

LANSING SCHOOL DISTRICT 158 E-LEARNING & REOPENING TRANSITION PLAN 2020-2021 PHASE III ADDENDUM



* Note that the information in this addendum is subject to change based on the circumstances of the COVID-19 health pandemic and recommendations of the State of Illinois, ISBE, and IDPH. The Board of Education authorizes the administrative staff to make any interpretations, clarifications, and modifications to the guidelines below that are necessary to carry out the effective functioning of the school district and continue to ensure a safe learning environment.

Data on COVID-19 cases within the D158 community can be found at:

[Click here](#) for COVID-19 case counts by zip code and in Cook County, Illinois.

Lansing SD 158 Phase III Assumptions

Assumption #1 – Choice

Parents have the opportunity to choose to keep their children home fully remote for Phase III, in which case the District will sustain E-Learning options for these students.

Assumption #2 – Commitment

Parents who choose to keep their children home fully remote during Phase III will commit to doing so for all of Semester 2. Students who start onsite may transition to fully remote.

Assumption #3 – Structure

The structure of the current E-Learning Week and E-Learning Days from Phase II will be maintained for both onsite and virtual learning options during Phase III.

Assumption #4 – Consistency

Student class, section, teacher, and team assignments will be maintained as much as possible with limited mobility between physical rooms during the onsite school day of Phase III.

Assumption #5 – Distancing

The onsite group of students will maintain social distancing at school during Phase III, with class sizes limited based on room capacity to ensure adequate spacing between seating.

Assumption #6 – Hybridization

Onsite and live virtual instruction will focus primarily on core academic subjects, with additional instructional time consisting of remote learning tasks, movement breaks, and virtual specials.

Lansing SD 158 Re-entry Model

The Lansing SD 158 Re-entry Model allows students the ability to take advantage of two instructional models: in-person (at school) and remote (at home) while maintaining their current teachers. By keeping the same classes together, teachers, students, and parents will continue to strengthen the home/school connection.

In-person (At-School) Model

The in-person model will consist of students attending school Tuesday through Friday. Mondays will continue to be a check-in/make-up day. The in-person school day for students will take place 8:45 – 11:15 am. Students will independently complete paper-based and/or online assignments at home 12:15 – 2:45 pm. This model satisfies the five-hour school day mandated by the State of Illinois. To participate in the in-person model, students must be in compliance with all state regulations for physicals, immunizations, dental, and vision exams. All appropriate safety precautions such as social distancing, wearing face masks, and completing daily health certifications must be followed for students participating in this model.

Remote (at-home) Model

Students will independently complete paper-based and/or online assignments 8:45 – 11:15 am and will meet 12:15 – 2:45 pm virtually with the teacher Tuesday through Friday. Mondays will continue to be a check-in/make-up day. In addition to participating in afternoon lessons, students will be required to complete all assignments and assessments via Microsoft Teams, Seesaw, Class Dojo, and/or Ready Rosie that align with the in-person lessons. Students may communicate with teachers via email or other approved electronic platforms.

Flexibility (Transitioning between the two models)

Change from Remote to In-Person

Before January 22, 2021, families will select the model (in-person or remote) for the remainder of the 2020-21 school year. If space is available, students may be given a one-time opportunity to transition to the in-person model with prior permission from the school administration.

Change from In-Person to Remote

If a transition phase change occurs or if there are extenuating circumstances (e.g. the student has been exposed to COVID-19, is symptomatic, etc.), a change from in-person to remote may occur with permission from the school administration. Sudden changes made for extenuating circumstances must be approved by the building administration and may require a brief grace period for the teacher(s) to coordinate lessons/activities.

Transition Request Process

To transition from one instructional model to the other (in-person or remote), a parent must contact their child's school administration. Only one transition per child will be allowed unless the transition is based on a health concern. When requesting a change, the parent must share their concern(s) with the student's current placement and/or the rationale for the change. A change from remote learning to in-person instruction can only occur if space allows.

Selection Process

Families will have an opportunity to commit to remote learning or in-person learning by January 22, 2021. Reasonable attempts will be made to contact families who do not answer the commitment survey. If no contact has been made after multiple attempts, the student will default to remote instruction. Due to social distancing, a lottery system will be used for students who opt for the in-person model with priority given for onsite spots to students in special education with IEPs.

Daily School Schedules

In-Person Instruction	
8:45	Students enter the building. Morning work begins.
9:00	Direct instruction begins
11:15	In-person Instruction ends. Student dismissal.
11:30 to 12:00	Lunch
12:15 to 2:45	Students log-in and independently complete paper-based and online assignments at home.

