning about the options available for the 2020-21 school year, parents will be asked to select an option for their child(ren). **The deadline to make this decision is Wednesday, July 29, 2020.**

In addition, it is important to realize that this situation is fluid, and guardians of students engaging in in-person learning should appreciate that numerous scenarios outside of our control may necessitate moving to a completely remote learning scenario.

District 102 remains committed to ensuring that our actions do not lead to the spread of COVID-19 in our community. This will require compliance with **mitigation practices** by our staff, students and parents, **communication** between the district and families, and constant **surveillance and assessment** by the district to ensure that we are providing a healthy environment for our students and staff while effectively preventing the spread of COVID-19 in our schools.

Below, we describe the mitigation practices, communication strategies and surveillance/assessment protocols that the District views as necessary to provide a healthy working environment for our students and staff. Compliance with these policies is required for in-person learning, as it will significantly reduce the spread of COVID-19 in our schools and allow us to staff classrooms with teachers comfortable working in an environment they view as healthy and safe. Guardians of students who elect in-person learning must acknowledge a willingness to comply with these mitigation and communication practices described below.

Mitigation Practices

Extensive research demonstrates that social/physical distancing, face coverings and rigorous hygiene dramatically reduces the spread of COVID-19. In this section, we describe the practices required of students and staff and our efforts to facilitate the implementation of these practices.

Social & Physical Distancing

The District has developed procedures to ensure six feet of physical distance from other persons in the classroom setting and while moving to and from the classroom as much as possible. This expectation pertains to students and staff members in all areas and settings to the greatest extent possible. Visual reminders will be posted throughout school buildings and visuals will be designated (signs, tape, etc.) as indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias).

Students will remain with their grade level and class cohorts, as much as possible, to reduce mixing grade levels and classes within the building. Practices for staggered bus loading and unloading, hall passing periods, mealtimes, and bathroom breaks will be established. Staff and students must abstain from non-essential physical contact, including, but not limited to, handshakes, high fives, hugs, etc. Staff break areas will be arranged to facilitate physical distancing. Break times will be staggered to minimize eating with masks off near others.

Personal Protective Equipment (PPE) and Face Coverings

The District understands physical distancing will not be possible in every circumstance. There is significant evidence that face coverings provide protection and decrease the potential spread of COVID-19. All individuals in school buildings will be **required** to wear face coverings at all times, unless they are younger than two years of age, have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. At this time, **face coverings must be worn at all times in school buildings even when physical distancing is maintained.** Face coverings do not need to be worn outside if physical distancing is maintained. Students will be provided “face mask breaks” throughout the day in a safe manner and location

directed and supervised by the teacher, or staff.

Teachers and students may use face shields in lieu of or in addition to masks when educational or health needs necessitate them as being appropriate. District 102 will maintain a supply of disposable face coverings in the event that a staff member or student does not have one for use. Gloves and facial PPE must be used as needed when assisting students requires close contact. Gloves will be discarded after touching any student. **District 102 will provide (2) reusable masks. Students and staff may use their own face covering. Face coverings must be multi-layered, fully cover the mouth and nose, and the covering must fit snugly against the sides of the face with no gaps.** If a student provides a verified document from a physician that cites a medical reason not to wear a face covering, we will work with those families in partnership with medical experts and our legal counsel to ensure the highest level of compliance with the guidance of the IDPH.

Hygiene

Frequent hand washing and hand sanitizing are key to helping prevent the spread of COVID-19. Staff members must clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff and students must avoid touching their mouth, eyes, or nose. Hand sanitizer must be used by staff and students upon entering the classroom and other spaces within the building each time. Hand sanitizer will be placed in common areas throughout each school building and in each classroom. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, glove and appropriate PPE should be used. In the event these items are unavailable, hand washing, or sanitizing must be done before and after contact with a student. Hand hygiene will be performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before and after eating; before and after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal. Schools will post hand-washing posters in the bathrooms, hallways, and all common areas.

Training

Each staff member will be required to complete safety training related to the District's physical distancing, face covering, and hand hygiene procedures. Each building will provide training to staff that is specific to their unique circumstances. Hand hygiene and physical distancing will be included in the curriculum to help educate students on the importance of proper hand hygiene and personal safety. Employees will also be trained on the proper way to disinfect their individual work areas as needed.

