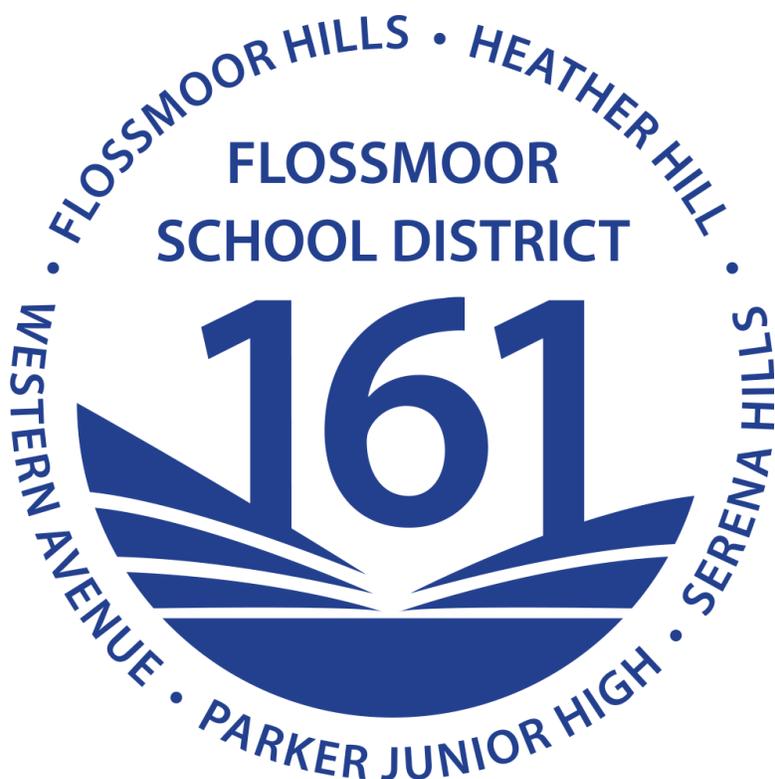


# Flossmoor School District 161

## Reopening Plan

### 2020-2021



Our plan has been developed to keep students, staff, and the community safe during the COVID-19 pandemic, while maintaining our mission to:

***Engage. Inspire. Empower.***

Provide equitable opportunities that engage, inspire, and empower students to develop their individual skills and collective strengths.

**February 23, 2021: This plan will be updated as public health guidelines change.**



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# Flossmoor School District 161 2020-21 Reopening Plan

## **Introduction**

The District Leadership Team which is comprised of district and building-level administrators, teachers, union leadership, and parents, has been involved in the planning process.

The following plan lays out District 161's reopening of school. Parents have been asked to choose between a hybrid model consisting of in-person instruction four days per week with live remote learning on Fridays or a remote model consisting of five days per week of live remote learning with no on-site instruction.

## **Communication**

- District / School communication will be prioritized and coordinated.
- School / Class information will be communicated through Canvas only.
- Instructional videos for Canvas, supporting student learning, etc. will be provided for parents and family members.
- Weekly updates will be provided with new guidance and directions as needed.

## **Personal Protection Equipment / Screening / Social Distancing**

Flossmoor School District 161 continues to monitor the spread of COVID-19 and the number of cases in Illinois and surrounding states. With more than 2,700 students and employees, we all play an important role in minimizing the risk and impact on each other and our operations. The health and safety of students and staff is our top priority. As a result, District 161 schools will implement a variety of measures to keep everyone as safe as possible.

### *Face Coverings*

All students and staff are required to wear a face covering while inside all 161 school buildings. Families are encouraged to provide their student(s) with their own face covering, but District 161 schools will provide one (1) washable face mask for students without one. Properly worn face masks (covering the nose and mouth) will be expected at the following times:

- On buses
- In classrooms and hallways
- In restrooms
- Entering and exiting school buildings



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Face shields will be provided to all staff and students and must be used in conjunction with a face mask, per the IDPH guidelines.

## *Screening Procedures*

### *Family Responsibility*

It is expected that parents and guardians will be responsible for sending healthy students to school each day.