Remote Instruction	
8:45 to 11:15	Students log-in and independently complete paper-based and online assignments at home.
11:15	Student Lunch
12:15 to 2:45	Live Remote Instruction with teacher.

Teacher Plan Time

The teacher workday will remain the same with plan times before and after instruction on Tuesday through Friday. Of these eight plan times, two will be designated as team time and six will be personal plan time.

School Calendar

Lansing SD 158 is planning on following the previously approved 2020-2021 calendar with the exception of considering the addition of Remote Learning Planning Days prior to the return of students onsite. These days will be used for staff to prepare for the re-entry of students. If the pandemic requires more changes to the calendar, all families will be notified as appropriate.

Health Protocols

COVID-19 Testing Locations

See Cook County COVID-19 Testing site: <https://cookcountypublichealth.org/covid-19-testing/>

Exclusionary Symptoms (Students and Staff)

Working together to prevent the spread of COVID-19 in our school environment and in the community while still providing educational opportunities for our students is essential for all D158 stakeholders. D158 has the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure. In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine.

If a student or staff member has COVID-19 or is quarantined because of COVID-19 related symptoms, any other D158 student(s) or staff member(s) within the household should follow the directions of the Cook County Health Department and/or the Illinois Department of Public Health. Even without symptoms, if a student or employee has recently traveled from somewhere considered to be a “hot spot” by the CDC, the health department may require self-isolation.

Symptoms Impacting Consideration for Exclusion from School

Students and employees should be aware of the following [COVID-19-related symptoms](#):

- A fever of 100.4° F or greater
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle pain/aches
- Headache
- Sore throat
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

Students and employees should be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on [CDC Guidance](#) that is not otherwise explained (for example, a student who has a COVID-19 related symptom but is diagnosed with another ailment by a physician that does not warrant exclusion from school).

Exposure

If a student or a staff member has been exposed to someone who has tested positive for COVID-19, he/she will self-quarantine for a period of time recommended by the IDPH (e.g. 14 days) from the date of exposure. A student will move to remote instruction for this time period. Exposure is defined as being within six feet of the person for an accumulative **15** minutes in a **24**-hour period within **48** hours of onset of symptoms or from when the positive-tested individual estimates being exposed. The exposure must be reported to the building principal for contact tracing purposes. If a staff member is positive and has been in close proximity with all the students in a class, then the entire class will be quarantined (remote instruction) for the recommended period of time.

Return to School After Exclusion Guidelines

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC and/or are released by a healthcare provider (medical documentation required). Currently those guidelines are:

- **Untested Persons** who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if:
 - At least 10 calendar days have passed since your symptoms first appeared; **and**
 - Symptoms have improved (for example, your cough or shortness of breath have improved); **and**
 - You have not had a fever for at least 24 hours (without the use of fever reducing medications.); **or**
 - Symptoms have improved and has provided a medical note stating an alternate diagnosis

- **Tested Negative – Symptomatic Persons** may return when:
 - Symptoms have improved/resolved; **and**
 - Has provided negative test results

- **Tested Positive OR Have COVID-like Symptoms without testing and were exposed to a positive individual** may return to school if the following conditions are met:
 - The individual no longer has a fever (without the use of medicine that reduces fevers for 24 hours); and other symptoms have improved/resolved (for example, your cough or shortness of breath have improved); **and**
 - At least 10 calendar days have passed since symptoms first appeared; **and**
 - The individual has provided a negative test result, a written note from a healthcare provider releasing the person back to school or a Release from Isolation letter from Local Health Department

- **Tested Positive – Asymptomatic Person** who has not had symptoms but test positive for COVID-19 may return when:
 - The individual has stayed home for 10 days since the positive test result; **and**
 - The individual has continued to have no symptoms; **and**
 - Has provided a Release from Isolation Letter from Local Health Department

- **Untested – Asymptomatic Person** who has been in close contact to a confirmed or probable COVID-19 case may return when:
 - The individual has stayed at home for 14 days after last exposure to the COVID-19 case; **and**
 - Has provided a Release From Quarantine Letter from Local Health Department (if one was provided)
 - If COVID-19 symptoms develop during quarantine, begin 10 days of isolation from the onset of symptoms. Testing is highly recommended.

