

2020

Return to School Plan

Return to School Committee

7/13/2020

7/27/2020

8/3/2020

All information included in this plan is subject to change pending school board action, ISBE guidance, and/ or directives from IDPH, Greene County Health Department, and the Office of the Governor.

Introduction

School buildings across the state of IL have been closed for in-person instruction since March 17, 2020 due to the threat of the COVID-19 viral pandemic. While many aspects of daily life have been altered, education of our youth remains a critical component of society. As such, North Greene Unit District #3 has created a plan that will allow for a safe return to learning for the 2020-2021 school year. This plan was developed with two main principles in mind: flexibility and compassion. The district understands the critical importance of remaining flexible in this complicated and fluid situation, as well as understanding there are many varying opinions surrounding the pandemic.

This plan supports the safe operation of all district schools and follows all guidelines put in place for school operation by the Center for Disease Control, the Governor of Illinois, the Illinois Department of Public Health, and the Illinois State Board of Education.

Our state is currently operating under Governor JB Pritzker's Restore Illinois Plan, which dictates how certain aspects of our regional economies will be able to safely reopen. Guidance from the Governor's plan, the Center for Disease Control (CDC), the Illinois Department of Public Health (IDPH), and the Illinois State Board of Education (ISBE) was followed in the creation of this plan. Links to the guidance from each of these agencies can be found in the "Definitions" section of this document.

Committee Members

The following individuals made up the *Transition Committee*. These stakeholders volunteered to help plan for the district's operations for the 2020-2021 school year:

Mark Scott, Superintendent, Amanda Macias, Jr. Sr. High School Principal, Jaclyn Kuchy, North Greene Elementary Principal, Melissa Killam, NGUD #3 Special Education Coordinator, Brett Berry, Athletic Director, Vance Dirksmeyer, Maintenance Director, John Davidson, Transportation Director, Stacy Schutz, Board President, Karen Daniels Board Member, Casey Kallal Board Member, Rachelle Malin, Board Member, Rebecca Kuehnel President NGEA Teachers Union, Lisa Pohlman, NGE Teacher, Heather Witt, NGE Teacher, Clancy Maher NG High School Teacher, Sarah Dean, NG Jr. High Teacher.

Table of Contents

I. Wellness	4
Staff & Student Protection Plan	4
Social Distancing	4
Face Coverings & P.P.E.	5
Hand Hygiene	5
Training	7
Health Screening	7
Visitor and Vendor Policy	11
General Classroom Guidance	13
School Closure Plan	18
II. Cleaning and Disinfecting	20
III. Technology	21
Devices & Web Access	21
IV. Instruction	21
Remote Learning Option	22
Remote Learning Plan	24
In Person Learning	25
V. Operations	26
Food Services	26
Transportation	26
Facilities	27
VI. Plan for Phase 1-3	28

Definitions and Guidance Document Links

Remote Learning: Remote learning is required for all K-12 schools in Illinois if the region you reside in is in Phase 3 or lower

Hybrid Learning: A combination of remote and In-person learning

Phase 1-5: The phases refer to the stages in the Governor’s Restore Illinois Plan that will dictate if students are able to be educated in-person in school buildings, or remotely.

ISBE: The Illinois State Board of Education is the state agency that oversees the operations of local school districts across the state. <https://www.isbe.net/>

IDPH: The Illinois Department of Public Health is the state health agency that promotes health through the prevention and control of disease and injury. <https://www.dph.illinois.gov/>

CDC: The Center for Disease Control serves as the nation’s health protection agency; CDC saves lives and protects people from health, safety, and security threats. <https://www.cdc.gov/>

Restore Illinois Plan

Governor JB Pritzker put in place the Restore Illinois Plan in May of 2020. The plan provides a framework for a safe return to work, education, and childcare for Illinois residents following the shelter in place order due to the COVID-19 pandemic. The plan includes 5 “phases”, all of which are determined based on data surrounding the transmission of COVID-19, and available hospital resources in specific geographical regions across the state. Our school district is located in the “West Central Region” of the plan, and at the time of the publishing of this plan, our region is in Phase 4. It is important to note that a region may be pushed back into a more restrictive phase at any time if disease transmission becomes more frequent.

Under Governor Pritzker’s plan, schools are expected to operate in a different fashion based on their region’s current “phase”:

- Phases 1-3: Remote Learning only
- Phase 4: In-person or Hybrid Environment
- Phase 5: Normal operations with new safety guidance

With these guidelines in mind, the Executive Committee created multiple plans for a continuity of education based on the particular phase in which our district’s region may find itself at any given time. A brief description of each plan is included in this document.

2020-2021 Instructional Plans for North Greene Unit District #3	
Phases 1-3	Remote Learning
Phase 4	In-Person Learning (option of Hybrid or Remote)
Phase 5	In-Person Learning

Plan for Phase 4

At the time of this plan's development, our region is in Phase 4 of Restore Illinois. Under the Restore Illinois Plan, PreK-12 schools are able to offer (and are encouraged to provide) in-person instruction to all students when their region is in Phase 4. However, they must operate under specific guidelines set by the Illinois Department of Public Health and the Illinois State Board of Education. These guidelines can be viewed at:

<https://www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf>

I. Wellness

The following plan was developed with guidance from the CDC, the Illinois State Board of Education and the Illinois Department of Public Health. Given the unprecedented nature of COVID-19 and the continuously changing guidelines and recommendations, any or all aspects of this plan may be revised or modified at any time by the Board of Education and/or the Superintendent.

Staff & Student Protection Plan

North Greene Unit District #3 is committed to the health and safety of our students, staff, and their families. The following plan has been developed with that in mind. While our plan specifies guidelines for our staff, students, and buildings to follow, everyone's health and safety is dependent on each individual. Each staff member should ensure their own health and safety by adhering to these guidelines and reporting any issues or safety concerns to their building principal. Each of us will play a role in our collective safety.