Health Screenings

Only students and staff who are healthy should report for in-person learning. Students or staff with a fever or any of the symptoms below should stay home and seek medical advice. Parents and staff will self-certify daily through an online application that:

- a. The student/staff member does not have a fever over 100.4 degrees.
- b. The student/staff member does not have any of the following conditions related to COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Unexplained Fatigue

Unexplained Headache
New loss of taste or smell
Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea

The District will be monitoring guidance from local and state health agencies on protocols for those traveling from other states and make adjustments to our procedures as necessary.

Any student or staff member who begins to exhibit symptoms at school must report to the designated area on campus, following the building procedure, and the school nurse will be informed. Guardians are asked to communicate information about student allergies or other conditions that may cause them to regularly present with any of these symptoms.

Symptomatic students will be provided a face covering and will be sent to a quarantine area until a parent or guardian picks the student up, or alternative transportation home is arranged. Staff will remain in the quarantine area until the student is able to leave. These individuals must self-monitor and self-quarantine if it is determined that they were in contact with a student or other individual infected with COVID-19.

When interacting with students or staff who may be sick, school nurses and District personnel should follow CDC guidance on standard and transmission based precautions. **Students will never be left alone and always be supervised while maintaining necessary precautions.**

District and stakeholder communication in the case of a confirmed COVID-19 infection

The mitigation efforts described above are designed to prevent the spread of COVID-19 within our schools. It is not designed to preclude the possibility that an infected student or staff member may attend school before he or she knows they are infected. Communication between the district and stakeholders will be critical in our efforts to monitor the efficacy of our mitigation efforts and ensure the safety of our students and staff.

It is critical that parents/guardians inform the district if a student tests positive for COVID-19 or is given a diagnosis of presumed positive. If a member of a student's household is found to be positive or presumed positive for COVID-19, students should not attend school and should not return to school until they remain asymptomatic for 2 weeks (14 days) following the last symptoms of the infected household member. Please communicate these situations with the District to establish a plan for accessing remote learning alternatives during this period of extended absence.

If a student or staff member tests positive for COVID-19, we will work with IDPH and Cook County Health Department to determine next steps. We will follow IDPH and Cook County Health Department guidance as it pertains to quarantines and testing. Current guidance for a confirmed case of COVID-19 in a student or staff member recommends that staff and the guardians of all students sharing a classroom with that student be notified and all such students and staff convert to a remote-learning format for a period of at least 2 weeks (14 days). The District will reach out to impacted guardians and staff to assist them in accessing testing options available to them.

District Surveillance and Response Plan

The effectiveness of our mitigation efforts to prevent COVID-19 spread in our schools will be continually assessed, based on information gathered from guardians and staff, as described above, as well as IDPH and other local sources. District 102 is currently in the process of reaching out to local hospitals and health care providers to make sure that they are aware that doctors or other appropriate health professionals may directly contact school districts in which a child resides in order to prevent contraction of the virus by those that may otherwise be at risk. We are working with other districts to promote awareness of physicians' ability to contact school districts with knowledge of confirmed cases and encourage families to speak with your health care provider regarding this topic.

Through these efforts and communication with parents, we expect to maintain, to the greatest extent possible, a clear view regarding the rate of infection among the student population. This will provide us with information that we will continually monitor and use to evaluate the effectiveness of our mitigation efforts. We do not expect that our screening efforts will prevent incidents of individuals infected with COVID-19 entering schools. We do, however, expect that our mitigation efforts will limit uninfected students from being infected while in school. We will revert to remote learning options if the evidence demonstrates spread within a classroom or school setting.

Additionally, District 102 will also be monitoring community infection levels and outcomes in other districts with similar practices to constantly assess the effectiveness of our own practices and ability to provide a healthy environment for our students and staff. These metrics may also prompt us to revert to remote learning options or make changes to our practices.

Visitors

Visitors to buildings and classrooms will generally be restricted to authorized personnel conducting official school business. That said, any visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening, which includes a temperature check. Visitors, other than authorized school personnel, will remain in the main office or other designated area for the duration of the visit and not have access to the building in general. All visitors are expected to maintain physical distancing, as appropriate, for the duration of the visit. These protocols will be in addition to the normal sign in procedures.