Health Screening

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure. Screening can consist of self-screening and observational screening. All D158 staff, students, and visitors will self-screen before coming into the school buildings each day. Students and employees exhibiting [symptoms of Coronavirus \(COVID-19\)](#)

without being otherwise explained, are prohibited from coming to school, and if they do come to school, will be sent home immediately. In addition, all staff members are strongly encouraged to report students to a school nurse for symptom analysis if [symptoms of Coronavirus \(COVID-19\)](#) are evident. Keeping a sick child at home will be critical

How to Self-Screen

Prior to coming to school each day, students and staff should assess themselves (with parental/guardian assistance if applicable) for any of the following signs or symptoms of possible COVID-19.

- Feeling feverish or temperature greater than 100.4° F
- Chills or repeated shaking with chills
- Unexplained new or worsening cough
- Shortness of breath or difficulty breathing
- Unexplained fatigue
- Unexplained muscle aches
- Unexplained headache
- Unexplained sore throat
- Nausea, vomiting or diarrhea
- New loss of taste or smell
- Someone in your household is displaying the above symptoms of COVID-19

Next Steps

All students and staff members who answered “yes” to any of the above symptoms and suspect that the symptoms are related to COVID-19, should not come to school. When reporting a student absence, parents need to report all symptoms to school officials. Staff members should follow the normal procedures for reporting an absence. In addition, all staff members must contact their principal/supervisor to discuss their symptoms and the reason for the absence. Each school will communicate the specific procedures to all staff.

If any of the above symptoms develop after the school day starts, students should report to the school nurse. Staff members should notify their supervisor, return to their residence, and contact their medical provider. Students and staff members who experience symptoms should follow the **Return to School after Exclusion** procedures listed on page 5.

Temperature Checks

In addition to daily health screenings and student temperature checks between 8:45 and 9:00 each day, temperature checks will continue to be a part of our regular school day wellness practices and may be used on an as-needed basis.

Confirmed Case of COVID-19 (Student or Employee)

All positive cases of COVID-19 will be reported to the Cook County Department of Public Health for reporting purposes, school closure guidance and potential contact tracing efforts. All Lansing School District 158 school health professionals are contact tracing certified and can assist with internal contact tracing.

If multiple students or staff members test positive for COVID-19, the D158 staff will work in conjunction with the Cook County Department of Public Health to decide whether the district would move to a different phase. Some of the factors that will be considered are likelihood of exposure to students and staff in the building and the number of cases in the community. When a positive case is reported, the Cook County Department of Public Health will conduct contact tracing measures that may warrant self-quarantine and exclusions from school for some students and/or staff.

Due to federal privacy measures, it is important to note that the name(s) of any student or staff who test positive will not be identified in communications to the D158 community. If school closure is necessary, a determination will be made for all supporting activities (co-curricular, extra-curricular, before and after school programs, etc.). School closures may range in length depending on the circumstances.

D158 will track attendance trends daily to determine any patterns of absence due to illness throughout the district. In addition, Illinois law requires schools to track and monitor attendance to assist in the determination of a viral outbreak within our schools.

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic, more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent reports that a student is ill, staff members will ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, administration will inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, staff will make additional inquiries and may exclude the person from school property.

Nurse Office Areas

COVID-19 Symptomatic

Each D158 school will designate a room or space separate from the nurse's office where students or employees who are feeling ill (with COVID-19 related symptoms) are evaluated or are waiting to be picked-up. All waiting staff and students should wear a cloth face mask. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room, and the room will be disinfected several times throughout the day. Strict social distancing is required, and staff must wear appropriate PPE. If parents are requested to pick-up their child, they should notify the school main office when they are in the parking lot. Students who are ill will be walked out of the building to their parents.

Non-COVID-19 Related Illnesses

Students who do not display symptoms of COVID-19 can be seen and treated in the regular nurse's office. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions, those requiring medical treatments, and those with individual health plans.

Preventative Measures

Face Masks

The IDPH and D158 believe face masks should be required when social distancing cannot be maintained. According to these professionals, wearing face masks will be key to keeping schools safe, along with implementing social distancing protocols. COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Face mask usage can reduce this form of transmission.

While in Phase III, students and families who opt to take part in the in-person (at-school) model will be required to wear a face mask. In addition, face masks will always be required to be worn while traveling on buses and at all D158 bus stops. Students who refuse to wear a face mask will be removed from class and not allowed to participate in in-person instruction.

