



Lansing School District 158 E-Learning & Reopening Transition Plan 2020-2021 School Year



BACKGROUND

Lansing School District 158 (D158) completed the 2019-2020 academic year during a mandatory school closure and stay-at-home order from the State of Illinois due to the global Coronavirus Disease 2019 (COVID-19) pandemic. A Remote Learning Plan (RLP) developed in partnership with the Lansing Education Association (LEA) provided 11 weeks of standards-based Home Learning Activities (HLA's) to engage students in the educational process while quarantined. Additional supports such as grab-and-go meals, related services, a virtual graduation ceremony, computer donations, interpretation, and online Individualized Education Program (IEP) meetings were also provided. This period is referred to as Phase I as noted in the next section. The 2019-2020 school year concluded in Phase I on Wednesday, June 3.

D158 facilitated three weeks of Virtual Summer School (VSS) on July 6-23 with staff onsite and students participating in live virtual teaching using Microsoft Teams. VSS provides the basis for Phase II of this E-Learning & Reopening Transition Plan. On Wednesday, July 15 – upon reviewing survey data, input, and recommendations from staff and parents – D158’s Board of Education (BOE) determined that the 2020-2021 school year will start in Phase II for all students and sustain this model through at least Quarter 1.

REOPENING PHASES

The following four reopening phases were presented to D158’s BOE on Wednesday, July 15. Each details a different level of student, staff, and public access to school facilities and status of state-wide restoration.

LANSING SCHOOL DISTRICT 158 TRANSITION PLAN PHASE IV <ul style="list-style-type: none"> • Normal or near normal state and district operations
LANSING SCHOOL DISTRICT 158 TRANSITION PLAN PHASE III <ul style="list-style-type: none"> • State achieving higher phases with less restrictions • Staff back at work onsite with safety equipment • Continue limited public access with safety measures • Students alternating home and remote learning
LANSING SCHOOL DISTRICT 158 TRANSITION PLAN PHASE II <ul style="list-style-type: none"> • State lifting quarantine and phasing out restrictions • Staff gradually transitioning back to full onsite work • Limited public access with new safety procedures • Students remain home for virtual learning activities
LANSING SCHOOL DISTRICT 158 TRANSITION PLAN PHASE I <ul style="list-style-type: none"> • State stay-at-home order due to health pandemic • Staff working remotely except essential employees • Minimal public access to district or school facilities • Students at home participating in remote learning

D158 will begin the 2020-2021 school year in Phase II above with staff returning onsite, students remaining at home for virtual learning, and public access only to the front offices and meal pickup locations of each school. Any onsite activity in D158 will observe the safety protocols outlined later in this plan.



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PRIORITIES

- Continue to feed and care for the extended health and safety of D158’s students, staff, and community.
- Maintain clear, coherent, and organized communication with students, staff, and the D158 community.
- Advance D158 students in new curriculum, instruction, and supports through live virtual methods.
- Identify, reinforce, and support priority skills and knowledge lost during the previous school year.
- Begin to safely and successfully transition D158 students back to onsite educational experiences.
- Establish an effective, safe platform from which D158 could transition to other reopening phases.

2020-2021 SCHOOL YEAR CALENDAR

D158 will start the 2020-2021 academic year with 2.5 Staff Institute Days on August 17-19 and 2.5 Remote Learning Planning Days (RLPD’s) on August 19-21. Students will not attend school or participate in virtual learning during this first week. However, August 20-21 will be designated days when families can pick up textbooks, materials, and resources from all five school buildings. On Monday, August 24, D158 will hold a Virtual Open House from 9:00 AM-2:30 PM and 5:30-7:00 PM to provide an orientation to virtual learning and Microsoft Teams. Parents and students may sign-up for 15-minute timeslots with faculty and staff at all five schools. Timeslots may be combined with multiple families, if necessary, to ensure availability.

Teachers will make phone calls to the parents of all of their students who are unable to attend the Virtual Open House on Monday, August 24. This date will count as a regular day of student attendance. Families who need additional support with virtual learning may contact the office of their child’s school to receive assistance and setup appointments. These meetings will take place with all appropriate safety precautions (e.g. social distancing, wearing masks, etc.). Students will start the 2020-2021 school year with an E-Learning Day on Tuesday, August 25. D158 will remain in Phase II as noted below for at least Quarter 1.

LEGEND

COVID-19 = Coronavirus Disease 2019	LRC = Library Resource Center
D158 = Lansing School District 158	MAP = Measures of Academic Progress
EL = English Learner	RLP = Remote Learning Plan
HLA = Home Learning Activity	RLPD = Remote Learning Planning Day
IEP = Individualized Education Program	TFEC = Thornton Fractional Ed. Consortium
LEA = Lansing Education Association	VSS = Virtual Summer School

CURRICULUM, INSTRUCTION, & ASSESSMENT

D158 faculty will teach new content, skills, and curriculum that are developmentally and grade level appropriate during the Phase II start of 2020-2021 while reinforcing prerequisite learning. Instructional activities and assignments will be adapted, as needed, for the virtual format in which they are delivered.