All visitors entering the building will be asked the following questions:

1. Has the individual washed their hands or used alcohol-based hand sanitizer on entry?
 - a. Yes - proceed to question #2
 - b. No – please ask them to do so and then proceed to question #2
2. Does the individual have any of the following symptoms:
 - a. Cough
 - b. Shortness of breath
 - c. **OR** at least TWO of these symptoms
 - i. Fever
 - ii. New Loss of taste or smell

- iii. Unexplained Fatigue
 - iv. Unexplained Headache
 - v. Congestion or Runny Nose
 - vi. Sore Throat
 - vii. Nausea or Vomiting
 - viii. Diarrhea
 - ix. If YES, **restrict them from entering the building**
 - x. If NO to all, continue to step #3
3. Check temperature, looking for a fever of 100.4 or higher. If
 - a. If above 100.4, restrict them from entering the building
 - b. If below 100.4, continue to step #4
 4. Allow entry to the designated visitor area and remind the individual to:
 - a. Wash their hands or use hand sanitizer throughout their time in the building;
 - b. Wear their face covering at all times;
 - c. DO NOT shake hands with, touch or hug individuals during their visit;
 - d. Maintain physical distancing as appropriate.

Individual Setting Practices

Pre-Kindergarten (PK) Classroom Guidance

- Clearly marked classroom and common areas to show students where to sit, stand or line-up while maintaining six feet spacing
- Students will remain with the same classroom group throughout the day, services will take place in the classroom whenever feasible
- Schedule/coordinate restroom and hand washing breaks throughout the day
- A play-based approach will be utilized where students will be using toys and equipment used by others in their classrooms, equipment and toys will be sanitized between AM/PM classes and after use when feasible
- Students will be outside when feasible
- Schedule/coordinate recess by classroom to minimize student mixing
- Sanitize hands whenever anyone enters the classroom
- Student pick up and drop off procedures staggered
- Clean classrooms between AM/PM classes

Kindergarten-Grade 6 Classroom Guidance

- Arrange seating six feet apart and facing the same direction whenever feasible.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing
- Students will remain with the same classroom group throughout the day when possible, exceptions may be to receive services that are delivered outside the classroom
- Schedule/coordinate restroom and hand washing breaks throughout the day
- Schedule/coordinate recess by grade level to minimize mixing student groups
- Sanitize or wash hands whenever anyone enters the classroom
- School supplies will not be shared between students or staff
- Classrooms will be cleaned daily and sanitized between AM/PM classes

Grades 7–8 Classroom Guidance

- Arrange seating six feet apart and facing the same direction whenever feasible
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing
- Stagger transition times and review schedules
- Encourage hand washing throughout the day
- Schedule/coordinate activities by grade level to minimize student mixing
- Sanitize hands whenever anyone enters the classroom
- School supplies will not be shared between students or staff
- Classrooms will be cleaned daily and sanitized between AM/PM classes

Hallways, Main Office, and Common Areas

- Maintain six feet physical distancing when possible (Plexiglass dividers may be used in offices to provide physical distancing)
- Require face coverings for staff and students
- Clearly mark areas to indicate safe distancing for students
- Perform health screenings for visitors
- Display visible signage reminding everyone of physical distancing and face covering usage at entryways, hallways, classrooms, and common areas
- Provide access to school buildings to authorized personnel only. Visitor access will be as needed only and will be restricted to the main office area (clearly visible signage at each entryway)
- Restrict students to specific areas as identified by the building principal
- Clean high touch areas throughout the day (stair handrails and door knobs, etc.)

Cafeteria

- Maintain six feet physical distancing
- Clean cafeteria tables in between uses
- Clearly mark areas to indicate safe distancing for students
- Require staff and student face coverings (if not eating)

Restrooms

- Maintain six feet physical distancing; when students are in stalls, they will be separated, but may not be six feet apart
- Require face coverings for staff and students
- Clearly mark areas to indicate safe distancing for students
- Display clearly visible signage reminding everyone of physical distancing and face coverings
- Schedule/coordinate restroom and hand washing breaks
- Clean high touch areas throughout the day
- Assign certain restrooms to student groups, there may be times when a student is not near their specific restroom

Shared Objects

Students and employees are restricted from borrowing or sharing items. The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared. Electronics, including, but not limited to, iPads, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., should be cleaned before and after use. Items that must be shared or communally used will be cleaned after each use and individuals must perform hand hygiene between use. Utilizing hand sanitizer before and after the use of books, manipulatives or library materials will be required. Students should not bring toys from home.