Social Distancing

North Greene Unit District #3 students and staff are encouraged to maintain social distancing (6 feet separation) throughout the school day as much as possible. Students and staff should abstain from physical contact, such as handshakes, high fives, and hugs. Signage reminding staff, visitors and students to maintain social distancing will be placed at all entrances, in classrooms and throughout other common areas. Other visual reminders, such as tape, will be placed to indicate safe distances where students congregate or line up. Social distancing applies to all areas including the classroom, common areas and the main office. Student mixing should be reduced to a minimum. Students should remain with their grade level cohorts to reduce mixing grade levels within the building as much as possible. Students should use one entrance to the building, one restroom, and one hallway. Every effort must be taken to create "bubbles" within each building for each classroom and grade level. This bubbling within the schools will allow for more precise contact tracing should a case of COVID-19 be confirmed at a location. Building staff should review their student pick up and drop off procedures in an attempt to maintain social distancing.

Face Coverings and P.P.E.

North Greene Unit District #3 understands that social distancing will not be possible for all circumstances. All individuals within school buildings and on school busses will be required to properly wear a nose and mouth covering (mask) in all areas. Face coverings do not need to be worn outside if social distancing is maintained. Signage will be placed in common areas reminding individuals to use face coverings. Gloves or other PPE should be used as needed when assisting students requires close contact.

Each student may provide their own face covering. The District will have a limited supply of face coverings. Students arriving at school without wearing a face covering will be provided with a face covering if available. If no face coverings are available, the student will be placed in a designated location until a parent or guardian can pick them up or bring them a face covering. **If a student refuses to wear a face covering or repeatedly takes off the face covering in violation of this safety rule, the District will place the student in remote learning.**

Hand Hygiene

Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Staff members must clean hands as often as possible with soap and water for at least 20 seconds and hand sanitize after washing hands. Student's hands should be washed entering the building, prior to lunch, after recess, and as needed when hands are soiled. Also, students should sanitize their hands after washing them. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff and students should avoid touching their mouth, eyes or nose as much as possible. Staff and students should hand sanitize upon entering the classroom each and every time. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing or sanitizing should be done before and after contact with students.

Arrival procedures for North Greene Elementary School

The following is a guide to help students and parents when arriving at North Greene Elementary School.

No students will be allowed in the building before 8:00 a.m. Please no early drop offs.

NGE students who walk or are dropped off may enter the playground through any of the three entrances on the southeast side of the building. We are reserving the northeast entrance near the blue Pre-K sign for our preschool students only. Only students may enter the fenced area. Family members must remain in your vehicles or outside the fence. These students will enter the building on the east side of the building through the set of doors on the right (not the main entrance).

Dismissal procedures for North Greene Elementary School

Departure:

NGE students who walk or are picked up will be released in a staggered manner. Kindergarteners will be released starting at 1:30pm, followed by 1st, 2nd, and 3rd grades at 1:35 and 4th, 5th, and 6th grades at 1:40.

For those picking up students, please pay close attention to the new pick-up system. If your youngest child is in Pre-K through 2nd grade, you will get in line for the Jackson Street pick-up. If your youngest child is in grades 3rd through 6th, you will get in line for the North Street pick-up. There will be two lanes of traffic going one way on both Jackson and North during dismissal.

Jackson Street - Enter from 67 by turning onto Simmons Street

Kindergarten @ 1:30 in the right lane
1st and 2nd grades @1:35 in the left lane
Pre-K @ 2:10 in the right lane

North Street - Enter from 67 by turning onto Simmons Street

3rd grade @ 1:35 in the right lane
4th grade @1:40 in the right lane
5th and 6th grades @1:40 in the left lane

Please note that vehicles in the Jackson Street line will only be allowed to continue straight on Jackson. No left or right turns onto North will be permitted. Vehicles in the left lane of North Street may turn left on Spruce Street. Vehicles in the right lane of the North Street line will not be able to turn left until Cobb Street.

Water fountains will not be in use. Students will be allowed to bring their own water bottles to school.

North Greene Junior/Senior High School Procedures for Return to School

Arrival Procedures for North Greene Jr. Sr. High School

No students will be allowed in the building before 8:00 a.m. Please no early drop offs.

- 1. Parent Drop Off and Driving Students in Student Parking lot-** If you are a parent dropping your students off, please drop them off on the **North** side of the school building, exiting through the back entrance of the east side of the parking lot. Both parent drop off and students driving and parking need to enter in the **North Side entrance #4**. Please look for markings on the sidewalk to maintain a safe distance while entering the building. Once you are cleared, you may enter the building continuing to social distance following the marks on the floors and walls.
- 2. Bus Drop off-** Students riding the bus will be dropped off in the bus lane on the west side of the school by the flagpole. Please look for markings on the sidewalks to maintain a safe distance from other students when departing the bus. Please make your way to the commons entrance and come through door #2. Once you are cleared you may enter the building continuing to social distance following the markings on the floors and walls.

Entrance and Breakfast procedures

- There will be 2 entrances that students will be entering- #4 North Entrance and #4 commons entrances- 2 aides will be stationed at each entrance helping students take their temperature, and making sure they have self certified. There will be tents and markings for social distancing for students as they enter the building.

- If students will be eating breakfast, they will enter through entrance # 4, social distance through the cafeteria line, and enter into the South gym door to proceed to the tables at the back of the gym until filled. Country kids who will already be in the commons, may either eat breakfast in the commons, or go to class when they are released at 8:00 a.m. If a student is not eating, they may go to class at 8:00 a.m.
- If students have a temperature, we will quarantine them, either outside along the Northside of the building if it is nice, or in the custodians restroom, if it is inclement weather until a parent comes to pick them up.
- There will be hand sanitizing stations at building entrances and exits that will be used by students, and in each classroom.
- When students finish with breakfast, they will proceed to the back of the gym, throw trays away, and exit the appropriately marked door.

Training

Each staff member will be required to complete safety training related to our social distancing, face coverings and hand hygiene procedures. Each building will provide training to staff that is specific to their unique circumstances. Hand hygiene and social distancing will be included in our curriculum to help educate our students on the importance of proper hand hygiene and personal safety. Employees will also be trained on the proper way to disinfect their individual workstations should they choose to do so.

