



One Community. One Goal. Achievement
Newark CCSD 66
Transition Plan - Blended Learning Plan
2020 - 2021

Introduction:

Newark CCSD 66 worked very hard during the COVID-19 school building closure in the spring to assist staff, students, and families through the continuation of learning, and the implementation of an e-learning plan. Unfortunately, the future is unpredictable and planning must include multiple scenarios for resuming school this year. In our preparation, we created a transition team made up of admin, teachers, staff, board members, and parents who spent a great deal of time preparing.

Our efforts were to give students and staff the most optimal educational experience, while maintaining an unwavering commitment to safety, health, and a focus on engaged student learning. We must not lose sight of the fact that there could be further educational interruptions experienced during the 2020-21 school year due to a resurgence of COVID-19, and/or we may have staff and students impacted by COVID-19 causing challenges for work/school attendance and participation.

The work of the Transition Team was very thorough, complex, and fluid based upon the ever-changing orders from the governor, and the future guidelines shared by Illinois State Board of Education (ISBE).

Thank you to all of the team members who contributed to the development of our 2020-21 educational plan; your commitment to Newark CCSD 66, your colleagues, and the students/families we serve is greatly appreciated!

Planning Committees:

- Academics: *Pam Rowe, Kevin Wilson, Tammy Schmidt, Kathy Wilson, Laura Blaskey, Amber Schmitt, Tracy Steffen*
- Communications: *Tracy Steffen, Lisa Snyder, Rachel Scott, Pam Rowe*
- Family & Student Support: *Jessica Kolka, Heather Walker, Laura Hergenbahn, Zack Vienne*
- Health & Wellness: *Rachel Scott, Lisa Snyder, Gilly Fordyce*
- Human Resources: *Delene Drew, Sandy Schultz, Laura Blaskey*
- Operations: *Jana Eike, Dean Britt, Gilly Fordyce, Mary Compton, Cassidy Coons, Dave Drew, Jake VanPelt*

Surveys and Feedback:

- Staff Survey
- Parent/Family Survey
- Collaboration with NCHS and LGS
- Collaboration with other Kendall County Area Schools

The following outlines the Board approved Back to School Transition Plan for the 2020 - 2021 school year. This plan was approved by the Board of Education on July 20, 2020. As we enter the back to school plan, changes may be required based upon new requirements. We reserve the right to make changes and will communicate as needed.

Blended and Remote Learning Plan

This plan includes two possibilities based upon the guidance from Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH).

- Option 1 - Blending Learning Plan
 - Students attend in person or remote for 4 days a week 8:05 am - 3:10 pm for NGS and 8:00 am - 3:00 pm for MJH
 - Wednesdays everyone is remote learning 9:00 am - 2:00 pm
 - In person class sizes will be limited to 16 for all grades to ensure social distancing
 - Students and staff will be required to wear masks
 - Students and staff will have to Self - Certify temperature checks and symptoms and report BEFORE entering the busses or buildings
 - Temperature checks will be conducted throughout the day

- Option 2 - Remote Learning
 - Medically necessary for students
 - Parent request
 - When instructed to cease in person instruction
 - Students are home for remote learning
 - Students will be required to attend virtual classes daily based on guidelines and their class schedule

- Guiding Principles of the Blended Learning Design
 - Focus on a safe and healthy learning environment
 - Prioritize social distancing and safety guidelines from ISBE/IDPH/CDC
 - Every Wednesday is dedicated to a deep cleaning of the buildings
- Focus on Equity
 - Ensuring access and equity for all students

- Focus on Social Emotional Learning
 - Students will receive social emotional lessons through our social worker/classroom teachers using the Second Step program
- Focus on Quality Instruction
 - Students will have the opportunity to attend 4 days of in person instruction with smaller class sizes in or to focus on small group instruction
 - Students will have opportunities to receive small group instruction during all days (Google Meets, Zoom and in person)

Grades	Monday	Tuesday	Wednesday	Thursday	Friday
K - 8	Blended	Blended	Remote for all	Blended	Blended

General District Guidelines

- The Illinois State Board of Education (ISBE) requires 5 hours of daily instruction for both in person and remote learning.
- Face Coverings are to be worn at all times and maintain six feet of social distancing when possible.
- Student attendance will be taken daily.
- School Assemblies and after school clubs are cancelled until further notice.
- School Events and large gatherings are suspended until further notice.
- All field trips are cancelled at this time. Classrooms are encouraged to participate in virtual field trips. (exception: waiting to hear on the Springfield Trip for 8th graders).
- All visitors are encouraged to call before coming in. Visitors will not be allowed to enter the building until they confirm the visitor self certification questions.
- Hand sanitizer stations are located in all classrooms and common areas.
- Cleaning checklists will be monitored in all building areas.

Communication Platforms

- Email (employees, Parents/Guardians/student gmail)
- Telephone
- District Website: www.ngsd66.org
- District Mobile App: Newark CCSD IL
- Messaging System - thrillshare
 - Phone & text
 - Email
- District Social Media:
 - Facebook - Newark District 66
 - Twitter - @Ncsd66
 - Instagram
 - Youtube channel
- All Classroom teachers grades 3 - 8 use Google Classroom as the main hub for classroom instruction.
- All Classroom teachers grades K - 2 use Seesaw.com for the technology platform.

Focus On Quality Instruction

- Remote Guidelines for learning
 - Students will be expected to be able to be seen on the computer no blank or black screens.
 - Students should attend their virtual classroom dressed and prepared to participate.
 - Students should have an established learning area, for example kitchen table, work desk, etc. Their bed is not really appropriate for learning.
 - Assignments and work will be turned in on time.
 - Students will follow their class schedule given to them by the teacher.
 - Remote learning hours for students during blended learning are:
 - NGS 8:10 - 3:10
 - MJH 8:00 - 3:00
 - Remote learning hours for all on Wednesday's are 9:00 - 2:00 pm.