Teachers will make sure that paper-based hard copies of assignments are available in the front offices of each school building on a daily basis for their students who need them. Academic work will otherwise be made available on Microsoft Teams. Student work assigned and completed during Phase II will be graded at the discretion of the teacher. Faculty will develop appropriate common (Type II) and classroom-specific (Type III) assessments to evaluate student academic attainment and growth. These types of assessments will be used for the student growth portion of teacher evaluation during the 2020-2021 school year. Measures of Academic Progress (MAP) testing will not take place while students are home for Phase II.



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E-LEARNING WEEK SCHEDULE

During Phase II, D158 will run E-Learning Days as specified in the Memorandum of Understanding (MOU) with the LEA dated August 11, 2020 on Tuesday-through Friday. Student daily and weekly schedules will follow state recommendations, research, and best practices for class sizes, screen time, transitions, and sequence of instruction. Microsoft Teams will be the primary software platform used for virtual student engagement, instruction, services, and attendance. All E-Learning Days, whether utilizing direct virtual instruction or assigned work, will count as regular days of attendance as though students were onsite.

Every week of E-Learning, certified staff will make available to students four (4) instructional videos – one for each E-Learning Day – of which at least two (2) are original recordings of that teacher at least 10 minutes in length. Parents and students in third grade or higher must sign a waiver in order to access these videos, as well as participate in E-Learning. Student attendance will be based on participation in virtual learning on Microsoft Teams, viewing recorded video of lessons, and/or communication with the family.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Staff Available 9:00 AM-2:30 PM	E-Learning Day 9:00 AM-2:30 PM	E-Learning Day 9:00 AM-2:30 PM	E-Learning Day 9:00 AM-2:30 PM	E-Learning Day 9:00 AM-2:30 PM

On Mondays, certified staff will be accessible remotely to students, parents, and families between 9:00 AM-2:30 PM except for a 30-minute duty-free lunch; assign academic work for students to complete; and make contact to the homes of all of their students for wellness checks. These contacts will account for student attendance on Mondays. Certified staff may also record the aforementioned two (2) original instructional and/or related service videos each Monday to be maintained district-wide for use during times of absence.

Each school building will provide a more detailed teaching and class schedule to their students and families that follows the guidelines outlined above. Due to time needed for students to acclimate to E-Learning, progress reports with grades will not be issued during the midpoint of Quarter 1.

SHORT-TERM USE OF E-LEARNING DAYS

In the event that D158 needs to use a single emergency day during the 2020-2021 school year (e.g. snow day) and students have returned onsite, an E-Learning Day may be run at the discretion of the Superintendent of Schools. E-Learning Days called in this manner will count as regular days of student attendance and include all of the same components, requirements, services, and supports defined in this plan. Individual school buildings will provide more detailed teaching and class schedules for these days.

TECHNOLOGY

During the 2019-2020 school year, D158 donated 750 refurbished laptop computers to families needing technology. At least 900 additional machines will be donated in a similar manner for 2020-2021. D158 families who have not previously received a donation and have only one computer (or none) at home will be prioritized for new donations. Parents must sign a waiver in order to receive a computer. Once laptop donations have been exhausted, D158 will loan computers to students. Receipt of a loaned device will require parent and student acknowledgement of handbook, consent form, and liability for loss or damages.

In addition to Microsoft Teams, other software may be used to engage students in remote learning. These include but are not limited to: IXL, PowerSchool, ReadyRosie, Seesaw, Zoom, and various online resources.



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EDUCATIONAL SUPPORT PERSONNEL

Nurses and paraprofessionals will be maintained onsite during Phase II in order to facilitate medical and educational supports, respectively. These positions may be used to help provide communication with families, as appropriate, to ensure student registration, attendance, completion of paperwork and assignments, and successful engagement with technology and virtual learning experiences. External substitutes will not be utilized, if possible, during Phase II except in the case of long-term staff absences. Library Resource Center (LRC) staff will help provide technical support for students, staff, and families.

SAFETY & CLEANING

D158 maintains excellent facility cleanliness, maintenance, and air quality control standards – receiving perfect scores on Health/Life Safety Inspections the past two school years – that will remain in place during the 2020-2021 school year including the Phase II start. Additional cleaning and sanitizing procedures implemented prior to the mandatory school closure on March 17, 2020 will also remain in place. These include thoroughly and frequently cleaning touchpoints and commonly used surfaces, using sprayers with environmentally safe solutions, and providing hand sanitizer at all school sites. Front offices and areas requiring onsite contact between staff and external visitors have been equipped with plexiglass shields.