Health Screening

The District has determined that self-certification of health will be the responsibility of each parent prior to sending their child to school and each employee prior to reporting to work. Only students and staff who have completed the self-certification and meet the criteria to report to school will be permitted to do so. Parents and employees will be provided the health certification screening form. **Parents, by sending your child to school, and employees who report to work are certifying they have conducted the daily health screening and meet the following criteria for your child to attend school or for the employee to report to work: Self certification must be conducted each day via the North Greene Unit District #3 mobile app, the district website, or paper pencil form.**

1. They do not have a temperature of 100.4F/38 degrees Celsius or greater.
2. They are not taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce his/her fever.
3. They have not had close contact or cared for someone with COVID-19 within the past 14 days.
4. They have not returned from travel outside the United States or on a cruise ship or riverboat within the past 14 days.
5. They have not been directed to self-quarantine by a health care provider.
6. They have not been directed to self-quarantine by the County or State Department of Public Health.

7. They do not have any of the following symptoms:

- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Nausea
- Vomiting
- Congestion or runny nose
- Diarrhea

COVID-19 Daily Self Checklist Employees

Instructions:

- You are required to complete this checklist each day before reporting to work.
- If you answer YES to any of the questions below, STAY HOME and immediately contact your supervisor. You will not be permitted to return to work until you meet all return-to work criteria.
- If you answer NO to the questions below, you must turn this completed checklist in to your supervisor upon reporting to work. |
- During your absences, you will have the choice to use sick leave under the Emergency Paid Sick Leave Act ("EPSLA"), limited to a maximum of two weeks (80 hours, or a part-time employee's two-week equivalent) at full pay, or you may choose to use your District sick leave days. Please be aware the ESPLA sick leave expires on December 31, 2020. Please notify your supervisor of which sick leave you are electing.
- If you start feeling sick while at work or experiencing the symptoms listed below, report your symptoms to your supervisor immediately.

Question	Yes	No
Do you have a temperature of 100.4°F or greater?	<input type="checkbox"/>	<input type="checkbox"/>
Are you taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce your fever?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had close contact or cared for someone with COVID-19 within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Have you returned from travel outside the United States or on cruise ship or river boat within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been directed to self-quarantine by a health care provider?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been directed to self-quarantine by the County or State Department of Public Health?	<input type="checkbox"/>	<input type="checkbox"/>
Are you experiencing any of the following symptoms?		
• Chills	<input type="checkbox"/>	<input type="checkbox"/>
• Cough	<input type="checkbox"/>	<input type="checkbox"/>
• Shortness of breath or difficulty breathing	<input type="checkbox"/>	<input type="checkbox"/>
• Fatigue	<input type="checkbox"/>	<input type="checkbox"/>
• Muscle or body aches	<input type="checkbox"/>	<input type="checkbox"/>
• Headache	<input type="checkbox"/>	<input type="checkbox"/>
• New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
• Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>
• Congestion or runny nose	<input type="checkbox"/>	<input type="checkbox"/>
• Nausea or vomiting	<input type="checkbox"/>	<input type="checkbox"/>
• Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>

I hereby acknowledge that I have received a copy of this COVID-19 Daily Self Checklist. I understand that I am required to honestly and accurately complete this checklist each day before reporting to work.

EMPLOYEE NAME: _____ DATE: _____

COVID-19 Daily Self Checklist Students

Instructions:

- Parents and guardians of all students are required to screen their student according to this checklist **each day** and take the student's temperature before sending a student to school. By sending a student to school, you certify that you and your student have honestly answered NO to all of the Questions below.
- If the student answers NO to all Questions, the student may attend school that day.
- If the student answers YES to any of the Questions below, the student must not be sent to school.
- After exhibiting symptoms, students are required to meet all return-to-school criteria before returning to school.
- If a student starts feeling sick during school or experiences the symptoms listed below, the student will be sent home immediately.

Questions	Yes	No
Does the student have a temperature of 100.4°F or greater?	<input type="checkbox"/>	<input type="checkbox"/>
Is the student taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce the student's fever?	<input type="checkbox"/>	<input type="checkbox"/>
Has the student had close contact or cared for someone with COVID-19 within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Has the student returned from travel outside the United States or on cruise ship or river boat within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Has the student been directed to self-quarantine by a health care provider?	<input type="checkbox"/>	<input type="checkbox"/>
Has the student been directed to self-quarantine by the County or State Department of Public Health?	<input type="checkbox"/>	<input type="checkbox"/>
Is the student experiencing any of the following symptoms?		
• Chills	<input type="checkbox"/>	<input type="checkbox"/>
• Cough	<input type="checkbox"/>	<input type="checkbox"/>
• Shortness of breath or difficulty breathing	<input type="checkbox"/>	<input type="checkbox"/>
• Fatigue	<input type="checkbox"/>	<input type="checkbox"/>
• Muscle or body aches	<input type="checkbox"/>	<input type="checkbox"/>
• Headache	<input type="checkbox"/>	<input type="checkbox"/>
• New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
• Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>
• Congestion or runny nose	<input type="checkbox"/>	<input type="checkbox"/>
• Nausea or vomiting	<input type="checkbox"/>	<input type="checkbox"/>
• Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>

I hereby acknowledge that I have received a copy of this COVID-19 Daily Self Checklist. I understand that I am required to honestly and accurately complete this checklist for my child each day before sending my child to school.

PARENT/GUARDIAN NAME: _____ DATE: _____

Parents and staff should be aware that the above list does not encompass all COVID-19 symptoms. Parents and staff should continuously check the CDC symptoms list to stay up to date on reported symptoms.

Students and staff who exhibit COVID-19 symptoms or do not otherwise meet the above criteria will not be allowed into the school building. If a student does not meet these criteria, parents should notify the school of the child's absence. Employees that exhibit Covid-19 symptoms at work will immediately notify their supervisor and will be sent home. Students and employees will be permitted to return to school once they meet the IDPH guidelines.

The District will designate a supervised space for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup. Any student that exhibits COVID-19 symptoms while at school will be separated from other students under supervision of a staff member until a parent/guardian can be contacted to pick them up from school. Employees that exhibit COVID-19 symptoms at work will immediately notify their supervisor and will be sent home.

Staff who have had contact with someone who tested positive for COVID-19 should notify their building principal or supervisor immediately and quarantine while awaiting call from the Greene County health department.

Students who are suspected to have COVID-19, whether they are tested or not, should follow the IDPH guidelines for self-monitoring and self-quarantine.