Physical Education Guidelines

- No more than 50 people in any one space; smaller groups preferred.
- Classes will be held outside as much as possible if weather permits.
- MJH students will not be required to change into PE uniforms until further notice.
- Locker rooms will not be used until further notice.
- Students should have outdoor and indoor shoes for PE to protect the gym floor.
- On days we go outside, please send extra socks for your student as the dew is present in morning classes.

Grading

- All students, whether in person or remote will receive grades based on district grading procedures outlined in the student handbook.
- Grades will be entered into Teacher Ease on a weekly basis.
- Progress reports will be available for all grades following the district calendar.
- Quarterly report cards will be available for all grades following the district calendar.
- All K - 8 parents will have access to the new Teacher Ease grading system.

Professional Development

- The District has created a framework for professional development for teachers/staff and parents.
- Multiple resources and opportunities will be provided and available including:
 - Recorded video tutorials and training
 - Virtual workshops and training
 - Resources posted on the website
 - Individual assistance
- Technology - recognizing that there will be an increased need to providing training to support remote and blended learning, resources will be provided for:
 - Students
 - Parents and Guardians
 - Teachers
 - Administrators
 - Employees

Extra and Co-Curricular Activities

- Before / After School programs
 - Facilities will be closed for external parties until further notice.
 - The YMCA after school program will be offered following IDPH and DCFS requirements. All cleaning protocols will be enforced.
 - Before/After school programs sponsored by the District may operate remotely until further notice.
- Extra - Curricular
 - Activities must be pre-approved and must follow the IDPH requirements.
 - Social distancing must be practiced.
 - All participants must use proper PPE.
 - The number of individuals in one place is 50 or fewer.
 - Appropriate cleaning and disinfecting of spaces must be maintained.

- ❑ IESA sports and Jr. 10 sports are currently on hold. Athletics will follow the guidelines provided as they become available.

Technology Guidelines

- ❑ Chromebooks
 - ❑ All students in grades 1 - 8 will be issued a chromebook for instructional purposes on and off campus.
 - ❑ Kindergarten students will be issued a laptop for instructional use on and off campus.
 - ❑ Agreement forms must be completed for device use.
 - ❑ Charging cords will be provided and should remain at home for nightly charging of the device.
 - ❑ Students who were issued chromebooks last year will receive the same chromebook they used.
 - ❑ 1st, 2nd and 5th graders are being issued first time chromebooks.
- ❑ Chromebook support and repair
 - ❑ Chromebook support and repair is provided by the district.
 - ❑ Parents/Guardians or students may request support by emailing Mr. Lee - nlee@ngsd66.org or Mrs. Turman - dturman@ngsd66.org or Mrs. Rowe - prowe@ngsd66.org.
 - ❑ Loaner devices will be provided when possible during the repair process
- ❑ Connectivity
 - ❑ Families seeking solutions to broadband internet access at home are encouraged to review ATT, T-Mobile, Comcast and/or NewarkNet for example.
 - ❑ The District will have a limited number of hotspots that can be checked out.
- ❑ Student Online Safety
 - ❑ Internet content filtering - in compliance with the Children's Internet Protection Act, and the Children's Online Privacy Act, our district utilizes systems on and off campus to restrict internet content that students can access.
 - ❑ It is recommended that all online access is monitored by an adult.
 - ❑ The district archives usage and content in our systems.
 - ❑ Student Data Privacy - our district systems and practices comply with the Family Education Rights and Privacy Act and the Student Online Personal Protection Act.
 - ❑ Digital Citizenship concepts are incorporated wherever possible.

Equity and Student Services

Health and safety of our students and staff is our priority.

Health/Safety:

Parents/guardians will be required to keep all sick students home and access our remote learning. Students with the following symptoms are required to remain home:

- ❑ Temperature of 100.4 (or greater) degrees Fahrenheit/38 degrees Celsius;
- ❑ Cough;
- ❑ Shortness of breath or difficulty breathing;
- ❑ Chills;

- Fatigue;
- Muscle and body aches;
- Headache;
- Sore throat;
- New loss of taste or smell;
- Congestion or runny nose;
- Nausea and/or vomiting;
- Diarrhea; or
- Any other COVID-19 symptoms identified by the CDC or IDPH.

Office staff will be expected to obtain specific information about illness from parents/guardians when absences are reported. Information will be recorded and shared with school nurse and/or appropriate personnel and the Kendall County Health Department. Families are encouraged to consult their medical provider.

Parents/guardians and employees must self-certify they are symptom free before entering the building or riding the bus.

Self-Certifications of symptoms need to be reported to the school before 6:45 am for bus riders. Students brought to school need to self-certify by 7:30 am. Please see the self-certification form included in the registration packet and on our website.

Guidelines for students who are suspected of having COVID19, tested positive or negative for COVID19 are included in the appendix and on the website.

Students must be fever free for 24 hours without the use of medication to return to school.

Health Education

As part of planning days, all staff members will be required to participate in sessions from the school nurse about health/safety practices and procedures based on the guidance. Training includes, but not limited to social distancing, face coverings, hand hygiene, wellness checks, and when students should be sent to the nurse.

Signage

The Centers for Disease Control (CDC) recommends posting signs and messages in highly visible locations that reinforce safety precautions and promote everyday protective measures (proper hand washing and wearing face coverings). Posters promoting healthy practices will be displayed around the school. Posters may include:

- 6 foot social distancing reminders
- Hygiene - proper handwashing, coughing/sneezing procedures, etc.
- Face coverings reminders

Social Distance

To the best extent possible, social distancing will be established in common areas. Transition in the halls will be scheduled to limit the number of students in common areas.

Classrooms:

- Classroom seating will be configured with maximum allowable space in between students when possible.
- Where possible, desks will face the same direction and/or students will sit on only one side of the tables, spaced apart in assigned seats.
- Desk Shields may be used.
- Students will not share school supplies; students will use their own school supplies and keep belongings separate or in their backpacks during the day.