Preparing for When a Student or Staff Member Becomes Sick

The District will communicate to families and staff that any individual who tests positive for COVID-19, or who shows any signs or symptoms of illness, should stay home. Families and staff should also report confirmed cases to the school where the individual attends school or works, to initiate contact tracing. Currently known symptoms of COVID-19 are fever, cough, shortness of breath or difficulty breathing, chills, unexplained fatigue, muscle and body aches, unexplained headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Attendance personnel should request specific symptom reporting when absences are reported, along with COVID-19 diagnoses and COVID-19 exposure. Information will be documented and shared with the health staff or other appropriate personnel and the local health department. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met the criteria to return.

The District will use a symptom checklist for families and staff to determine if they are well enough to attend that day. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from the resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Staff returning from illness related to COVID-19 should call to check in with the Human Resources Department following quarantine. Students returning from illness related to COVID-19 should call to check in with their school's health office following quarantine. Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home. **Students will never be left alone and will always be supervised while maintaining necessary precautions.**

When interacting with students or staff who may be sick, school nurses and personnel should follow CDC guidance on standard and transmission based precaution, including:

- Closing off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed.
- Opening windows to increase air circulation in the area.
- Clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick. (Cleaning products will be stored and used a safe distance away from children and staff.)

Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection. 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 symptoms for 14 days.

Close contact means the individual was within six feet of the individual with symptoms for more than 15 minutes. Additional cleaning and disinfection is not necessary if more than seven days have elapsed since the person who is sick visited or used the school. The District will also continue routine cleaning and disinfection. This includes everyday practices that we normally use to maintain a healthy environment.

If a student or staff member tests positive for COVID-19, we will work with IDPH and Cook County Health Department to determine next steps. We will follow IDPH and Cook County Health Department guidance as it pertains to quarantines and testing. Current guidance for a confirmed case of COVID-19 in a student or staff member recommends that staff and the guardians of all students sharing a classroom with that student be notified and all such students and staff convert to a remote-learning format for a period of at least 2 weeks (14 days). The District will reach out to impacted guardians and staff to assist them in accessing testing options available to them.

Instruction

The District has developed an instructional plan to allow for a return to in-person learning for students, while holding paramount the health and safety of our students and community. Students may enter the upcoming school year with academic knowledge that varies more greatly between students than in previous school years. Teachers will use targeted interventions and differentiated instruction to help individual students reach their learning goals.

Required Physicals

District 102 maintains the required compliance date for physicals and immunizations of October 15, 2020. Although we will follow the dates set by the State of Illinois, the district encourages families to obtain these requirements as soon as possible. Clerical staff and nurses will keep track of families who are not in compliance by October 15, as is normal procedure.

Safety Education for Students

Students who attend in-person learning will receive grade level appropriate education and guidance for proper physical distancing, proper use of PPE, and proper hand hygiene during the first two (2) weeks of school. Each school will develop a plan for providing students with building specific safety measures along with an explanation as to why these measures are important.

Student Who are Medically Fragile or at Higher Risk

The administration will work closely with school nurses and parents, as well as the student's medical provider(s), to determine safe alternatives to in-person instruction. The District will provide remote learning 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.

Appropriate consents must be obtained for communication with outside providers. The District will review IEPs, 504 Plans, asthma action plans, or Individualized Health Plans to determine if these plans will need to be amended or modified.

Teams will consider the following:

- Whether the student's medical condition is conducive to in-person attendance or if needs would best be met remotely.
- The student's behavior and capacities, including ability 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 the option of face shield instead), ability to wash hands with/without assistance, and ability/safety of use of hand sanitizer.
- The number of students per classroom and ability to maintain six feet distance.

- Consult with individual student health care providers, if applicable, and IEP teams to determine the best modality to meet the student's needs on an individualized basis.

For staff working with students who are present for in-person learning, the District will provide appropriate PPE for continuous wear and during procedures such as feeding (e.g., gowns, gloves, and face shields). Maintaining strict physical distancing will not likely be feasible due to the personal nature of common care and services, including feeding, toileting, suctioning, position changes, diaper changing, hand-over-hand assistance, physical therapy, and occupational therapy. Appropriate PPE will be used in conjunction with appropriate hand hygiene.