Students who are suspected to have COVID-19, whether they are tested or not, should follow the IDPH guidelines for self-monitoring and self-quarantine, including quarantining until at least 24 hours have elapsed from the resolution of a fever, without fever reducing medication, and 10 days have elapsed since symptoms first appeared.

Visitor and Vendor Policy

To the greatest extent possible, visitors should be restricted to authorized personnel only. All visitors must undergo a health screening prior to entering the building. If the door entrance has a buzzer/intercom, a District employee asks the visitor health screening questions over the intercom. If the school building does not have a buzzer/intercom system, a District employee will conduct the health screening outside the entrance to the building or a designated space outside the building. All visitors and vendors entering the building must have their temperature taken and asked the following questions:

1. Are they taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce his/her fever?
2. Have they had close contact or cared for someone with COVID-19 within the past 14 days?
3. Have they returned from travel outside the United States or on a cruise ship or riverboat within the past 14 days?
4. Have they been directed to self-quarantine by a health care provider?
5. Have they been directed to self-quarantine by the County or State Department of Public Health?
6. Do they have any of the following symptoms?
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Nausea
 - Vomiting
 - Diarrhea
 - Congestion or runny nose

COVID-19 Visitor Checklist

Every visitor must respond to this checklist to be allowed entry to school property.

Visitor Name: _____ Visitor Company: _____ Date: _____

Time: _____ Phone Number: _____ Building Name: _____

Checklist

Question	Yes	No
Do you have a temperature of 100.4°F or greater?	<input type="checkbox"/>	<input type="checkbox"/>
Are you taking fever-reducing medicines, such as those that contain aspirin, ibuprofen or acetaminophen, in order to reduce your fever?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had close contact or cared for someone with COVID-19 within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Have you returned from travel outside the United States or on cruise ship or river boat within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been directed to self-quarantine by a health care provider?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been directed to self-quarantine by the County or State Department of Public Health?	<input type="checkbox"/>	<input type="checkbox"/>
Are you experiencing any of the following symptoms?		
• Chills	<input type="checkbox"/>	<input type="checkbox"/>
• Cough	<input type="checkbox"/>	<input type="checkbox"/>
• Shortness of breath or difficulty breathing	<input type="checkbox"/>	<input type="checkbox"/>
• Fatigue	<input type="checkbox"/>	<input type="checkbox"/>
• Muscle or body aches	<input type="checkbox"/>	<input type="checkbox"/>
• Headache	<input type="checkbox"/>	<input type="checkbox"/>
• New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
• Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>
• Congestion or runny nose	<input type="checkbox"/>	<input type="checkbox"/>
• Nausea or vomiting	<input type="checkbox"/>	<input type="checkbox"/>
• Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>

- **If you replied YES to any of the questions above, you will not be permitted to enter school property.**
- **Upon entry to school property:**
 - **You must wash your hands or use alcohol-based hand sanitizer.**
 - **You must wear a cloth face covering at all times.**
 - **You must observe social distancing by avoiding close contact with other individuals.**

I hereby certify that my answers to the above checklist are true and correct.

VISITOR NAME: _____ DATE: _____

The District employee conducting the screening should ensure that they verbally provide any and all health requirements to the visitor before they enter, including but not limited to telling the visitor that they: (1) Must wash their hands and/or use appropriate alcohol based hand sanitizer upon entry; (2) Must wear a cloth face covering at all time within the building; and (3) Must observe social distancing by avoiding close contact with other individuals. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have access to the building in general as to maintain social distancing and student bubbling. This should be in addition to the normal sign in procedures. Parents who need access to their children are to remain in their vehicle until such time the child is brought to them. If at all possible, North Greene Unit District #3 will make every effort to limit access to the facility so if parents need to drop off items, please contact the North Greene Elementary school office at 217-589-5313 or North Greene Jr. Sr. High school office at 217-374-2131 and procedures can be worked out between the parents and the school.

General Classroom Guidance through all stages

The following guidelines should be considered for each location:

Pre-Kindergarten (PK) classrooms

- Classroom areas should be clearly marked to show where to sit, stand or line-up for 6 foot spacing (if possible)
- Students will remain with the same classroom group throughout the day, services will take place in the classroom when feasible
- Common areas should be clearly marked to show where to stand or line-up for 6 foot spacing
- Windows should remain open for increased ventilation as much as possible
- Log of students with point of contact
- Restroom and hand washing breaks should be scheduled and coordinated throughout the day
- Recess should be scheduled and coordinated by classroom to minimize student mixing
- Hand sanitizing should occur whenever anyone enters the classroom
- Classrooms will be cleaned after each use or at least daily
- Building staff should review their student pick up and drop off procedures
- Log students with point of contact

Kindergarten to 6th grade classrooms

- Seating should be arranged 6 feet apart (if possible) and should all be facing the same direction as feasible
- Common areas and tables should be clearly marked to show where to sit, stand or line-up for 6 foot spacing
- Windows should remain open for increased ventilation as much as possible
- If possible, students will remain with the same classroom group throughout the day, teachers will change classrooms rather than students as much as possible during passing time
- Restroom and hand washing breaks should be scheduled and coordinated throughout the day
- Recess should be scheduled and coordinated by grade level to minimize student mixing
- Hand sanitizing should occur whenever anyone enters the classroom
- School supplies should not be shared between students or staff
- Classrooms will be cleaned and disinfected daily
- Log of students with point of contact

7th grade to 12th grade classrooms

- Seating should be arranged 6 feet apart (if possible) and should all be facing the same direction as feasible
- Common areas and tables should be clearly marked to show where to sit, stand or line-up for 6 foot spacing
- Windows should remain open for increased ventilation as much as possible
- Staggered transitions times and schedules should be reviewed
- Log of students with point of contact
- Hand washing should be encouraged throughout the day
- Activities should be scheduled and coordinated by grade level to minimize student mixing
- Hand sanitizing should occur whenever anyone enters the classroom
- School supplies should not be shared between students or staff
- Classrooms will be cleaned and disinfected daily
- Building staff should review their student arrival and dismissal procedures

Hallways, Main Office and Common Areas

- Six feet social distancing
- Face coverings will be required for all individuals, unless medically contraindicated
- Areas will be clearly marked to indicate safe distancing for students
- Health screens will take place for visitors
- Clearly visible signage reminding everyone of social distancing and face coverings usage at entryways, hallways, classrooms and common areas
- Playground equipment should be made unavailable for use
- Only Authorized personnel will have access to buildings. Visitors will be as needed only – and will be restricted to a main office area (Clearly visible signage at each entryway)
- Students will be restricted to specific areas as identified by the building principal
- High touch areas will be cleaned throughout the day (handrails, door handles, light switches, etc.)