- Students are encouraged to bring a refillable water bottle from home to school. Bottles may be refilled during the day using the bottle refiller. School drinking fountains will be shut down.
- Students are encouraged to leave unnecessary items at home.
- Hand sanitizer will be readily available in each classroom. Students will be given time to wash their hands throughout the day.
- All classrooms will have disinfectant wipes available for staff and students to disinfect high touch areas as needed throughout the day.
- Unnecessary furniture and supplies will be removed from classrooms.
- Smartboards, whiteboards will be used by staff only.
- Restroom procedures will be established at each school to limit the number of students transitioning in the hallway and in restrooms at one time.

Handwashing

Handwashing opportunities will be provided upon arrival, before/after lunch, and as requested/needed. Hand sanitizer will be available in common areas and classrooms.

Face Coverings

Face coverings will be required of all students and staff and coverings will be provided when necessary. The district has a limited supply of face coverings. Each student will be provided with one cloth mask.

Only students with medical conditions certified in writing by a medical doctor will be excused from using a face covering as recommended by the CDC. Face shields are not approved at this time. Alternate plans will be discussed on a case by case basis.

Entrance to Buildings Protocols **Student Arrival/Dismissal**

NGS - Arrival:

- Students will arrive at school through the main entrance at staggered times.
- No morning recess - bus riders who arrive will be outside on the blacktop 6ft social distance. No recess equipment will be available.
- Busses will arrive first and be cleared.
- Walkers/Drop offs please arrive by 7:55 am.
- As students arrive, they should keep their backpacks with them, not dropped off in the hallway.
- Temperature checks will be conducted in homerooms. Any student with a temperature over 100.4 degrees will be sent to an isolation area for arrangements to be sent home.

NGS - Dismissal:

- Students will be dismissed one bus at a time.
- After all busses are clear - walkers will be dismissed out the cafe door following social distancing
- Car riders - we will dismiss one by one keeping social distancing
- Parents waiting for children outside are asked to maintain 6 feet social distancing.

MJH - Arrival:

- Students riding the shuttle bus to MJH need to be at NGS no later than 7:45 am.
- Students may arrive at MJH at 7:50 am.
- Students should practice 6 feet social distancing if waiting outside to come in.
- Parents/Guardians should drop off students in the gravel West side parking lot.

- As students arrive, they should keep their backpacks with them, not dropped off in the hallway or hallways.
- Temperature checks will be conducted in homerooms. Any student with a temperature over 100.4 degrees will be sent to an isolation area for arrangements to be sent home.

MJH - Dismissal:

- Bus riders will be dismissed first by bus.
- Walkers and car riders will be dismissed by grade.
- All pick up/drop offs at MJH should use the side gravel parking lot.
- 6 feet social distancing should be practiced as much as possible.

Staff

- All staff will be expected to self certify using the employee self certification form.
- Building admin will be responsible for ensuring that all staff have self-certified by having their temperature checked.
- Any staff member with a temperature over 100.4 degrees will immediately be sent home.

Visitors

- Face coverings are required for all visitors entering the buildings.
- Unless parents are picking up their child, appointments are highly encouraged.
- Visitors will have to answer the three COVID questions before entering the buildings.

Human Resources

The district will follow CDC, IDPH protocols regarding reported cases and take specific guidance from the Kendall County Health Department. (See appendix)

Reporting Requirements

- During this pandemic, employees are required to disclose to the district nurse or district admin if they test positive for COVID19 or have been in contact with someone who has tested positive, even if asymptomatic.
- Employees who are scheduled to work in the school building, or plan to return to work must notify the district nurse or district admin if they, or someone they live with, is experiencing any COVID19 symptoms (fever, cough, body aches, loss of taste, smell, sore throat, etc).
- Employees who are scheduled to work in the school building, or plan to return to work must notify district nurse or district admin if they, or someone they live with, has traveled to areas considered to be "hot spots" and/or with high risk of exposure within the last 14 days.
- Employees who are unable to report to work due to COVID19 may be eligible for COVID19 special leaves.
- Absences reported directly to district admin or district nurse will request specific symptoms information including, but not limited to:
 - Positive result for COVID19;
 - Symptoms of infection;
 - Close Contact (meaning the individual was within 6 feet of the individual for more than 15 minutes) with any person who has tested positive or been diagnosed with COVID19 infection within the preceding 14 days, even if asymptomatic;
 - Whether the employee has been asked to self-quarantine by a health official

within the preceding 14 days;

- Whether the employee has traveled to, or stopped in, a country for which the CDC has issued a Level 3 travel health notice; and
- Depending on geographic locations, whether the employee is considered “high risk” for the virus.

School Site and Office Response

Any individual within the school environment who displays symptoms should be immediately separated from the rest of the school population. Individuals who are sick will be sent home. If emergency services are necessary, 911 will be called.

When interacting with students or staff who may be sick, school nurse and personnel should follow the CDC/IDPH guidelines on standard and transmission - based precautions.

In accordance with CDC/IDPH recommendations, if an employee or student is confirmed to have COVID19, the district will inform fellow employees/families of their possible exposure, but maintain confidentiality as required by HIPAA, FERPA and other regulations.

Co-workers, students should self-monitor for symptoms.

Any additional staff/students will be notified who will need to be quarantined and/or tested. Individuals who did not have close contact (meaning the individual was within 6 feet of the individual with symptoms for more than 15 minutes) with the person can return to work immediately after proper disinfection. Those who had close contact should isolate at home and monitor for symptoms for 14 days, even if asymptomatic. (See Appendix for symptom chart).