Face masks will be provided and required at all five school buildings. Social distancing, mass gathering, and hygiene requirements (e.g. frequent hand washing) will also be observed. Temperature self-certification will be completed and documented for all staff daily prior to entering any D158 buildings. Suspected COVID-19 cases or exposure may result in referrals for testing paid by D158 and/or self-quarantining. Staff who are able to work remotely while adhering to all guidelines of this plan will not be required to use personal benefit leave (e.g. sick days) while waiting for COVID-19 test results or self-quarantining. A doctor's note will be required for any staff in these circumstances to return onsite.

Staff who cannot work remotely, are uncomfortable or unable to work onsite, or cannot fulfill the requirements of this plan from home may use emergency and personal benefit leave in that order.

RELATED SERVICES

Related services such as social work, psychology, reading interventions, speech, English Learner (EL) supports, special education, enrichment, and occupational therapy will be provided to students in a similar live virtual format as teaching during the Phase II start of the 2020-2021 year. IEP and 504 meetings will continue to be held remotely, with individual students permitted onsite with the appropriate safety precautions to facilitate special education testing. Interpretation services will remain in place for families as will all of the normal procedures for maintaining logs, data, and student information for related services. Physical documents will be provided to families, as needed, in addition to those shared via digital means.

Completion of HLA's during Quarter 4 of last year will be used, in part, to help determine student placement, interventions, and services during 2020-2021. Priority standards from 2019-2020 will be identified and reinforced while teachers introduce new content and skills. Students will not be retained in a previous grade level unless this concern was identified prior to the COVID-19 mandatory school closure

When planning lessons and services, staff will consider social emotional and home needs of students during a health pandemic. In the case of junior high school students alternating direct virtual instruction days, those in certain IEP settings will still participate all four (4) days weekly.



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CONTRACTED SERVICES

A'viands will provide pre-packaged grab-and-go meal service at all five school sites while D158 remains in Phase II. Weekly meals will be distributed between 8:00-11:00 AM on Mondays and Wednesdays. D158 participates in the Community Eligibility Provision (CEP) food service program so all meals are provided free of cost to anyone who needs them, including students from other Thornton Fractional Educational Consortium (TFEC) school districts listed on the Joint Statement dated March 22, 2020 (available from www.d158.net). Student transportation and before/after school childcare services provided by Kickert School Bus Line and Ivy League, respectively, will not be utilized while D158 is in Phase II of reopening.

ATHLETICS & ACTIVITIES

Extracurricular, athletic, and co-curricular programs offered to students outside the regular school day may run onsite while D158 remains in Phase II provided the appropriate health and safety precautions are implemented. Parents will be required to sign a waiver authorizing their student(s) to participate in these activities onsite during a global health pandemic. Regardless of the reopening phase D158 is in, athletic and activity programs governed by a larger conference and/or state organization will adhere to the requirements of those agencies. Pursuant to a Memorandum of Understanding (MOU) between D158 and the LEA signed July 17, 2020, activities that are not run onsite may be facilitated remotely with students.

STAFF & STUDENT TRAINING

D158's Buildings & Grounds Department is being fully certified in COVID-19 cleaning procedures. Staff involved in supporting virtual learning will be certified in Microsoft Teams, provided both online and onsite professional development for e-learning, and allowed use of a district laptop computer to facilitate the remote work outlined in this plan. Students, parents, and families are being offered training and support through the Virtual Open House on Monday, August 24 and additional follow-up communication.

ACKNOWLEDGEMENTS & ASSURANCES

Thank you to D158's BOE, E-Learning & Transition Plan Joint Committee, District Leadership Team, Superintendent Advisory Committee, the LEA, and the South Cook Intermediate Service Center for their time, effort, and input into regarding the creation and review of this plan. These groups include stakeholders representing staff, parents, community members, medical experts, and support services.

Both the BOE and LEA agree that this plan applies to the 2020-2021 academic year, shall not be carried over into any subsequent years unless both parties have agreed upon a new E-Learning Plan/RLP, and may be modified and added to with approval of both parties. This includes transition, when appropriate, to Phase III of D158's reopening depending on the circumstances of the state reopening and health pandemic. Short-term use of E-Learning Days defined in this plan shall be for three years from the date of approval.

Mr. Robert L. Wood, Board President
Lansing School District 158

Dr. Nathan S. Schilling, Superintendent
Lansing School District 158

Date of Initial Board Approval Pursuant to 105 ILCS 5/10-20.56: August 11, 2020

Date(s) of Revision: September 16, 2020