- Prior to the start of the school year, families will be required to complete a waiver indicating they will **NOT** send their child(ren) to school throughout the year if they exhibit the following symptoms:
  - Temperature of 100.4 or greater
  - Shortness of breath or difficulty breathing
  - Repeated shaking with chills
  - Sore throat
  - Headache
  - New loss of taste or smell
  - Cough
  - Fatigue
  - Rash
  - Nausea, Vomiting
  - Diarrhea
  - Muscle or body aches
  - Congestion or runny nose
- If your child has diagnosed allergies, asthma or other chronic health conditions that would exhibit COVID-19-like symptoms, we encourage you to discuss this matter with your health provider for any needed recommendations to return or attend school. It is recommended that parents contact their child's healthcare provider if the child is immunocompromised prior to the start of school.
- On a daily basis, parents will need to certify that their child is free from COVID-19 symptoms before sending them to the bus stop or to school.
- For students without the certification, the parent will be contacted to review the certification checklist.
- If a child comes to school with a fever and any of the COVID-19 symptoms, they will be sent to the quarantine room and they will need to go home. Students who



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exhibit symptoms should be referred to a medical provider for evaluation, treatment and information about when they can return to school.

## *Staff Responsibility*

- Staff will complete a self-certification process prior to coming to work, assessing whether they should stay home from work.
- Staff members will have their temperatures taken upon arrival at school and they will affirm that they are symptom free.
- Staff who are absent due to COVID-19 symptoms will follow the recommended guidelines for return to school per the health department. Staff must report COVID-19 symptoms, diagnoses or exposures when reporting absences. Confirmed cases will be reported to the health department. How absences are categorized will be determined per protocol.

## *COVID-19 Quarantine Rooms*

There will be a separate, designated space in all buildings for anyone who presents signs or symptoms of COVID-19. If a student is sent to the Quarantine Room, her / his parents will be called, so that the child can be picked up from school.

- If a child is sent home with COVID-19 symptoms, he/she may not return until criteria is met based on health department guidelines given to them by the school nurse. When students are ready to return to school from illness related to COVID-19, the parent should contact the school nurse prior to return.
  - Testing site information can be found [here](#) on the IDPH website.

## *COVID-19 Training*

All students and staff will be provided training on safety protocols related to the prevention and transmission of COVID-19 and the proper hygiene protocols necessary for prevention. This will include:

- Handwashing expectations
- Proper ways to wear and remove a face mask
- Techniques to maintain appropriate social-distances
- Responding to an ill student or adult



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## *COVID-19 Response Protocols*

Plans and procedures have been developed in collaboration with the Illinois Department of Public Health (IDPH), the Cook County Health Department (CCDPH), and the Illinois State Board of Education (ISBE). These guidelines are fluid and are likely to change as we receive more information and work our way through the school year. Please be patient and flexible and we navigate these unprecedented times. Families and staff should report all possible and confirmed cases to the school where the child/staff attends or works.

## *Contact Tracing*

D161 schools will immediately contact the Cook County Department of Public Health upon learning of a positive COVID-19 case among the student body or staff. The school nurse in collaboration with the Cook County Department of Public Health will investigate all cases/contact tracing.

## *School Closure*

Decisions on school closure will be made in consultation with the Cook County Department of Public Health case investigation.

## *School Volunteers and Guests*

All school visitors, volunteers and guest activity will be suspended until further notice.

Buildings will designate one point of entry/exit for the following:

- Late drop-off/early pick-up of students
- Delivering student belongings

## **Facilities, Cleaning and Sanitation**

All buildings will open with new, clean air filters and air will be cycled in from outside, as always. As standard practice, air quality will be continuously monitored. Additionally, all buildings, including classrooms, will be sanitized and cleaned multiple times during in-person school times.

- Additional custodians will be scheduled each day to assist with increased cleaning of bathrooms, classrooms, and surfaces during the school day
- Electrostatic cleaning machines will be used to disinfect rooms on a consistent basis



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- Stringent cleaning supplies will be used to clean all spaces.
- Hand sanitizers have been placed in all rooms with students and adults
- Wipes / cleaning supplies will be provided for all rooms as needed
- Sinks, stalls / urinals closed as needed for social distancing
- Closely monitored cleaning schedules / updated practices for all school rooms

## *Facilities*

### *Protective Barriers*

Plexiglass barriers have been installed in the main offices of all the District 161 buildings to provide an additional layer of protection for those working, a reflection of the best guidance regarding healthy interactions.