Recommended Schedule for Actions:

- Employee/Student currently in building, determine strategy for exit.
- Protect the exposure to others and the dignity and privacy of the individual.
- Assess whether to close the building/classroom for the day.
- Obtain additional information from infected individuals using the Inquiry Protocol.
- Develop a list of likely individuals to have had close contact with infected individuals.
- Prepare communication plan for those who need to be notified (in conjunction with Kendall County Health Department).
- Arrange for thorough cleaning and disinfection of the building/classroom per CDC guidance.
- Assess impact of the closure of building/classroom.
- Work with the health department to determine next steps.
- Communicate plan for co-workers/students and anticipated return.

Custodial Response

- Close off any areas of the school used by infected individuals.
- Do not use areas until proper cleaning and disinfection procedures have been completed.
- Open windows to increase air circulation.
- Advised to wait at least 24 hours before cleaning and disinfecting, or wait as long as possible.
- Clean and disinfect all areas, such as offices, bathrooms, common areas, shared equipment, etc, used by the person who is sick.

Return to Work/School

In accordance with state and federal guidelines, employees or students who have been absent due to COVID19 illness, exposure or quarantine should not return to work or school until they have met the criteria to return from their health care provider. Employees or students returning should provide medical documentation required for their return.

Operations and Management

Bus Transportation

- Parents/Guardians are required to complete the self certification checklist before letting their child enter the bus. Any temperature over 100.4 or any of the symptoms listed, your student must stay home.
- Students will be asked to comply with social distancing guidelines when waiting at a bus stop, during boarding, and while exiting the bus.
- Bus riders will board the front of the bus and move to the back of the bus and then unload from the front of the bus to the back as much as possible to minimize passing other students on the bus.
- Siblings or children from the same household will be seated together.
- Windows will be opened on the bus to increase air circulation if weather permits.
- Families are encouraged to transport their children to school to reduce the number of students on the bus.
- Per CDC guidelines, buses are limited to a maximum of 50 people on the bus at one time (this includes the driver and/or monitors).
- Buses will be cleaned and disinfected per CDC guidelines to the greatest extent possible between routes with a thorough disinfection at the end of the day.
- All students are required to wear face coverings on the bus.

Enhanced Cleaning

- Daily cleaning (days with students in attendance)
 - Cleaning and disinfection of chairs/desks/tables multiple times throughout the day.
 - Main touchpoints will be cleaned and disinfected (switches, handles, doors).
 - Bathroom touchpoints will be cleaned and disinfected at least twice per day.
 - Additional disinfecting throughout the day for:
 - Push bars on doors
 - Door handles
 - Soap dispensers
 - Sanitizer dispensers
 - Toilet seats
 - Flush handles
 - Paper dispensers
 - Faucet handles
 - Sink handles in classrooms, bathrooms
 - Main office countertops
 - Teachers/Students to add additional disinfecting (using wipes or spray) to the following areas:
 - Students sanitize and/or wash their hands throughout the school day.
 - Wipe down desk before and after lunch in classrooms
 - Disinfect back of chairs
 - Gloves will be available in all classrooms
- After School Cleaning
 - Deeper cleaning/disinfecting of chairs, desks, tables, etc.
 - Deeper cleaning/disinfecting to all classroom surfaces, tables, lounge areas, sinks, toilets, urinals.

- Deeper cleaning/disinfecting to all dispensers, restroom doors, office doors/spaces, etc.

Wednesday Detailed Cleaning (no students in attendance):

- All touchpoints in the buildings are disinfected.
- Disinfecting of all bathrooms.
- Disinfecting of all classrooms.
- Disinfecting of all other areas in the buildings.
- Our product used is E23, which is CDC and EPA approved.

Recess and Playgrounds

- Playground will be sprayed down with our E23 cleaner once a week.
- Recess procedures will be established at each school to limit the number of people outside for recess at one time.
- Students will hand sanitize before and after recess.

Safety Drills

Newark CCSD 66 schools will continue annual safety drills as required. Social distancing and student/staff protocols will be developed at each school site in coordination with local police and fire departments.

Safety Measures

- All staff and students are required to wear face coverings throughout the day except during mask break times (lunch, recess, PE).
- Building support staff should wear gloves as needed to protect skin from cleaning supplies as well as protect from bodily fluids.
- Nursing staff to be provided with gowns and gloves to limit exposure.
- All drinking fountains will be closed.
 - Students and staff are encouraged to bring refillable water bottles to school. Bottle fillers will be available.
- Each school will establish bathroom protocols to ensure social distancing and student safety.
- Adequate hand soap and/or sanitizer available in all restrooms, classrooms and common areas.
- Cleaning supplies inventory to remain sufficient for classrooms and offices.
- Visitors to school buildings highly restricted to emergencies only. All visitors will be subject to health screening. All visitors must wear face coverings.

Food Services

The District plans to continue to serve meals to our students as they receive delivery of education through Blended and Remote Learning Instructional Models.

- In person learners - NGS grades 1 and 2 will utilize the cafe and grades 3 and 4 will alternate when possible. Grades 3 and 4 will eat in the classroom on alternate days.
- In person - MJH all grades will be utilizing the gym as normal, but observing social distancing guidelines. We will eat outside whenever possible.
- Bringing in outside food is discouraged as class treats.
- Grab and go meals will be offered on Wednesday for pick up at NGS
- Meals will be offered to our Remote Learning students Mondays, Tuesdays, Thursdays and Fridays for pick up at either school from 12:15 - 12:45.
- Students will need to sign up for hot lunch during their first hour period when attendance is taken Monday - Friday (whether Remote or In person learning).
- Hot lunch is offered to all students for \$3.00 a meal (includes milk)
- Those who qualify for free lunch will remain free. The reduced price lunch is .40

cents.

- Free/Reduced applications are available from Mrs. Hauge at the district office at NGS.

Social and Emotional Needs

Students

Our Social Worker will be available to help assess students and develop both small and individual groups. Second Step Social Emotional Curriculum is the district adopted curriculum for grades K - 8. COVID19 has had an impact on everyone. Our social worker will be available to teach the Second Step curriculum in coordination with our staff and provide social and emotional support to students. Students with disabilities and services related to social and emotional deficits will receive SEL instruction and services in accordance with the Individual Education Plan (IEP). Resources are available for parents to address social and emotional concerns of students in weekly communications and on our website: www.ngsd66.org.