Social and Emotional Learning (SEL)

SEL curricula and additional supplementary services will continue to be provided for students and staff. Teachers will continue to implement the SEL curriculum with an intentional focus on students' emotional health who may have been or continue to be impacted by COVID-19. Students will also have continued support from social workers, psychologists, and counselors at school. Problem solving teams will continue to identify students who may need additional support or interventions. Students with IEPs for SEL will continue to receive services based on their identified IEP minutes.

Music-Related Courses

Music related education will follow the most current IDPH/ISBE guidelines for student and staff safety measures. During phase 4, this will include utilizing outdoor spaces when possible. Instrumental music teachers will work with students in smaller sectional groups while additionally using clear partitions when needed. Students will need to wear face coverings if singing indoors. It is permissible for band members to remove their mask during the time they are playing, but only if necessary. Beginning Band and Orchestra will not start at the beginning of the year as in the past. The District is currently exploring additional options to safely teach students currently enrolled in Band and Orchestra. The Park Junior High Fall musical has been postponed until the Spring of 2021. At this time, no concerts have been scheduled prior to January 2021.

Physical Education, Gymnasiums, Playgrounds, and Locker Rooms

When Physical Education is not taught remotely, and weather permitting, teachers will select outdoor activities that allow for physical distancing. If physical activities must be taught inside, the District will encourage using separate partitions in open spaces and utilizing markings on the gymnasium floor/wall/field to maintain distance between participants.

Handshaking, high fives, or other physical contact is prohibited. It is recommended that PE teachers use a megaphone or microphone to maximize physical distancing. The use of shared equipment is not recommended. Any shared equipment must be cleaned between each use and disinfected at the end of each class. The Park Junior High fitness center will be cleaned and sanitized before and after each class. Students and staff must wash their hands or use hand sanitizer at the start and end of each class period. Students at Park Junior High will **not** be changing for gym classes during Phase 4.

Extracurriculars

For the beginning of 2020, all extracurricular activities will be postponed in order to limit mixing of cohorts. When activities and athletics resume, we will follow the IDPH requirements set forth for the school setting, which currently include physical distancing, appropriate use of PPE, limiting the number of individuals in one space to 10 individuals during Phase 3 and to 50 or fewer in Phase 4, and cleaning and disinfecting to prevent the spread of COVID-19. Athletics will follow the guidelines provided by the IESA. The Park Junior High

Springfield Trip has been postponed until the Spring of 2021. All normally scheduled field trips and school events such as open house, curriculum night, etc. have currently been postponed or will be rescheduled as a virtual event when possible.

Students with Disabilities

The District recognizes the challenges that the pandemic has presented for students with disabilities and their families. The Special Education department has developed a set of guidelines and procedures that will be put into place to support students with disabilities for each learning option. These include a continued focus on individualization; increased direct instruction in all formats; improved accountability procedures for service delivery; and flexibility in the application of instructional models in order to meet individual student needs. The District applied some of these guidelines and procedures on a smaller scale during remote Extended School Year (ESY) and received positive feedback from staff and parents as the program provided more structure, predictability, and improved instructional methods for most students.

We will continue to comply with timelines for annual IEP meetings and required evaluations. There continues to be limited flexibility in regard to compliance with federal and state laws. All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. IEP teams will meet to determine what amendments to students' IEPs are necessary in order to address students' current levels of performance and changed circumstances. IEP teams will revise and update Special Education Remote Learning Plans (SERLP's) as appropriate for students, based on the learning experiences during the 2019-2020 school year as well as each child's unique situation. Similar procedures will apply for Section 504 plans as eligibility and appropriate accommodations must be considered in light of each student's unique circumstances.

Remote Learning

Various circumstances may create a need to institute Remote Learning for ALL students at some point during the school year. While District 102 is planning for an in-person hybrid learning option, we understand some families may not yet feel comfortable sending their children to school and require remote learning. While we feel that we have created procedures and mitigation strategies to limit exposure for students participating in in-person learning, no amount of safety procedures will make it 100% safe. We recognize the importance of students being in school, in-person but encourage those who are able to strongly consider the Remote Learning option.