Key points on face coverings:

- Follow [CDC guidance for mask usage](#).
- Be careful not to touch your eyes, nose, and mouth while wearing face masks to prevent potential contamination.
- Wash your hands thoroughly before putting on a face mask.
- Remove the face mask carefully and wash your hands thoroughly after removing.
- Wash the face mask each day.
- Students and staff should have access to at least two clean face masks per day.
- Wearing a cloth face mask does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing, which are our best tools to help prevent the spread of illness.
- Face masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
- Reminder - Face masks do not provide adequate protection for others if an individual has symptoms compatible with COVID-19. Students and staff who are ill should stay home.
- Although families may supply their own face masks, D158 will have a supply of face masks for all students and staff members if needed.

Face Shields

Face shields may be useful in situations where it is important for students to see how a teacher pronounces words (e.g., hearing difficulties, speech therapy, English Learners, foreign language, etc.). A face shield in addition to a face mask may be worn at the discretion of the staff member.

Face Covering Training

Training materials on how to wear a face covering (mask and face shield) will be shared with all D158 students. Until then, we encourage families to view [CDC guidance for mask usage](#) for familiarity on how to properly wear face coverings.

Tri-Fold Desktop Barriers

Each student will be provided with a tri-fold clear divider to use on their desks throughout the day. The barriers will remain in the classroom and will be sanitized daily. If a student damages or destroys a desktop barrier, they may be required to purchase a new divider for \$28.00.

Social Distancing

D158 will make attempts to socially distance students when possible. However, it is important to note that always maintaining six feet of social distancing will be a challenge during the in-person model. However, student chairs will be placed six feet apart in the classroom. Students will always be required to wear face masks.

To promote social distancing within the classroom setting, teachers should utilize technology to compliment instruction (reducing the need to pass out/collect papers, borrow pencils, etc.).

Sanitation Stations

Sanitation stations will be available throughout all schools. All schools will be utilizing hand sanitizer foam and/or gel with at least 60% alcohol content. These stations will be located throughout school buildings including the following locations:

- General Classroom Areas
- Cafeteria
- Restroom Areas
- Media Centers (LRC)
- Inside Entrances
- Office Areas
- Gymnasiums
- Locker Rooms
- Areas that Utilize Manipulatives and/or Supplied Items
 - Technology Classrooms
 - Art Rooms
 - Science Labs
 - Computer Labs
 - Other Related Arts Areas

Hygiene

D158 will use CDC signs throughout each building to remind students and staff of good hygiene habits and other preventative measures to prevent the spread of COVID-19.

Hand washing and avoiding touching the face, eyes, nose, or mouth are important steps a person can take to avoid becoming sick or spreading germs to others. If soap and water are not readily available, students and staff should use a hand sanitizer that contains at least 60% alcohol. Reinforcing healthy habits regarding handwashing is expected and guidance can be found www.cdc.gov/handwashing.

Key times to practice handwashing include:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

Attendance

Student Attendance

Personnel will request specific symptom information when absences are reported along with COVID-19 diagnoses and/or potential COVID-19 exposure. Information obtained will be shared with the nursing staff and administration.

Students absent from school due to COVID-19 related symptoms will be recorded as a medical absence. If a student is not ill but circumstances require the student to quarantine, the student may attend remote learning, and no absence will be recorded for that day.

As a reminder, any student who is at home due to any COVID-19 issue will transition to the remote instruction model for the duration of their stay at home. This will allow the student to remain current with his/her schoolwork.

All symptomatic students and staff should stay home to prevent the spread of illness. In addition, the school system will send students home from school who are not feeling well on a much more frequent basis during the school year.

Students in the remote instruction model who are verbally engaged in the online lesson and/or visible in the camera for the majority of the lesson will be counted as present for attendance purposes.

Tardies

At the beginning of the school day, schools may alter the tardy consequences if extenuating circumstances occur such as staggered times for entry. Because students will not be able to congregate during passing periods, tardy policies between class periods will continue as normal.

Staff Attendance

Employees who experience the onset of any COVID-19 symptoms at work should immediately contact the principal/supervisor and be sent home. The employee should remain there until contacted by a principal/supervisor or the Human Resources Director. Employees who have had a known exposure to someone testing positive for COVID-19 should alert their principal/supervisor and follow the directions of the health department and district administration.

Daily Operations

Arrival/Dismissal

All schools will make every attempt to minimize crowding at drop-off and pick-up times. We ask all stakeholders to cooperate with school personnel and follow each building's prescribed plan. Arrival and dismissal times and locations may vary to assist with the arrival/dismissal process.