Staff

We recognize that educators are among the hardest hit group of professionals during this pandemic. The pandemic has placed a strain on all both physically and emotionally. Faculty meetings and resources will focus on self-care, remote communication/collaboration, instructional planning and maintaining social connectedness.

Special Education Considerations

ISBE has determined that the school district remains responsible for ensuring the needs of our special education population. IEP and 504 teams will meet to determine whether any amendments to students' IEPs are necessary to address student levels of performance. Students must receive their education in the least restrictive environment per federal and state laws. To the greatest extent possible, school-based service providers will provide in-person services and/or approved teletherapy options using Google Meets or Zoom for direct services.

The district will take attendance, monitor and verify each student's remote participation:

- Daily check-ins may include:
 - Face to face direct instruction
 - Virtual meetings
 - Telephone calls
- When students are not engaged:
 - Teachers will document attempts made
 - Phone calls will be made after all lack of communication
 - Five consecutive missed days will lead to written notification of lack of engagement
 - Student home visits

Appendix

- Remote Learning Request Form
- Self-Certification - Students
- Self-Certification - Employees
- Self-Certification - Visitors
- Student Use of Virtual Platforms - Parent Letter
- Return to School-Work - Flowchart
- Policy 4.185 Face Coverings
- Frequently Asked Questions

Newark Community Consolidated School

District #66

Ms. Demetra Turman, Superintendent/Millbrook Junior High School Principal

Mrs. Pam Rowe, Newark Grade School Principal

REQUEST FOR FULL-TIME REMOTE LEARNING INSTRUCTION FOR FALL 2020

***In order to be considered for remote instruction, this form must be submitted on or before: August 4, 2020**

In light of the COVID-19 pandemic, the District has developed a full-time remote learning option for all students. Information about the District's full-time remote learning plan has been shared with parents/guardians and may be accessed by visiting the website. Any instructional days for approved full-time remote learning instruction will count as regular attendance days for the student. All approved requests for full-time remote instruction will apply for the duration of the quarter, without the option to request to transition to in-person instruction until the next quarter.

Name of Student: _____ **Date of Birth:** _____

School: _____ **Grade Level:** _____

I, Parent/Guardian of the above-named student, acknowledge that I have reviewed the District's full-time remote learning plan for Fall 2020 and I request full-time remote learning instruction for my student for the entire quarter 1, 2, 3, 4 of the 2020/2021 school year because I do not wish my student to attend school in-person due to the COVID-19 pandemic.

Please return this completed form to Newark CCSD 66. The District will review the information submitted and contact you regarding fall instruction, or for any additional information required to process this request.

Signature of Parent/Guardian

Date

Newark Grade School
503 Chicago Road
Newark, Illinois 60541
Phone: 815-695-5143
Fax: 815-695-5776

Millbrook Junior High School
8411 Fox River Drive
Newark, Illinois 60541
Phone: 630-553-5435
Fax: 630-553-1027

Newark Community Consolidated School

District #66

Ms. Demetra Turman, Superintendent/Millbrook Junior High School Principal

Mrs. Pam Rowe, Newark Grade School Principal

Student COVID-19 Self-Certification and Verification Form

***Must be Signed by Parent/Guardian prior to Student's First Day of School Attendance**

In response to the COVID-19 pandemic and in order to ensure a safe and healthy environment for our school community, Joint Guidance from the Illinois State Board of Education and the Illinois Department of Public Health requires that every student undergo a daily symptom screening prior to utilizing School District transportation or entering any School District building. Parents/Guardians will be conducting this daily symptom screening prior to their student departing for school and reporting consistent with the parameters outlined below. This form must be signed and returned to the School District prior to the start of the 2020-2021 school year.

Name of Student: _____ **Date of Birth:** _____

School: _____ **Grade Level:** _____

Certification and Verification of Daily Symptom Screening

I verify that prior to utilizing District transportation and/or entering a District building, my student will receive a daily symptom screening at home by an adult caregiver to determine if my student is experiencing any of the following COVID-19 symptoms:

- Temperature of 100.4 (or greater) degrees Fahrenheit/38 degrees Celsius;
- Cough;
- Shortness of breath or difficulty breathing;
- Chills;
- Fatigue;
- Muscle and body aches;
- Headache;
- Sore throat;
- New loss of taste or smell;
- Congestion or runny nose;
- Nausea and/or vomiting;
- Diarrhea; or
- Any other COVID-19 symptoms identified by the CDC or IDPH.

By sending my student on District transportation and/or to school on any given day, I am certifying and verifying that my student has received a daily symptom screening and is not experiencing any COVID-19 symptoms.

If my student is experiencing any of the above symptoms at the time of the daily screening, I will notify the school in writing of my student's absence by sending an email to jhauge@ngsd66.org or twood@ngsd66.org

Newark Grade School
503 Chicago Road
Newark, Illinois 60541
Phone: 815-695-5143
Fax: 815-695-5776

Millbrook Junior High School
8411 Fox River Drive
Newark, Illinois 60541
Phone: 630-553-5435
Fax: 630-553-1027

Newark Community Consolidated School

District #66

Ms. Demetra Turman, Superintendent/Millbrook Junior High School Principal

Mrs. Pam Rowe, Newark Grade School Principal

and indicating the above symptoms that my student is experiencing. If District staff contacts me to gather additional information related to the results of my student's daily screening, I will provide the necessary information as requested.

Certification and Verification of Other COVID-19 Related Exposures

I will notify the school that my student will be absent pending further direction from the District if: (1) my student receives a diagnosis of COVID-19; (2) my student is suspected of having COVID-19; (3) my student comes in close contact (definition below) with an individual who tested positive for COVID-19 or is suspected of having COVID-19; or (4) my student traveled internationally. If District staff contacts me to gather additional information related to the reason(s) for my student's absence, I will provide the necessary information as requested.