### *Start Time Changes*

We are aware that the new certification and social distancing procedures will mean that it will take longer for students to enter the buildings. Since we pair our bus routes, [PJHS routes first, then the elementary schools], we will need additional time between the junior high and elementary start times. Therefore the following changes will be in place:

#### Parker Junior High

- Start time: 7:45 a.m. but students may begin arriving at 7:35 a.m.
- Dismissal time: 2:33 p.m.

#### All District 161 Elementary Schools

- Start time: 8:45 a.m. but students may begin arriving at 8:30 a.m.
- Dismissal time: 3:05 p.m.

The time changes will allow the bus company to completely sanitize each of the buses in between routes, to limit cross-contamination.

## *Signage*

The Center for Disease Control and Prevention (CDC) created infographics on the symptoms of COVID-19, social distancing and how to properly wash hands. Flossmoor School District 161 will select the most appropriate of these signs to be printed along



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with social distancing floor decals. The signage will appear in the building entrances, hallways, cafeterias and restrooms.

## **Transportation**

- Students and staff are expected to wear a face covering on the bus at all times.
- If a student does not have a face covering while riding the bus, a mask will be provided.
- If a student repeatedly does not have a face covering while riding the bus, notification to the family will be given and transportation service may be disrupted.
- A bus aide, if possible, [provided by the bus company] will be added to all routes to support the new protocols.

### *Seating on the Bus*

- Assigned seats will be provided for each bus.
- Students in the same family will sit together when possible.
- No more than 48 students will be assigned to each bus.

### *Bus Drop-off*

- To limit further contact exposure, building administrators will use multiple entry points into the building from the bus parking area. Supervision will be provided.

### *Bus Sanitization*

- All buses will be deep cleaned and disinfected prior to the start of the school year.
- Buses will be disinfected after every morning and every afternoon route.

### *Car Drop-off / Pick-up*

- Traffic patterns around each school building will be monitored for issues associated with an increase of student car rides.
- Multiple entry points, separate from bus entry points, will be assigned to encourage social distancing.
- Students are expected to wear a face covering when entering and exiting the building.



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## **Food Services**

- Students will wash their hands prior to lunch.
- Breakfast will be provided at Flossmoor Hills, Heather Hill, Serena Hills and Parker Junior High School for those students who need breakfast. Breakfast will be eaten in the students' designated classrooms at the elementary schools and in the cafeteria and gym spaces at Parker Junior High School. There will be no charge for breakfast.
- Elementary students will be served lunch in their designated classrooms. Social distancing will be enforced while they eat their lunch. Classrooms will be thoroughly cleaned after lunch while the students are outside at recess.
- Students are expected to wear a face covering while waiting for lunch to be served. Face coverings may be removed once students are seated and ready to eat.
- Food options will be streamlined and safely packaged. There will be no charge for lunches.
- A la carte items will not be available at PJHS.

## **Personnel**

- Permanent substitutes will be hired to provide support and class coverage as needed.
- Evening custodians will be moved to a modified 2nd shift to provide support while children are in school.

## **Instruction**

### *Hybrid Learning Model Guidelines (Pre-K-8)*

Parents are given the option to choose which learning model their child(ren) will participate in for remainder of the 2020-2021 school year.

- Students will attend school Monday through Thursday with remote learning on Fridays.
- On Fridays, students will participate in live remote learning activities with their classmates and teacher.
- Homework, assignments and grades will be counted and attendance is mandatory.
- Special Education students: IDEA has not changed its requirements for providing a free and appropriate public education [FAPE], so students' minutes will need to be met and compensatory plans may need to be created for students



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who have lost significant skills as a result of closure. Students will receive their accommodations.

- 504 students: The building teams will meet to discuss and plan for accommodations with health and safety protocols. 504 plans will be followed if a student is participating in either the hybrid or remote learning model.

## *Large Group Gatherings*

Large group gatherings will not take place in-person until further notice. Some of these events may be conducted virtually at the building or classroom level. These large group gatherings will include:

- Back-to-school night
- Open house
- Student orientation
- Academic competitions
- School productions
- Student exhibitions

## *Recess*

Classrooms will stay together during recess in established zones. These classrooms will rotate throughout the day, in accordance with lunch schedules and proper social distancing.

## *Related Arts (K-8)*

- Art: Students will not share supplies and materials.
- Music, band, choir, orchestra: Classes will make adjustments for health and safety.
- Classes may be held outdoors or remotely as needed.