Families considering this option should review the 2020-2021 Remote Learning guidelines to gain a better understanding of what to expect from a Remote Learning Only option.

IMPORTANT CONSIDERATIONS:

- Any family that chooses to enroll in the Remote Learning Only option will do so **through Winter Break**. Families participating in the Remote Learning Only option may be given the opportunity to switch to in-person learning in January, or other reasonable transition time.
- Students participating in a Remote Learning Only option may be assigned to a teacher that **is not** from the child's home school and may also have classmates from other home schools as well.

Families will have until Wednesday, July 29, 2020 to notify the District of their preferred learning option.

Remote Learning Systems

In direct response to parent and teacher feedback, District 102 will be introducing a singular Learning Management System for use by staff, students and parents for the 2020-2021 school year. The District Learning

Management System, called CANVAS, will support the delivery of curriculum and instruction for all students K-8 in both in-person and remote learning settings. CANVAS, along with PowerSchool and Zoom, will become the main systems used to manage learning, grading, attendance and student information.

IMPORTANT INFORMATION:

- Canvas will provide stronger instructional continuity, consistency and communication.
- Many teachers will continue to use SeeSaw and Google Classroom to manage work and assignments.
- Canvas is a robust tool that offers many enhancements for teachers, students and parents.
- Teachers, students and parents may need to log into some separate systems, but our goal is to support a single sign-on solution where teachers, parents and students can access all applications through one login.
- Training videos will be provided demonstrating how to access and operate inside the Canvas environment.
- Students/Families who **opt out of in-person learning** and choose Remote Learning Only will use Canvas predominantly to facilitate learning. Students participating in in-person learning will use Canvas in conjunction with in-person instructional activities.

2020-21 Learning Options:

[Option 1: Remote learning at home \(Opt-out of in-person instruction\)](#)

[Option 2: In-person AM/PM Half Day Hybrid with additional online learning](#)

IMPORTANT INFORMATION:

- After reading this information and learning about the options available for the 2020-21 school year, parents will be asked to select an option for their child(ren). **The deadline to make this decision is Wednesday, July 29, 2020.**

Transportation

The District is working closely with First Student Transportation Company to ensure procedures are in compliance with all applicable state and federal guidelines. The CDC recommends that entities should “create distance between children on school buses ...when possible.” No more than 10 individuals may be on a vehicle at any one time during Phase 3. No more than 50 individuals may be on a vehicle at any one time during Phase 4. All individuals on a bus must wear a face covering, no more than 50 individuals will be on a bus at one time and students will be assigned seats with no more than two people per seat. Parents must complete the self-certification form before boarding a bus.

Drivers and monitors will wear approved and appropriate PPE and perform regular hand hygiene. Before the start of each workday, drivers and monitors will undergo symptom and temperature checks to verify that they are free of symptoms. Drivers and monitors who have a temperature greater than 100.4 degrees Fahrenheit or symptoms of COVID-19 will not work. Drivers and monitors who become ill during their route will contact their supervisor immediately.

Sanitizing products will meet the EPA criteria and be used according to manufacturers’ guidelines.

Operations

Food Services

For students who need to stay for the full day, additional serving and/or seating areas will be established both indoors and outdoors, and students will be encouraged to go outdoors whenever possible. Access to serving areas will be staggered to promote physical distancing. Groups will be limited to the maximum gathering size per the Restore Illinois plan.

Meals will be individually plated or packaged as grab and go items. Non-disposable food service items will be handled with gloves and washed with dish soap and hot water or in a dishwasher. Areas where students consume meals will be thoroughly cleaned and disinfected. Food service personnel will use appropriate PPE, including gloves and face coverings, while preparing and distributing food.

Hand hygiene will be promoted prior to and after eating a meal or consuming any food items, and hand sanitizer will be available at food service locations. Mealtime expectations will be shared with students and staff.

Facilities

Sanitation, hygiene, and PPE supplies will be ordered and stockpiled for employee use. All custodial/maintenance staff will be trained on the return to school guidelines. These procedures will include extra sanitation efforts using certified EPA products in both low and high contact areas including:

- Countertops
- Desktops
- Door handles
- Bottle fillers
- Handrails
- Light switches
- Restroom fixtures

Building custodians and cleaning personnel will conduct daily cleaning and disinfection. An EPA approved cleaner will be used for disinfection along with our standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets) will be cleaned on a regular basis. Restrooms, hallways, cafeterias, and high touch common areas will be cleaned throughout the day. Items such as cloth toys or other cloth material items that cannot be disinfected must not be used unless medically or educationally necessary.