By sending my student on District transportation and/or to school on any given day, I am certifying and verifying that my student is not subject to an isolation or quarantine protocol related to COVID-19.

For COVID-19, the CDC defines a "close contact" as "any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated."

Parent/Guardian Signature

Date

Newark Grade School
503 Chicago Road
Newark, Illinois 60541
Phone: 815-695-5143
Fax: 815-695-5776

Millbrook Junior High School
8411 Fox River Drive
Newark, Illinois 60541
Phone: 630-553-5435
Fax: 630-553-1027

Newark Community Consolidated School

District #66

Ms. Demetra Turman, Superintendent/Millbrook Junior High School Principal

Mrs. Pam Rowe, Newark Grade School Principal

Employee COVID-19 Self-Certification and Verification Form

In response to the COVID-19 pandemic and in order to ensure a safe and healthy environment for our school community, the June 23, 2020 Transition Joint Guidance from the Illinois State Board of Education and the Illinois Department of Public Health requires that every employee undergo a daily symptom screening prior to utilizing School District transportation (i.e., bus drivers, bus aides/monitors, etc.) or entering any School District building. Employees will conduct this daily symptom screening on each day prior to their arrival for work and report consistent with the parameters outlined below, until otherwise notified by the District in writing. This form must be completed and returned to Mrs. Turman by August 17, 2020.

Employee Name: _____ **Date:** _____

Position: _____

Certification and Verification of Daily Symptom Screening

I will conduct a daily symptom screening of myself to determine if I have any of the following COVID-19 symptoms:

- Temperature of 100.4 (or greater) degrees Fahrenheit/38 degrees Celsius;
- Cough;
- Shortness of breath or difficulty breathing;
- Chills;
- Fatigue;
- Muscle and body aches;
- Headache;
- Sore throat;
- New loss of taste or smell;
- Congestion or runny nose;
- Nausea and/or vomiting;
- Diarrhea; or
- Any other COVID-19 symptoms identified by the Centers for Disease Control (CDC) or Illinois Department of Public Health (IDPH).

By reporting to work on any given day, I am certifying and verifying that I am not experiencing any COVID-19 symptoms. If I experience any of the above symptoms at any time during my work day, I will immediately notify your direct supervisor (Mrs. Turman or Mrs. Rowe), isolate myself away from other employees and students pending further direction from the District, and provide necessary information as requested.

Newark Grade School
503 Chicago Road
Newark, Illinois 60541
Phone: 815-695-5143
Fax: 815-695-5776

Millbrook Junior High School
8411 Fox River Drive
Newark, Illinois 60541
Phone: 630-553-5435
Fax: 630-553-1027

Newark Community Consolidated School

District #66

Ms. Demetra Turman, Superintendent/Millbrook Junior High School Principal

Mrs. Pam Rowe, Newark Grade School Principal

If my daily symptom screening reveals that I am experiencing any COVID-19 symptoms, I will notify the District in writing of my absence and the symptoms I am experiencing by sending an email to dturman@ngsdd66.org, and provide necessary information as requested.

Certification and Verification of Other COVID-19 Related Exposures

I will notify the District that I will be absent pending further direction from the District if: (1) I receive a diagnosis of COVID-19; (2) I am suspected of having COVID-19; (3) I come in close contact (definition below) with an individual who tested positive for COVID-19 or is suspected of having COVID-19; or (4) I have traveled internationally. If District staff contacts me to gather additional information related to the reason(s) for my absence, I will provide necessary information as requested.

By reporting to work on any given day, I am certifying and verifying that I am not presently subject to an isolation or quarantine protocol related to COVID-19.

For COVID-19, the CDC defines a "close contact" as "any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated."

Employee Signature

Date

Newark Grade School
503 Chicago Road
Newark, Illinois 60541
Phone: 815-695-5143
Fax: 815-695-5776

Millbrook Junior High School
8411 Fox River Drive
Newark, Illinois 60541
Phone: 630-553-5435
Fax: 630-553-1027

Newark Community Consolidated School

District #66

Ms. Demetra Turman, Superintendent/Millbrook Junior High School Principal

Mrs. Pam Rowe, Newark Grade School Principal

Visitor COVID-19 Self-Certification and Verification Form

In response to the COVID-19 pandemic and in order to ensure a safe and healthy environment for our school community, Joint Guidance from the Illinois State Board of Education and the Illinois Department of Public Health requires that every visitor undergo a symptom screening prior to entering any School District building. The District reserves the right to not allow a visitor to enter any School District building.

I certify and verify that:

- I am not experiencing any known symptoms of COVID-19, including, a fever (100.4 or higher), cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea, or any other COVID-19 symptoms identified by the Centers for Disease Control (CDC) or the Illinois Department of Public Health (IDPH).
- Within the last 14 days, I have not tested positive for COVID-19 and do not suspect I have COVID-19.
- Within the last 14 days, I have not had close contact with someone who has tested positive for or is suspected of having COVID-19. *For COVID-19, the CDC defines a "close contact" as "any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated."*
- Within the last 14 days, I have not traveled internationally.

I also certify and verify that I am not presently under an isolation or quarantine protocol related to COVID-19.