## *Passing Periods*

Students are expected to wear face coverings while in hallways. Teachers and administrators will take measures to lessen congestion in the hallways and improve conditions for social distancing. Additional supervision in hallways and common areas will be necessary.



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## *Social and Emotional Supports*

Teachers will give developmentally appropriate lessons to ensure understanding of COVID-19 safety protocols, relationship building, managing difficult emotions, and school expectations.

- Assistance will be provided for students needing additional support.
- If you have concerns about your student's return to school, contact your student's school social worker.

## *Instruction*

- Core classes [English / Language Arts, Math, Science, Social Studies] will receive priority for scheduling and planning.
- Movement / mask breaks will be scheduled for children.
- Adults will move through the schools to limit students switching classes [ex. Art in the classroom, instead of moving to the art room].
- Art, Physical Education, and Music will continue with the same modifications as all classes, including no verbal singing without masks and no physical contact [ex. No basketball in PE].
- Because of the increased potential for student contamination, chorus, orchestra and band will be dramatically reduced. Moving the classes outside is advised.
- The application of research-based instructional practices is necessary to maximize reduced instructional time. We are implementing The Thoughtful Classroom to address this issue.
- Assessment plans, including the analysis and application of the data, will be a major focus of staff work, so that instruction is focused directly on the students' needs.
- Small group / whole group instructional activities will be adjusted to maintain social distancing.
- Extra-curricular activities will be severely diminished, if not outright cancelled for the year.
- School start or end time has been adjusted because of the increased cleaning protocols for buses and additional time for walkers / riders to enter the buildings.



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## Hybrid Program Instructional Expectations

<p>Instruction</p>	<ul style="list-style-type: none"> <li>● Follow the District 161 curricular resources for all subjects &amp; SEL</li> <li>● <b><i>Personalized instruction</i></b> in a small group setting</li> <li>● Focus on differentiating for students' needs (NWEA, common assessments)</li> <li>● Develop student learning plans to maximize instructional time</li> <li>● Canvas Conferences and/or Google Meet conferences must be added to the Canvas calendar &amp; weekly overview-for Fridays only</li> <li>● Utilize CKH tools daily (good things, social contracts. Launch, etc.)</li> <li>● Utilize the Thoughtful Classroom tools - Training this fall</li> <li>● Utilize pages and modules in Canvas to deliver instructional materials, as appropriate.</li> <li>● Canvas Discussions: In grades 3-8, students will participate in at least 2 per week.</li> <li>● Teachers will follow student IEP and 504 plans and provide all modifications and accommodations listed.</li> </ul>
<p>Assignments</p>	<ul style="list-style-type: none"> <li>● Utilize the 7-step structure for all assignments</li> <li>● Provide a weekly overview of learning objectives and assignments to students and parents</li> <li>● Anything students need to do or turn in needs to be placed as an assignment in Canvas (even ungraded assignments).</li> <li>● Designate due dates in Canvas so that assignments appear on the calendar.</li> <li>● Anything that needs to be entered into the grade book needs to be added as an assignment or quiz.</li> <li>● Independent Activities - <u>Meaningful</u> assignments from core content that reinforce, practice, and remediate material presented during student in-person instruction.</li> </ul>
<p>Assessment</p>	<ul style="list-style-type: none"> <li>● Canvas Quizzes:             <ul style="list-style-type: none"> <li>○ Designate available and due dates so the quiz will appear on the calendar.</li> <li>○ In grades 3-5, students will participate in at least 1 quiz a week per subject area.</li> <li>○ In grades 6-8, students will participate in 1 quiz a week per class.</li> </ul> </li> <li>● District 161 common assessments</li> <li>● Administer NWEA MAP and other district assessments</li> </ul>
<p>Communication</p>	<ul style="list-style-type: none"> <li>● Utilize Canvas LMS according to the <a href="#">SD161 Canvas Expectations</a></li> </ul>



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[for the '20-'21 School Year\\*](#)

- Use Canvas calendar to communicate all due dates & notifications
- Use Canvas announcements for important class notices.

## *Remote Learning Model Guidelines Pre-K-8*

The virtual instruction option is available to families who may feel more comfortable having their student remain at home. Students will be required to commit to remote learning for at least one quarter. After each quarter, the student may continue with remote learning or choose to return to in-person instruction.