Building and Grounds may adjust personnel schedules to meet reopening school needs. Cleaning schedules will be created and implemented for all facilities and equipment. Extra sanitation efforts will occur during in-class learning which will address high traffic/common areas.

High Traffic Areas:

- Entryways
- Foyers
- Hallways
- Main offices
- Restrooms
- Stairwells

Before- and After-Care and Other Programs

Visitors and the use of school facilities by external parties will be discouraged. Some programs, such as child care, are critical to the community. Before and After Care child care programs in schools, will follow the IDPH and DCFS guidance for licensed child care facilities. Child care will be available for all families that attend in-person learning. Child care programs in schools will be required to follow all infection control measures that are used during the school day (e.g., physical distancing when possible, face coverings, cleaning, and sanitation). BASE and Right at School will provide before and after school care for families who have opted for in-person learning.

Health Offices

All school health offices will:

- Allow for six feet of distance between students, separation area for sick students, sink for hygiene, appropriate lighting, and proper ventilation.
- Limit the number of individuals allowed in at one time.
- Use plastic barriers around staff desks and between student care areas or curtains and the implementation of two separate entrances to the health office space to allow one to be used by students without illness symptoms and one to be used by students with illness symptoms, in offices that have two doors.
- Provide a supervised quarantine space for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup. Students must never be left alone and must be supervised at all times while maintaining necessary precautions within the quarantine space.
- Disinfect a space after it is occupied by a student and deep clean daily.
- Require students exhibiting COVID-19-like symptoms wear a face covering unless medically contraindicated.

- Supply school nurses and/or the administrator/designee working with individuals with illness symptoms with appropriate PPE. School nurses should use PPE, including gloves and face coverings, when interacting with students and staff. Appropriate PPE should be used in conjunction with appropriate hand hygiene and standard precautions.
- Require personal care aides working with medically fragile students wear PPE (e.g., face shields, face masks, and gloves).
- Implement strategies to reduce unnecessary visits from students, staff, and visitors; reduce health office congestion; reduce exposure to infection, and allow for separation.
- Supply staff with first aid supplies, such as bandages and gauze, in the classrooms. In certain situations, students may need to stay in place for an in-person evaluation by the school nurse.
- Treat healthy students reporting to the health office for medical management, such as medications, assessment of injury, or first aid, in a separate clean designated area inside or outside the health office to prevent contact with potentially ill children.
- Perform daily cleaning of high-touch surfaces in the health office with a disinfectant noted to kill the coronavirus.

*Persons with common health conditions or those who need basic first aid should not report to the health office and may be managed in the classroom/alternate setting.

*Parents, guardians, or other authorized individuals should pick up ill students within a reasonable amount of time; students will not be allowed to utilize the school bus for the return home.

Recommendations for Families

- State of Illinois mandated health examination and vaccine requirements will be due by October 15th.
- Please make sure all emergency contact information is up to date.
- All students should stay home if they are sick, with any illness symptoms.
- The CDC recommends everyone 6 months of age and older get **vaccinated** every **flu** season with rare exceptions. Flu symptoms overlap with coronavirus symptoms. **Please vaccinate your children for influenza this fall.**
- When reporting illness absences, be sure to report if your child is:
 - In close contact of someone with a positive COVID-19 test
 - Has signs of COVID-19
 - Has been diagnosed with COVID-19
 - Has been diagnosed with influenza (respiratory flu)

What to expect if there is a confirmed case in school

- We will immediately notify local health officials. They will help administrators better determine a course of action for the school.
- Persons identified as being in close contact with the individual will be asked to stay home and isolate and be alert for symptoms for Covid-19.

Returning to school after having had coronavirus

- Please call the school nurse prior to returning to school.
- Students will stay home for at least 10 days and must be fever free for 72 hours after symptoms have resolved OR have two negative Covid-19 tests in a row, with testing done at least 24 hours apart.
- As new guidance emerges, **guidelines may change**.