Building principals will provide drop-off and pick-up procedures prior to the start of in-person instruction. Buildings may utilize signage and other visual cues to direct traffic flow and encourage social distancing for students and staff. We ask all parents to remain in their vehicles during arrival.

Parents should notify the main office via telephone if a student requires early release or has a change to their normal mode of transportation for the day. If a student is not picked-up from school fifteen minutes after dismissal on three occasions, the student may default to the remote learning model for the remainder of the semester.

Visitors

Based on recommendations from numerous agencies, the District will restrict nonessential visitors at all instructional levels. D158 encourages all essential business that typically requires a visit to the school be conducted via telephone or a virtual meeting option. D158 believes restricting visitors to buildings will allow us a greater opportunity to keep students and staff safe during the COVID-19 pandemic. Visitors who are deemed essential must wear face masks while in a building.

Special Education and 504 Committee Meetings

Special Education and Section 504 meetings are deemed essential and may require a parent/guardian to meet with the team on an as-needed basis. All Special Education and 504 meetings be conducted via telephone or a virtual meeting option when possible.

Parent Conferences

Unless otherwise dictated by the building principal, all parent conferences shall be conducted via telephone or a virtual meeting option.

Field Trips

Although field trips provide memorable and educational experiences for students, D158 believes effective social distancing in an uncontrolled environment becomes difficult. As a result, all field trips will be postponed or cancelled.

Recess/Motor Breaks

The district believes recess is an important part of the school day for our elementary students. However, the safety and security of our students and staff must take precedent during a pandemic. Therefore, traditional outdoor recess with equipment (balls, jump ropes, playground equipment, etc.) will not occur at this time. Motor breaks are essential for student learning. Whenever possible, students will be encouraged to participate in touch-free movement activities. The Physical Education Department will provide suggestions for movement activities to the elementary classroom teachers.

Locker Usage

Due to the proximity of lockers to one another, social distancing practices become difficult to implement/enforce. As a result, locker usage will be restricted. Each school will share its plan on locker usage and the importance of social distancing.

Classroom cubby usage procedures at the elementary schools will be shared by each specific building/grade level.

Room Configurations/Set-up

Classrooms should be arranged to maximize student desk space (increase capacity while maintaining social distancing). Non-essential (non-curricular) items should be removed to aid in cleaning efforts.

Desks should be arranged in configurations that decrease face-to-face interaction (reducing transmission opportunities). Students will be issued a clear plastic barrier that will be placed on their desktops for added protection or plastic face shields will be utilized in conjunction with the required face masks.

Assigned seating will be mandatory in all classrooms this school year. Assigned seating will assist the IDPH in potential contact tracing situations if a student is diagnosed with COVID-19.

Schools will:

- Encourage educational activities that keep students seated in the classroom
- Limit activities that combine classes or grade levels
- Limit, when possible, student transitions from room to room
- Limit sharing of high touch materials (art supplies, equipment, etc.)
- Avoid sharing of electronic devices
- Increase opportunities for student hygiene activities
- Encourage the use of outdoor spaces for instruction, weather permitting
- Schedule restroom breaks, when possible, to avoid overcrowding

Hallways/Passing Periods/Transition Periods

Since social distancing will be difficult to adhere to during transitional periods of a school day, mask usage will always be required. Visual cues for expected traffic flow may be used by D158 schools. In addition, operational procedures at each school will be analyzed with the intent to reduce student transitions (if possible). If transitions cannot be reduced or eliminated, schools may look to stagger transition times to aid in social distancing efforts. Congregating in hallways between classes will not be allowed at any school.

Safety Drills

Even during a pandemic, it is still important and required by law to prepare and drill for potential emergencies.

Fire Drills

- Schools will “slow down” their drills. This may include sounding the alarm for all occupants to be familiar with the sound, silencing, and then beginning a slow and orderly evacuation. This will help occupants know what the fire alarm sounds like, practice their evacuation, and maintain social distancing.
 - Building leaders will assess traffic flow and other problems.

- Drills should be clearly announced so students and staff are aware of the drill.
- When feasible, one-way hallways will be designated for evacuation to lessen the instances of “crossing paths.”
- Rally points may need to be reconsidered to accommodate social distancing.

Tornado/Severe Weather Drills

- Drills will be announced, and students will move to their shelter location one classroom at a time, or slowly in waves. Building leaders and teachers should emphasize social distancing while ensuring occupants are able to locate their shelter in the event of severe weather or a tornado.
 - Drills should be clearly announced so students and staff are aware of the drill.
 - When feasible, one-way hallways will be designated for evacuation to lessen the instances of “crossing paths.”