## *Remote Learning Guidelines*

- Daily live instruction will occur for all students in this model.
- Instruction will be delivered through the Canvas Learning Management System.
- Assignments / tests will be graded following the in-person structure.
- Student attendance will be taken daily.
- Training will be offered to students, staff, and parents on Canvas, communication, and the best processes for remote learning.
- Special Education students: IDEA has not changed its requirements for providing a free and appropriate public education [FAPE], so students' minutes will need to be met and compensatory plans may need to be created for students who have lost significant skills as a result of closure. Students will receive their accommodations.
- 504 students: The building teams will meet to discuss and plan for accommodations with health and safety protocols. 504 plans will be followed if a student is participating in either the hybrid or remote learning.



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## Remote Program Instructional Expectations

<p>Instruction</p>	<ul style="list-style-type: none"> <li>● Follow the District 161 curricular resources for all subjects and SEL</li> <li>● <b><i>Daily schedule of live instruction</i></b> meetings according to the schedule</li> <li>● Canvas Conferences and/or Google Meet conferences must be added to the Canvas calendar and weekly overview.</li> <li>● Utilize CKH tools daily (good things, social contracts, Launch, etc.)</li> <li>● Utilize the Thoughtful Classroom tools - Training this fall</li> <li>● Utilize pages and modules in Canvas to deliver instructional materials.</li> <li>● Canvas Discussions: In grades 3-8, students will participate in at least 2 per week.</li> <li>● Teachers will follow student IEP and 504 plans and provide all modifications and accommodations listed.</li> </ul>
<p>Assignments</p>	<ul style="list-style-type: none"> <li>● Utilize the 7-step structure for all assignments</li> <li>● Provide a weekly overview of learning objectives and assignments to students and parents</li> <li>● Anything students need to do or turn in needs to be placed as an assignment in Canvas (even ungraded assignments).</li> <li>● Designate due dates in Canvas so that assignments appear on the calendar</li> <li>● Anything that needs to be entered into the grade book needs to be added as an assignment or quiz.</li> </ul>
<p>Assessment</p>	<ul style="list-style-type: none"> <li>● Canvas Quizzes:             <ul style="list-style-type: none"> <li>○ Designate available and due dates so the quiz will appear on the calendar.</li> <li>○ In grades 3-5, students will participate in at least 1 quiz a week per subject area.</li> <li>○ In grades 6-8, students will participate in 1 quiz a week per class.</li> </ul> </li> <li>● District 161 common assessments</li> <li>● Administer NWEA MAP and other district assessments remotely</li> </ul>
<p>Communication</p>	<ul style="list-style-type: none"> <li>● Utilize Canvas LMS according to the <a href="#">SD161 Canvas Expectations for the '20-'21 School Year*</a></li> <li>● Use Canvas calendar to communicate all due dates and notifications.</li> <li>● Use Canvas announcements for important class notices.</li> </ul>



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## **The Role of Families**

As we plan for a return to school, students may feel added anxiety or fear about all of these changes. Teachers and staff will do their best to make sure that families are aware of the procedures and safety protocols to help prevent the spread of COVID-19. Listed below are some resources that may be helpful. Also, be on the lookout for videos and additional resources and information as we get closer to the start of school.

- Begin talking with your child now about what some of the changes might be when they return to school. Unicef has provided the [following resources](#) that can assist in the conversation.
- Be mindful of how you talk about the return to school. The words you use can either heighten or reduce your child's stress, fear or anxiety. Try to stay calm and be positive to help increase their outlook and offer time for them to talk to you about their concerns and/or questions.
- Start practicing wearing face coverings at home. Start by having them wear the mask for short periods of time and gradually increasing. Teach them about the dos and don'ts of proper mask usage [ex. they are not toys, do not chew on the mask, no trading, only touch with clean hands].
- Talk to your child about the different strategies they can practice that will help keep them safe. Explain social distancing, the why behind wearing the mask, and the importance of hand washing and sanitizing.
- Help your child get back into a regular school routine by instituting earlier bedtimes and wake time routines to adjust for school start time changes.

It will not be unusual for your child to display some out of characteristic behaviors, these behaviors could look regressive in nature or like behavior concerns. Do your best to approach these behaviors in a supportive, yet consistent manner.

As always, we are here to support you and help make this a smooth transition. Please reach out if you have concerns or questions.