Cafeteria

- Six feet social distancing if possible
- A meal procedure plan should be developed.
- Cafeteria should be cleaned in between use
- Areas will be clearly marked to indicate safe distancing for students
- Students will wash and sanitize their hands prior to lunch
- Clearly visible signage reminding everyone of social distancing and face coverings usage at entryways, hallways, classrooms and common areas
- Face coverings will be required for all individuals (if not eating), unless medically contraindicated

Restrooms

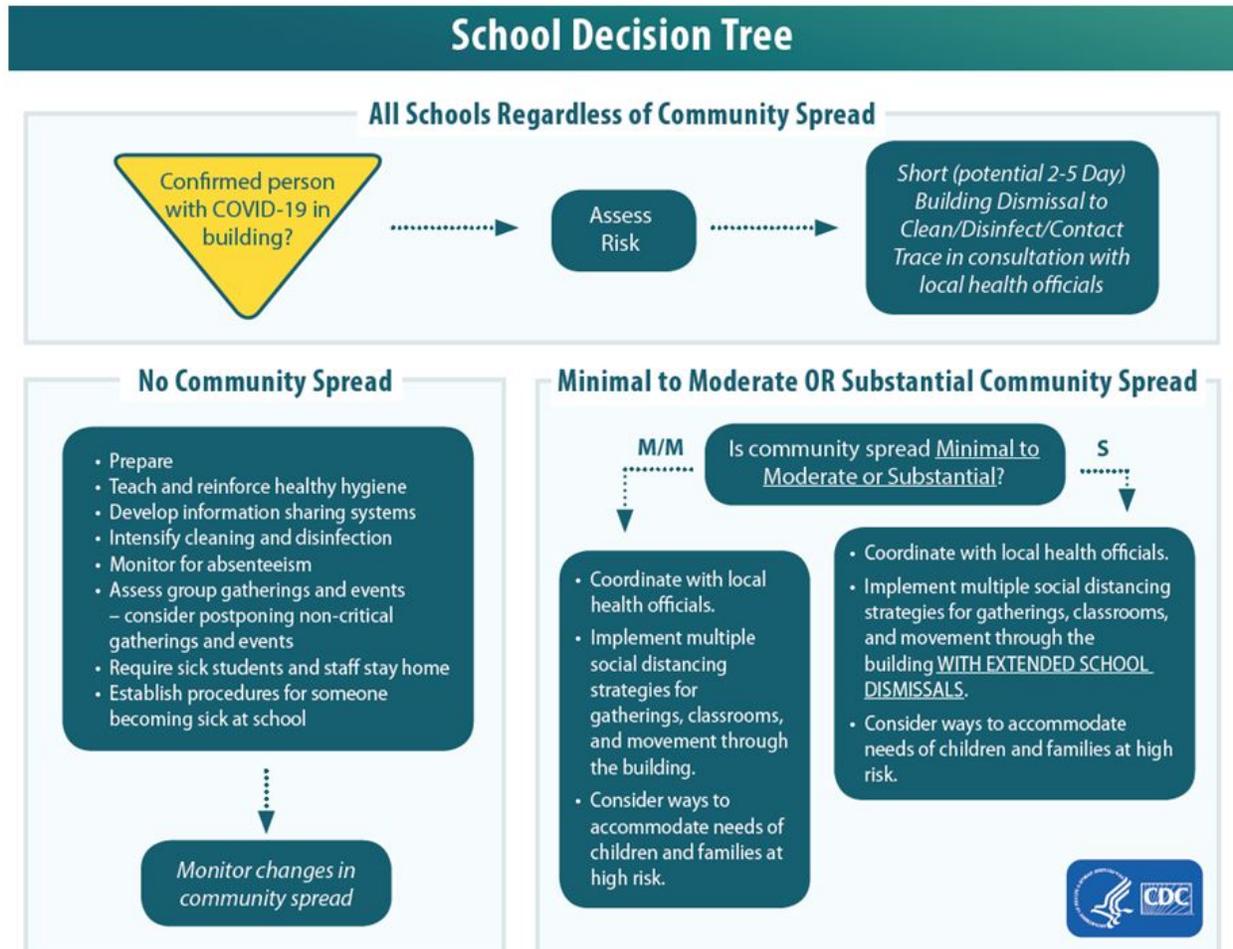
- Six feet social distancing if possible
- Face coverings will be required for all individuals, unless medically contraindicated
- Areas will be clearly marked to indicate safe distancing for students
- Clearly visible signage reminding everyone of social distancing and face coverings
- Restrooms will be cleaned and sanitized throughout the day
- Restroom and handwashing breaks should be scheduled and coordinated as feasible
- High touch areas will be cleaned throughout the day
- Restrooms should be assigned to student groups as feasible
- Make sure hand soap, hand sanitizer and paper towels are stocked hourly

Individual Student Supplies

The sharing of supplies will be limited as much as possible. Procedures for storing individual materials may vary from building to building. Please see the individual building websites for more details regarding this process. The school supply lists for the 2020-2021 school year can be found on the district website: www.northgreene.com

School Closure Plan

North Greene Unit District #3 must be prepared for a short-term closure, regardless of community spread, if an infected person has been in a school building or an individual in the school building exhibits COVID-19 symptoms.



Coordinate with local health officials

Once learning of a COVID-19 case in someone who has been in a school, North Greene Unit District #3 will immediately notify Greene County health officials. These officials will help administrators determine a course of action for the school and programs.

- The Building Principal will notify the Greene County Health department of the positive case of COVID-19
- The two entities will collaborate to confirm the positive COVID-19 case and determine the impact on the District and possible school closures or other measures.