Visitor Signature: _____ Printed Name: _____

Company/Relationship: _____ Phone: _____

Date: _____

Newark Grade School
503 Chicago Road
Newark, Illinois 60541
Phone: 815-695-5143
Fax: 815-695-5776

Millbrook Junior High School
8411 Fox River Drive
Newark, Illinois 60541
Phone: 630-553-5435
Fax: 630-553-1027

Newark Community Consolidated School

District #66

Ms. Demetra Turman, Superintendent/Millbrook Junior High School Principal

Mrs. Pam Rowe, Newark Grade School Principal

August 1, 2020

Dear Parent/Guardian:

As we begin the 2020-2021 school year and we prepare to implement the District's Return to School Plan, which includes remote instruction, our teachers and related service staff will be providing various web-based opportunities to our students. These web-based opportunities will be provided through virtual platforms such as Google Hangouts, Zoom, Facetime, SeeSaw, etc. and may include individual or group instructional, educational and/or related service sessions via videoconferencing, livestreaming and/or recorded lessons, classes and sessions. In addition, the District may also utilize livestreaming and recording of in-person classes, which may include class discussions and student participation, and provide access to live streaming lessons and/or recorded lessons to those students participating remotely and/or students participating in-person, but in separate locations for health and safety purposes.

Please be aware that the use of third-party virtual platforms creates potential privacy risks, such as risks related to encryption reliability, unauthorized access, data breaches and/or student access to non-school sponsored content. In addition, depending on the virtual platform used, the platform may use, maintain and/or disclose information gathered in connection with virtual sessions for its own purposes, including purposes related to product development and/or marketing. While these privacy risks do exist, our staff are taking reasonable measures to ensure confidentiality and security of information exchanged while supporting students through these virtual platforms.

School staff will communicate with you as to when videoconferencing, livestreaming and recorded lessons will be available for your student – either for individual or group instruction. On your end, if your student is participating in a group instructional or related service session as part of remote instruction, we ask that you ensure that your student is in a quiet, school-work designated space and/or using headphones, and that your student's device is non-public facing. We are asking students and parents to maintain information learned about other students in a confidential manner, just as we would expect for our students who participate in group sessions and classes while attending in-person instruction. This request applies to maintaining information related to student participation in livestream class lessons and prerecorded class lessons in a confidential manner. No videoconferencing session, or livestreaming or prerecorded lesson may be recorded or redistributed by students or parents in any manner.

We appreciate your continued partnership and flexibility during these exceptional circumstances. If you have any questions regarding virtual platforms or the District's use of videoconferencing, livestreaming and recordings to provide educational activities and opportunities during remote instruction, or concerns related to your student's participation in virtual educational activities and opportunities, please email me.

Partners in Education,

Mrs. Demetra Turman, Superintendent

Mrs. Pamela Rowe, Principal

cc: Principal /Student Temporary Record

Newark Grade School

503 Chicago Road

Newark, Illinois 60541

Phone: 815-695-5143

Fax: 815-695-5776

Millbrook Junior High School

8411 Fox River Drive

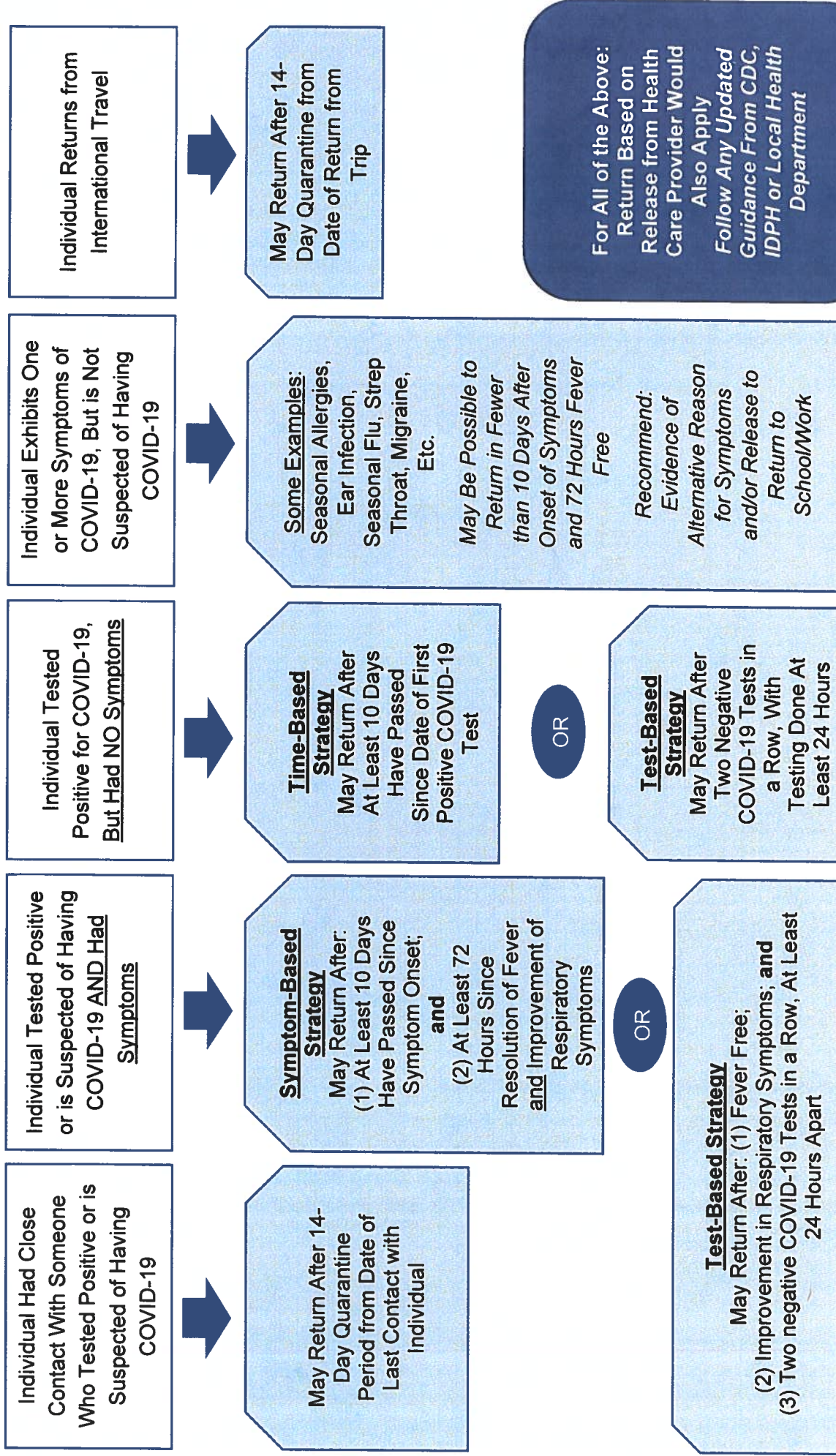
Newark, Illinois 60541

Phone: 630-553-5435

Fax: 630-553-1027

RETURN TO SCHOOL/WORK FLOWCHART FOLLOWING A COVID-19 RELATED ABSENCE

July 7, 2020



Although the information contained herein is considered accurate, it is not, nor should it be construed to be legal advice. If you have an individual problem or incident that involves a topic covered in this document, please seek a legal opinion that is based upon the facts of your particular case.
© 2020 Robbins Schwartz