Lockdown Drills

- If the lockdown location is impractical for a drill due to social distancing requirements, teachers and staff should emphasize where students should go in the event of a lockdown.

Bus Evacuation Drills

- Students will be required to use face masks for all bus evacuation drills.

Student Supplies

Parents should make every effort to reduce the amount of materials, supplies, and personal belongings going to and from school each day. Staff should be cognizant of this requirement and limit required school supplies to only essential items. Supply lists will be shared by each specific school/teacher.

In addition, D158 staff members should make a concerted effort to reduce student exposure to high-touch, shared resources at school (art supplies, books, electronic devices, etc.). Supplies utilized by students which are owned by D158 should be cleaned/sanitized on a regular basis.

Learning Resource Center (LRC)

Due to the proximity students typically have in a traditional media center environment, some operational changes will need to take place for the duration of the COVID-19 pandemic. Each individual school will develop a plan for media center usage and support provided by LRC staff both onsite and remotely. However, students can expect the following to take place:

- Elementary
 - The physical LRC location may be closed to students with the following exception:
 - Teachers may utilize the LRC to gather resources for classroom use. Online books are available on YouTube, Tumblebooks and Epic.
- Junior High
 - The physical LRC location may be closed to students with the following exception:
 - Teachers may utilize the LRC on a check-out basis to gather resources for classroom use. Students and teachers should utilize online resources/catalogs as much as possible.

Water Fountain Usage

Since water fountains are considered “high-touch” areas, fountains will be shut down while the pandemic is active. Students are encouraged to bring their own water/bottle.

Restrooms

Regulating social distancing in restrooms is difficult due to the obvious privacy nature of these areas. As a result, facial masks are required in all D158 restrooms. In addition to the face covering requirement, the following actions may also take place:

- If a teacher takes a class to the restroom, a practice of social distancing and limiting students in the restroom at any given time should be practiced.
- Educate students on handwashing and face mask usage in the restroom area
- Designate restrooms usage (by classroom)

Staff Meetings

Whole staff, grade level, departmental and/or PLC meetings are an important part of the workday for instructional staff members. When meetings are held, staff members should meet in spaces that are large enough to accommodate social distancing. If a space is not available to successfully socially distance staff members, a virtual format should be utilized.

Student Nutrition (Breakfast and Lunch)

During in-person instruction, food will not be eaten at school. Students will receive a breakfast and a lunch at the end of in-person instruction. The lunch should be consumed at home and the breakfast is for the morning of the next school day.

For remote learners, students participating in remote learning will still be able to pick-up Grab- and-Go meals on Mondays and Wednesdays from 8:00 am – 11:00 am. Home delivery of meals may also be available to all D158 students. Please contact the office of your child’s school for more information and/or to register for this service.

Throughout the school year, some of the strategies that will be utilized include:

- Grab-and-Go meals eliminate self-serve food items and utilizes disposable utensils
- PPE will be utilized for all food service staff
- If a student needs to eat at school, the student may eat in isolation on a case-by-case basis.

Classroom Instruction

Core Subjects

GRADE LEVEL	In-Person Instruction
PreK-5	The core focus of in-person instruction will be reading, language arts, and math. Enrichment, Specials and Rtl reading will be taught virtually in the afternoon. Special Education Services will try to adhere to the afternoon schedule, but times cannot be guaranteed. Scheduling of these classes virtually allows for the core focus to remain intact. Classrooms will be arranged to provide six-foot social distancing for 10-14 students depending on the size of the classroom. Students remain in the classroom as much as possible. Students and teachers will be required to wear masks.
6-8	Classrooms will be arranged to provide six-foot social distancing for approximately 10-12 students depending on the size of the classroom. Students moving to classroom locations will practice social distancing and wear masks.

GRADE LEVEL	Remote Instruction
PreK-5	Students will remotely join the teacher at scheduled times in the afternoon. The core focus of the time with the teacher will be reading, language arts, and math. Students must complete all assignments and assessments and submit them through Microsoft Teams or another program as directed by the teacher. Enrichment, Specials and Rtl reading will be taught virtually in the morning. Special Education Services will try to adhere to the morning schedule, but times cannot be guaranteed.
6-8	Students will remotely join the teacher at scheduled times. Students must complete all assignments and assessments and submit them through Microsoft Teams or another program as directed by the teacher.

Elementary Specials

Elementary Specials (art, music, and physical education) will virtually meet in the afternoon for students who are following the in-person model and will meet virtually in the morning with students who are following the remote model.