School Dismissal

If a school has a positive case from its staff or students or an individual exhibits COVID-19 symptoms, remote learning may go into effect for a portion of or the entire school in order to clean the affected areas. Following an illness at school, the areas used by the sick person will be closed off for at least 24 hours and the area will be cleaned and disinfected after those 24 hours has passed. If waiting 24 hours before cleaning and disinfecting is not possible, the District will wait as long as possible before cleaning and disinfecting. Once the area has been cleaned and disinfected, the area may be used. Local health officials will help the school determine appropriate next steps, including whether extended dismissal duration is needed to stop or slow further spread of COVID-19.

- North Greene Unit District #3 along with the Greene County Health Department recommendations for the scope and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During any school dismissal, all extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) will be cancelled.
- During any school dismissal staff, students, and their families are discouraged from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shop.
- During any school dismissal, full virtual remote learning will continue for all students M-F as scheduled.
- Meals will be offered as "grab-and-go" or bussed bagged lunches from a location to be determined for families affected by the school closure.

Communication Plan

North Greene Unit District #3 will coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- North Greene Unit District #3 will communicate any confirmed cases with families.
- In such a circumstance, North Greene Unit District #3 will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act, the Illinois School Student Records Act, and the Family Education Rights and Privacy Act.
- Families will be notified of the planned duration of the closure and the anticipated return to in-person learning

Cleaning and Disinfecting

North Greene Unit District #3 custodial staff will follow the established cleaning procedures for building cleaning and disinfection.

- Close off areas used by the individuals with COVID-19 symptoms or who tested positive for COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to at least 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces. Cleaning staff should use disinfectants that are EPA-approved for COVID-19.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

Extending the school dismissal

Temporarily dismissing PK-12 schools and engaging in remote learning is a strategy to stop or slow the further spread of COVID-19 in communities. The need to extend school closures will be made in collaboration with the Greene County Health Department.

- School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- During school dismissals (after cleaning and disinfection), North Greene Unit District #3 may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school will be made in collaboration with the Greene County Health Department.
- Administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

III. Technology

We believe that device availability along with access to the Internet are key to student virtual remote learning. Therefore, technology will play a vital role in student success. It is possible that we may need to suspend school and return to Remote Learning. North Greene Unit District #3 is a 1:1 school meaning that every child K-12 will be issued a device while at school and may take the device home in case of a COVID-19 related closure. Parents or guardians will sign an equipment agreement and assume responsibility for any replacement or repair costs that may incur.

Devices & Web Access

During the online registration process, parents will need to indicate whether or not they have Internet access in their home. A device and web access will be required for both blended and all virtual learning options. Parents will need to maintain this device and web access in their homes for student access to lessons, personalized learning, and assignment retrieval. However, in the event of a COVID-19 related closure, paper packets may be made available as needed and high-speed Internet access will be provided on the grade school and high school parking lots.

IV. Instruction

Required Physicals

Traditionally, the State of Illinois has mandated that these be submitted no later than October 15th. Although we will follow the dates set by the State of Illinois, we encourage you to obtain these requirements at the earliest possible date.

Safety Education for Students

Students will be receiving grade level appropriate education and guidance for proper social distancing, the use of PPE and proper hand hygiene during the first two (2) weeks of school and refresher upon return of students following each positive case. Each school will develop a plan for providing our students with building specific safety measures to follow and why these measures are important.

In-Person Learning - Social Distancing & Face Coverings

Perhaps the most significant features of the guidelines from the CDC, IDPH, and ISBE are the requirements that schools put in place procedures that maintain social distancing among all children, and require all staff and students to wear face coverings while in buildings. Face coverings will be expected at all times while inside any district buildings. Breaks may be scheduled to allow students and staff to exit the building (while maintaining social distance) to break from wearing face coverings.

This social distancing element of the guidance requires the district to plan for maintaining, to the extent possible, a distance of 6 feet between all students. The district does not have the certified staff, or the physical space, to allow full attendance under the 6 ft. guidelines.

However, modifications have been made to maximize the amount of space available. If guidelines change or become even more rigid, it may directly impact the district's ability to host full enrollment 5 days per week, to attend the gym and other special classrooms, as well as utilize the cafeteria for breakfast and/or lunch. Procedures to address each of these challenges are listed in subsequent sections.

To maximize our ability to socially distance students, classroom furniture has been drastically reduced, leaving only seats for students, the classroom teacher, and the required storage of classroom and student materials. Markings of 6-foot distances are placed throughout the buildings as visual and physical reminders for students and staff of what a safe distance looks like.

Remote Learning Option

Current expectations during Phase 4 of the restoration plan are for North Greene Unit District #3 to offer every day in-person learning for grades PreK-12, beginning August 20th. However, families will have the option to select full time remote learning in lieu of in-person instruction. Any family who chooses one or more of their children to enroll in the full time remote learning option must commit for the entire quarter. Students will be allowed to change to in-person learning at the end of the quarter. During the Returning Student Online Registration process, families will have until August 9th to decide between in-person and remote learning to begin the 2020-21 school year. In the same manner, students enrolled in in-person learning will only be able to move to remote learning under the same timelines. Please note that while all schools will attempt to offer as many courses as possible via remote learning, some courses such as CTE, VoTech, Industrial Arts, and Agriculture classes may not be able to be taught virtually.

All students who choose remote learning are still required to complete regular online or in person registration.

School Schedules

North Greene Elementary and North Greene Jr. Sr. High School students will attend from 8:00 a.m. until 2:00 p.m. Teachers will provide up to one hour of direct instruction for Optional Remote Learning students.

Attendance on Remote Learning Days

On the days your student is scheduled for remote learning, it is important for contact to be made between each student and their teacher. Students will be required to check-in every school day using a process defined by the individual school. You will be able to complete this step at whatever time is convenient for your family situation. Students will complete and return assignments both remotely and in paper format. Paper format work will be available for pickup every Friday, along with the ability to return completed work.