Human Resources

The contents of the Roadmap to Reopening document are subject to change when formal guidance or mandates are issued by the proper authorities (ISBE, IDPH, IHSA, etc.). All employees will need to be flexible and agile during this pandemic which will require cooperative, collaborative, flexible, and creative problem-solving. The District will generate guidelines and protocols which will be required for all employees. We will continue to monitor recommendations from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, IPA, and others about educational expectations for student learning.

Staff Return Plan

All return to work expectations will be informed by executive and legislative guidance from the state and federal government. An employee's request for special accommodation(s) is provided to Human Resources for review and consideration.

Absences that are related to COVID-19 concerns must be accompanied by a physician's note, or official notice from a health agency containing relevant information/direction regarding the claimed condition.

Eligible employees will be entitled to any COVID-19 related federal, state, and locally mandated leaves or accommodations. Such leaves will be handled in accordance with the **Families First Coronavirus Response Act**, **FFCRA** and the **Emergency Family and Medical Leave Expansion Act**. Otherwise, employees would be expected to use their accrued time bank for their absence from work (Sick time, vacation time, personal, etc.).

If the District determines that it is both necessary and appropriate, the employee will be informed about the accommodation(s) verbally and in writing. The District will make every effort to follow all CDC, IDPH, and CDPH guidelines regarding district employees.

Staffing Level

The district will monitor staffing levels within each building to ensure optimal operations for teaching and learning. In the event that staffing levels drop below the ability for the building to maintain optimal operations, the district will consider all options to support student learning.

Every effort shall be made to ensure substitute teachers are available in all employee categories to fill vacancies and/or absences that could be a result of the COVID-19 health precautions. In the event of any unforeseen circumstances, the district will comply with Federal, State, IDPH, ISBE and CDC guidelines.

Teacher Evaluation

The district and the collective bargaining units will review, discuss and bargain the potential impact of any learning model that the district adopts to meet student instructional needs.

Illness and Diagnoses Monitoring

A tracking process will be instituted 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.

Tracking ensures CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school. Tracking methods include providing documentation from a medical professional to HR and checking in with the school nurse upon return to school to verify the resolution of symptoms and that any other criteria for discontinuation of quarantine have been met. Tracking will take place prior to a return to the classroom.

Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism will occur through the collaboration of those taking absence reports and school nurses/school health staff. Employees and families are encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

The district will maintain a current list of community testing sites to share with staff, families, and students. Confirmed cases of COVID-19 should be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.

The Districts will inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights.

Mental Health

Considerations will be given to the impact that COVID-19 has on the mental health of faculty, staff, students, and their families. The district will make an effort to support the mental and emotional well-being of students and staff members. Training will be provided to staff to increase awareness, safety, and knowledge concerning the impacts of COVID-19. Access to school counselors and supports will remain readily available as possible and communicated to students. Employee assistance programs are available. Perspectives can help employees resolve stressful personal and family issues, or direct employees to legal, financial, or child care resources when they need them the most. EAP counselors are available 24/7 to answer employees' questions, provide counseling, or assist with useful appropriate resources. All District 102 Employees can call (855) 775-4357 anytime!

Communications

Communication Methods

Throughout the 2020-21 school year, LaGrange SD 102 will utilize the following communication methods to keep stakeholders up to date on changes regarding all protocols:

- [LaGrange SD 102 Website](#)
- Phone and text alerts
- LaGrange SD 102 e-newsletters
- LaGrange SD 102 social media ([Facebook](#) and [Twitter](#))

All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up-to-date in PowerSchool.

Quick Contacts

Who do I contact if...

- I have questions/concerns about Remote Learning:
First point of contact is the teacher, second point of contact is principal
- My student tests positive for COVID-19:
School Nurse at child's home school
- I am a staff member who tests positive for COVID-19:
David Holt in Human Resources 708-215-7015
- I have questions/concerns about transportation:
Toni Sibley 708-215-7003
- My student needs tech support during Remote Learning:
Tech support is available for LaGrange SD 102 devices and systems via online requests for students and teachers at:

Barnsdale - brttechhelp@dist102.k12.il.us

Congress Park - cptechhelp@dist102.k12.il.us

Cossitt - cotechhelp@dist102.k12.il.us

Forest Road - frtechhelp@dist102.k12.il.us

Ogden - ogtechhelp@dist102.k12.il.us

Park Jr. High - pktechhelp@dist102.k12.il.us