- Art – 30 minutes, virtually one time per week
- Music – 30 minutes, virtually one time per week
- P.E. – 30 minutes, virtually at least one time per week

Art & STEM – Junior High Art

In-Person Learning

Students traveling to the Art and STEM rooms will practice social distancing. Students are required to bring their own supplies to Art and STEM, except those that will be provided. Teachers will produce a supply list. Supplies will be disinfected frequently.

Remote Learning

Students will participate in the class by logging in remotely at the regular scheduled time for the class. Students will follow the normal schedule and assignments as posted in Microsoft Teams. Assignments will mirror in-class activities.

Physical Education – Junior High

In-Person Learning

Physical education classes will be conducted in the West and East gyms. Social distancing will always be practiced. The use of high touch equipment should be minimized. If used, frequent sanitization is required. Locker rooms will not be used.

Remote Learning

Students will participate in the class by logging in remotely at the regular scheduled time for the class. Students will follow the normal schedule and assignments as posted in Microsoft Teams. Assignments will mirror in-class activities.

Band & Choir – Junior High

In-Person Learning

Design traffic flow in room and locker storage areas. Cleaning before and after use of equipment is important. Reduce paper exchange by scanning music and providing digitally. Follow a list of precautions, including limiting interpersonal contact as much as possible. Make hand sanitizer available. Follow the Illinois Department of Public Health guidelines.

Remote Learning

Students will participate in the class by logging in remotely at the regular scheduled time for the class. Students will follow the normal schedule and assignments as posted in Microsoft Teams. Assignments will mirror in-class activities.

Facilities

All D158 facilities will have significant changes to the way they are cleaned/sanitized. Cleaning supplies with the capability to kill COVID-19 will be utilized in all buildings.

Cleaning and Sanitization

All buildings receive a “deep clean” prior to the re-entry of students. We are asking all non-essential items to be removed from classrooms and other areas occupied by students to aid in cleaning and sanitization efforts. In addition, students should only bring essential items to school each day.

Daily disinfecting of all high-touch surfaces in rooms will take place, including but not limited to:

- Doorknobs
- Restroom and Classroom Sinks
- Toilets
- Light Switches
- Desks
- Pencil Sharpeners
- LRC Furniture
- Phones
- Walls
- Locker Rooms

In addition to nightly cleaning of our facilities, COVID-19 will require D158 staff to conduct more frequent cleanings throughout the school day. This process will include the following:

- Ongoing cleaning of high-touch surfaces throughout the day and in between student activities (arrival, passing periods, bathroom breaks, etc.)
- Cleaning shared objects between uses including:
 - Classroom Materials
 - MJHS Gym Equipment
 - MJHS Related Arts Materials (Art, Band, Music, etc.)
 - Games
 - Copy Machines
 - Cupboard, Drawer and Filing Cabinet Handles
 - Refrigerator and Freezer Door Handles
 - Desks, Tables and Chairs

Certain materials that become problematic to keep clean may be temporarily taken out of use.

Cleaning after COVID-19 Exposure

Emergency cleaning will occur in situations where a known infection is connected to a D158 facility. Depending on the size or complexity of the area requiring emergency cleaning, outside vendors may be hired to assist.

If an emergency cleaning need occurs, all or part of the applicable D158 facility will be vacated. If a school needs to be evacuated and closed, the length-of-closure will be communicated to all appropriate stakeholders.

Safety Partitions/Desk Shields

Partitions may be utilized throughout the schools where staff members may encounter building visitors and vendors. In addition, safety partitions may be used in places where social distancing cannot be maintained (for example, occupational therapy). Safety partitions will be allocated for student desk use in the classrooms.

Signage

D158 will post signage throughout the district. Signage may include:

- Hallway Directional Paths
- COVID-19 Symptoms/Self-Screening
- Handwashing Practices
- Stop the Spread and Proper Hygiene Practices
- Proper Face Mask Usage

Ventilation

The district will ensure ventilation systems operate properly and will increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff. Air filters will be replaced more frequently.

Mental Health

D158 understands the importance of mental health and the role that it plays in the lives of our students, staff, and families. We are supporting the mental health of stakeholders during the COVID-19 pandemic by providing resources, services, and professional development opportunities.

All schools are staffed with at least one licensed school social worker. If a student needs any social or emotional assistance, the parent and/or student should reach out to the school social worker.