Optional Remote Learning

The District realizes that even with additional precautions and putting procedures in place that follow CDC, IDPH, and ISBE guidelines, that some families may be uncomfortable sending their students back to in-person learning while our region remains in Phase 4. ISBE has encouraged districts to provide a remote learning option for families who would prefer their students continue their education in this format. You may elect to enroll your child for remote learning if you want to limit your child's exposure and contact with other individuals during the current pandemic or you do not want your child to comply with the in-person safety rules. By enrolling your child for remote learning, you are making an irrevocable commitment to remote learning for a minimum of a quarter (9 weeks). Students enrolled in the remote learning option will participate remotely 5 days per week with five (5) clock hours of instruction/learning activities scheduled/assigned per day. If your family chooses to continue remote learning, your students will follow the procedures outlined in the Plan for Phases 1-3: Remote Learning for All Students section of this document. If you elect to continue remote learning, you must do so for at least one quarter at a time, with the ability to register for in-person instruction according to the deadlines below. If you would like your student to transition back to in-person learning for the next quarter, you must contact your respective school's office to register for the next quarter by the deadline listed below. The school calendar quarters for the 2020-2021 school year are currently scheduled as follows, and the deadlines for registration are listed as well:

Quarter 1: August 20 - October 9th

**deadline to register for in-person learning in Quarter 2: October 2nd

Quarter 2: October 12th - December 18th

**deadline to register for in-person learning in Quarter 3: December 18th

Quarter 3: January 4th - March 12th

**deadline to register for in-person learning in Quarter 4: March 5th

Quarter 4: March 15th - May 27th

Remote Learning Plan 2020-21 (in the case of a future school closure)

1. High School

- Teachers provide a technology-based platform for instruction. (Google Classroom)
- Teachers need to be available via email from 8:00 –3:30 daily.
- Lessons will be equivalent to a class session and grading will be equivalent to in-person learning.
- Every teacher is responsible for making sure that all their students have the teacher’s email.
- Attendance will be addressed with a daily “check-in” protocol assigned by each teacher.

2. Jr. High School

- Teachers provide a technology-based platform for instruction. (Google Classroom)
- Teachers need to be available via email from 8:00 – 3:30 daily.
- Lessons will be equivalent to a class session and grading will be equivalent to in-person learning.
- Every teacher is responsible for making sure that all their students have the teacher’s email.
- Attendance will be addressed with a daily “check-in” protocol assigned by each teacher.

3. Elementary School

- Teachers provide a technology-based platform for instruction. (Google Classroom)
- Teachers need to be available via email from 8:00 – 3:30 daily.
- Lessons will be equivalent to a class session and grading will be equivalent to in-person learning.
- Every teacher is responsible for making sure that all their students have the teacher’s email.
- Attendance will be addressed with a daily “check-in” protocol assigned by each teacher.

4. Staff expectations

- Staff must be available by email from 8:00 - 3:30 daily.
- Can be from home or at school depending on Phase #.
- Certified staff will check in- and out daily with the building principal by email, not text message.
- Unit Office, Grade School, and H.S. office will be open during the school closure days.

5. Special Education teachers

- Special education and 504 students will be provided the same accommodations and modifications outlined in their IEP. Special education teachers will work with general education teachers to determine the appropriate modifications for any electronic/home based learning materials.
- Special education teachers will contact families to determine appropriate methods to supply help during the assigned work times.
- Help may be provided via email, school phones, texting, facetime etc.

6. Educational Support Personnel

- Assignments may vary depending on the nature of duties, check with building principal.

In-Person Learning

This is our traditional learning model, as outlined in the North Greene Unit District #3 Return to School Plan, which follows the guidelines outlined by the Illinois State Board of Education. By enrolling your child for in person learning, you agree that you and your child will comply with the criteria for in-person instruction, including performing a daily self-certification health check of your child prior to sending your child to school, and your child's compliance with school safety procedures, such as wearing a face covering while on a school bus and while present in a school building. Students enrolled in in-person instruction will attend school 4 days per week with Mondays being remote learning, with five (5) clock hours of instruction/learning activities per day. Social Distancing of all individuals will be observed, as much as possible. Face coverings for all individuals will be required as specified. Classrooms will be cleaned and disinfected daily. Emphasis will be placed on high touch surfaces and common areas. Restrooms, cafeterias and other common areas will be cleaned throughout the day.

Operations such as transportation and food services would be provided consistent with the Traditional Education Model. The windows can remain open for increased ventilation throughout the school year. The capacity of the school bus would follow state guidelines and this would impact ridership. The school buses will be disinfected after each run.

Athletics will follow the guidelines provided by the IESA, IHSA/IDPH.

V. Operations

Food Services

The Cafeteria Staff will design a meal plan that follows state guidelines and according to USDA standards.

Transportation

Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene. Drivers and monitors must self-certify and verify that they are free from COVID-19 symptoms and meet the criteria to report to work before the start of each day. Drivers and monitors will not be permitted to report to work unless they have completed the daily self-certification health form and meet the criteria to report to work.

School Bus Sanitation

The transportation sanitation plan will include daily disinfection of our facilities and school bus fleet. Our facilities will be cleaned daily with emphasis on high touch surfaces. Schools buses will be disinfected daily at the end of a.m. and p.m. routes and allowed to sit overnight for maximum disinfectant dwell time.

Social Distancing During Transport

Following the ISBE, IDPH, and CDC guidelines, school buses will have modified seating layouts and create distance between children on school buses to the greatest extent possible. All individuals on a bus must wear a face covering. No more than 50 individuals will be on a bus at one time during Phase 4. As a result of these guidelines, the capacity on our school buses will be reduced. We are asking parents to provide transportation for their children to attend school if at all possible. **Families who allow their child to ride the bus are self-certifying their child is symptom-free before boarding a bus.**

Students arriving to the bus without wearing a facecovering will be provided with a face covering if available.

Facilities

All custodial/maintenance staff will be trained on the return to school guidelines, where applicable. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including:

- Desktops
- Door handles
- Countertops
- Handrails
- Light switches
- Drinking fountains
- Restroom fixtures

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

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

- | High Traffic Areas | | Low Traffic Areas | |
|--------------------|----------------|-------------------|------------------------|
| • Hallways | • Entry ways | • Gym | • Cafeteria |
| • Stairwells | • Restrooms | • Locker Rooms | • Auditorium |
| • Foyers | • Main offices | • Weight Rooms | • Playground equipment |

Each week, a detailed sanitation will occur throughout the facility with extensive deep cleaning of restrooms and other common areas. Cleaning and buffing of areas, ground operations and Regional Office of Education compliance duties will be occurring on those all virtual remote learning days.