Face Coverings

General Rule – Face Coverings Required

The School Board acknowledges the continuing need to follow the Joint Guidance¹ issued by the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) with respect to health and safety protocols for the return to in-person instruction. Accordingly, except for individuals younger than 2 years of age, any individual present in any building, facility or transportation vehicle (i.e. bus) owned, operated or used by the District, shall at all times wear a face covering, even when social distancing is maintained.

When Face Coverings May Be Removed

Face coverings may be removed when:

1. Individuals are eating and/or drinking in spaces and at times so designated by the District;
2. Teachers and students are engaged in band activities necessitating such removal;
3. Individuals are outside and social distance (at least six feet apart) is maintained; or
4. Individuals are having trouble breathing.

Reasonable Accommodations

Individuals who cannot tolerate a face covering due to a medical condition or disability related condition, or who present other bona fide reasons for not being able to wear a face covering, may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, visitor, or third-party individual qualifies for a reasonable accommodation. For a student with a medical condition or disability, the student's education team (i.e. IEP team, 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the District may require an individual to provide a physician's note and/or other relevant information, documents, or certifications with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed in accordance with applicable state and federal law.

What Constitutes A Face Covering/Additional Resources

For purposes of this section, "face covering" means a cloth face covering, N95 mask, surgical mask, or other material that fully covers the nose and mouth and is approved by the Centers for Disease Control and Prevention. For additional information and resources regarding face coverings, please see:

Illinois Dept. of Public Health - <http://www.dph.illinois.gov/covid19/community-guidance/mask-use>

Illinois State Board of Education - <https://www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf>

CDC DIY Cloth Face Coverings (April 4) – <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

CDC Recommendations for Cloth Face Covers – <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

U.S. Surgeon General How to Make Your Own Face Covering (YouTube) – <https://youtu.be/tPx1yqvJgf4>

CDC Cloth Face Covers FAQ – <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>

Consequences for Violating Policy

An individual's refusal to wear a face covering in accordance with this policy shall constitute a violation of the District's applicable rules of conduct, and may subject the individual to disciplinary action and/or prevent the individual from entering the District's buildings, facilities or transportation vehicles until the individual complies with this policy. Face covering designs and images must comply with the District's Student Appearance Policy and must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. The Superintendent or designee shall apply and enforce this policy.

Application and Duration of Policy

This policy shall apply any time ISBE and/or IDPH Joint Guidance recommends that face coverings be used in Illinois schools. Upon any change in or withdrawal of the Joint Guidance, the School Board hereby delegates to the Superintendent authority to establish temporary rules and procedures, and/or to suspend this policy, consistent with such change or withdrawal.

Adopted: July 20, 2020

Frequently Asked Questions

- 1. Will Chromebooks be provided for all students?**
 - A. Yes, every student 1st - 8th will have a chromebook and Kindergarten will have laptops.
- 2. If my child is sick, but still able to Remote Learn, can they log in from home?**
 - A. Yes, but they will have to follow the remote learning schedule from their teacher.
- 3. Can my student come for one - half day in person?**
 - A. No, they need to be full In Person or full Remote Learning. We are supposed to limit moving of students and this interrupts the school day for all students.
- 4. Can remote learners participate in Sports?**
 - A. Yes, if we are allowed to have them. They will be required to follow all of the remote learning requirements and be academically eligible in all of their classes per the policy.
- 5. If PE is inside, do the students need to wear their mask?**
 - A. If they maintain a 6 foot or more social distancing space, then no. If they cannot, they will be required to wear their mask.
- 6. Will there be weekly checklists?**
 - A. The teachers will provide assignments on Google Docs for grades 3 - 8 and Seesaw for grades K - 2.
- 7. Why do we have to follow the High School Schedule on Wednesdays?**
 - A. Our district will be doing deep cleaning of the buildings on Wednesdays. We also share buses, a nurse, band teacher, fine arts/music teacher, speech teacher and 8th grade classes with the high school.
- 8. Why do we have to follow the in school schedule if we choose remote learning?**
 - A. Remote Learning is an option we are offering for those concerned about their children attending in person. The teacher is still teaching and providing instruction to all students. This is called synchronous instruction. We don't have the staff to offer two separate programs. If a student cannot commit to Remote Learning expectations, you may want to consider In Person or Home Schooling.
- 9. Is the District providing face coverings for students?**
 - A. The District will provide one face covering. We have some extras on hand, but not enough for every student for every day. We do have a washer/dryer at MJH if needed to wash coverings.
- 10. What qualifies as a face covering?**
 - A. A face covering means a cloth face covering, N95 mask, surgical mask or other material that fully covers the mouth and nose.
- 11. Do we still need to buy school supplies?**
 - A. Yes. Our teachers will be teaching students and they will still need the basic school supplies on the supply list. If you need help with supplies, just let us know. We keep some on hand. It is also suggested to have basic supplies at home for Wednesday remote learning days, and in case we are asked to not return to the classroom or building. Remember there is no sharing of supplies. Each student must have their own. It is a good idea to label all of your student's supplies.