Tips to Support Coping and Resilience

- Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed
- Promote health and wellness habits of employees and students such as eating healthy, exercising, getting plenty of sleep, and setting time aside to unwind
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling
- All stakeholders should be educated on the signs and symptoms of anxiety and depression

Resources for Families and Students

- [Mental Health and Schools](#)
- [Stress Management Tips for Students](#)

Technology

Every D158 student had access and will continue to have access to a district laptop during this pandemic. Computers were donated to families while other computers are a part of a loaner program. If a family is having difficulty with a computer, the parent should contact the office or LRC Director at the school.

Cleaning and Sanitization Procedures for D158 Devices

The guidance below was provided by the manufacturer of staff computers and student laptops and applies to all monitors, docking stations, keyboards, and mice.

1. We recommended you wear disposable gloves when cleaning and disinfecting surfaces.
2. Turn off the device you plan to clean and disconnect AC power. Also remove batteries from items like wireless keyboards. Never clean a product while it is powered on or plugged in.
3. Disconnect any external devices.
4. Never spray any liquids directly onto the product.
5. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. The cloth should be damp but not dripping wet. Excess moisture should be removed if the cloth is wet before wiping the product. Using any material other than a microfiber cloth could cause damage to your product.
6. Gently wipe the moistened cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels, etc. Moisture entering the inside of an electronic product can cause damage to the product. Excessive wiping potentially could lead to damaging some surfaces.
7. When cleaning a display screen, carefully wipe in one direction, moving from the top of the display to the bottom.
8. Surfaces must be completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before it is powered on or plugged in.
9. After cleaning or disinfecting a glass surface, it may be cleaned again using a glass cleaner designed for display surfaces following directions for that specific cleaner. We recommend you avoid glass cleaning products containing ammonia.
10. Discard the disposable gloves used after each cleaning. Clean your hands immediately after gloves are removed and disposed.

Owners may experience some visible cosmetic changes to finishes over time because of the cleaning process outlined above on some surfaces. Other cleaning chemicals are very harsh and will damage surfaces. Avoid using any of the following chemicals or products containing these chemicals:

- Any chlorine-based cleaner, such as bleach
- Peroxides (including hydrogen peroxide)
- Solvents such as acetone, paint thinner, benzene, methylene chloride or toluene
- Ammonia (i.e. Windex)
- Ethyl alcohol

Using any of the chemicals listed above will cause permanent damage to some product surfaces. By following the steps outlined above, you can minimize the risk of damage.

Internet Access

Comcast Internet Essentials

Internet Essentials is a program for families and other low-income households who currently do not subscribe to the Internet at home. Current Xfinity Internet customers are not eligible for Internet Essentials. For all new and existing Internet Essentials customers, the speed of the program's Internet service is 25 Mbps downstream and 3 Mbps upstream.

Households with outstanding debt owed to Comcast may be eligible for Internet Essentials. Here are some quick links to the program and the application.

- For English: <https://Apply.InternetEssentials.com>
- For Spanish <https://es-apply.internetessentials.com>

Questions?

LESTER CRAWL PRIMARY CENTER

18300 Greenbay Avenue, Lansing, IL 60438
Office Phone: (708) 474-4868
Principal: Dr. Kim Morley – kmorley@d158.net

CALVIN COOLIDGE ELEMENTARY SCHOOL

17845 Henry Street, Lansing, IL 60438
Office Phone: (708) 474-4320
Principal: Mrs. Pam Hodgson – phodgson@d158.net

OAK GLEN ELEMENTARY SCHOOL

2101 182nd Street, Lansing, IL 60438
Office Phone: (708) 474-1714
Principal: Mr. Mike Earnshaw – mearnshaw@d158.net

W. C. REAVIS ELEMENTARY SCHOOL

17121 Roy Street, Lansing, IL 60438
Office Phone: (708) 474-8523
Principal: Mr. Dave Kostopoulos – dkostopoulos@d158.net

MEMORIAL JUNIOR HIGH SCHOOL

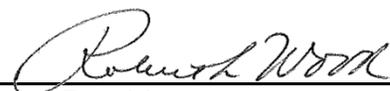
2721 Ridge Road, Lansing, IL 60438
Office Phone: (708) 474-2383
Principal: Dr. Keli Ross – kross@d158.net

Attention Families:

Note that in addition to the district-wide information included in this Phase III plan, each school may provide additional details for how reopening, student re-entry, and hybrid learning may take place at that specific building.

Approvals & Revisions:

December 16, 2020
Date(s)


Board President


Superintendent of Schools