Sanitation, hygiene and PPE supplies will be ordered and stockpiled for employee access.

Plan for Phases 1-3

Under the Restore Illinois Plan, PreK-12 schools must operate remotely, with no in-person instruction allowed if their school district is located in a region that is listed in Phase 1, 2, or 3. If the West Central Region of the state is currently in Phase 1, 2, or 3 of the Restore Illinois Plan, remote learning will be provided to all North Greene Unit District #3 students. In Spring 2020, the district followed the emergency remote learning guidelines published by the Illinois State Board of Education. Those guidelines have now been updated as a result of having additional time to plan for remote instruction, assessment, and school attendance. The District has updated its remote learning plan to align with the new guidelines from ISBE on remote learning.

Communication

Remote learning is a dramatic departure from how students engaged in learning prior to the COVID-19 pandemic. Without the ability to meet in-person, communication between parents, teachers, and students has become more important than ever in facilitating teaching and learning. The district has multiple methods of communication available during remote learning, including direct access to teachers via email, phone call, and scheduled Google Meet meetings with the students' teacher. We recognize that students and parents may be engaging in remote learning activities at times outside of the "normal" school day, however, teachers will remain available only between the hours of 8:00-3:30. If contact is made after 3:30, you may not receive a response until the next business day.

Parent Communication and Return to Learn

During Remote Learning each student/family will be contacted by the assigned instructor or building level administrator to provide direction on the structure of instruction. The correspondence will include directions for students to pick up their learning device (if needed), instructions on how to access all curriculum materials, and to determine a schedule for live remote teaching.

Each instructor will be tasked with determining current levels of academic ability. This process will assist the classroom teacher in determining the curriculum materials for the start of the school year.

Attendance

While in-person attendance can no longer be achieved, frequent contact between each student and his or her teacher is critical. Students (and the parents of younger students) will be required to check-in every school day using a procedure defined by the individual school. Students will complete and return assignments both remotely and/or in paper format. Each building will determine days/times work will be available for pick up, along with the ability to return completed work digitally or in person.

Student Devices and Technology Support

All students in grades K-12 will be provided with a learning device and charger by the District. Students will keep these devices at home throughout the duration of remote learning so they are able to access instructional activities. Technology support will be available for troubleshooting each weekday from 8 am to 4 pm by emailing support@northgreene.com

Wireless Internet Access

Families who do not have wireless Internet access in their homes for their devices to access curriculum content can utilize other district-provided options for Internet access. Outdoor wireless access points have been installed at each of the district buildings, and all district-provided devices will have Internet access set up for them before distribution to students occurs. Families may enter the parking lots at North Greene Elementary School and North Greene Jr. Sr. High School parking lot, and they will be able to access the district's Internet connection for remote learning activities. We are in the process of installing wi fi hotspots throughout the district.

Time Spent on Remote Learning Activities

The state of Illinois has historically maintained an expectation for five hours per day of instruction during traditional, in-person learning. However, the expectations for remote learning differ, as you and your student(s) will be able to move through instructional activities much quicker than if your student was in a classroom with 20 other students. With those principles in mind, ISBE has provided guidelines for how much time students at different grade levels should spend on remote learning activities per day. Additionally, there are limits to how much time students should spend in front of a device screen each day. The chart below details those clock-hour recommendations:

Recommended Daily Remote Learning Minutes Per ISBE

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
PreK	20 minutes/day	60 minutes/day	3-5 minutes
K	30 minutes/ day	90 minutes/day	3-5 minutes
1-2	45 minutes/day	90 minutes/day	5-10 minutes
3-5	60 minutes/day	120 minutes/day	10-15 minutes
6-8	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area or class
9-12	Class: 20 minutes/day Total: 120 minutes/day	Class: 45 minutes/day Total: 270 minutes/day	1 subject area or class

While students in these different grade levels may be able to participate in the maximum minutes per day of remote learning activities listed for their developmental level, it is important to note that students require frequent breaks. Students have different abilities to sustain their attention to tasks based on their age, and while each child is different, the chart above also provides general guidelines for how long a student at each developmental level can work on an activity before requiring a break. Student breaks can come in the form of getting up and doing a little exercise, going for a walk, having a snack, etc.

Curriculum

The curriculum that is utilized at each of the different grade levels across the district has been carefully selected by administration and teachers, and reflects the state standards for each grade level. While the delivery of each will look different via remote learning as opposed to in-person, there is still significant value that will be provided to each student through remote means.

Assessment and Grading

The district will continue our traditional standards based grading of 1,2, or 3 or A-F grading system for Grades K through 12 for the 2020-2021 school year. The individual building plan will provide additional information regarding grading and assessments. The grading systems require multiple pieces of evidence of students’ ability to demonstrate mastery of standards in all subject areas. As a result, the assessment of student’s completion of remote learning activities will be a critical element in gathering evidence of student mastery.

Students Experiencing Homelessness

The District will comply with the McKinney-Vento Homeless Assistance Act and Board Policy for education of homeless of students. The District will coordinate with the homeless liaison and evaluate the unique needs of homeless students on a case-by-case basis.

ESL Students

The District will evaluate and assess the unique needs of ESL students on a case-by-case basis. Help may be provided via email, school phones, texting, facetime etc.

Transition to In-Person Learning

Students will be unable to return to the school buildings for in-person learning until our region of the state is in Phase 4 or 5 of the Restore Illinois Plan, or until the State Superintendent declares that Remote Learning Days are no longer necessary. Following the announcement of the ability to return to in-person learning, the district will communicate to all parents an official date when students will be able to return to the buildings.

Plan for Phase 5:

Under the Restore Illinois Plan, PreK-12 schools may resume traditional operations when a region enters Phase 5, with additional measures for safety and cleaning. In order to reach the final phase of the Restore Illinois Plan, there must be a widely available vaccine, the availability of an effective treatment, or the elimination of new cases through the development of herd immunity.

Appendix A

To access the most recent Frequently Asked questions, please click the link below:

<https://www.isbe.net/Documents/FAQ-Part-3-Transition-Guidance.pdf>