

RETURN TO LEARNING PLAN



Dear Sycamore Community,

For the last few months, our lives have been turned upside down as we dealt with the spread of COVID-19. COVID-19 has not only disrupted our schools, but it has also disrupted our personal lives, our local, national, & global economy, our public services, recreation, and more. We recognize the challenges it has presented to all of us in every phase of our lives.

Throughout the summer, we patiently awaited guidance from the Illinois State Board of Education (ISBE), the Center for Disease Control (CDC), Illinois Department of Public Health (IDPH), and the Dekalb County Health Department (DCHD). In addition, we have received guidance from the Illinois High School Association (IHSA) and Illinois Elementary School Association (IESA) regarding activities at the High School and Middle School level. We've received that guidance, as well as the revisions, and we have incorporated it in the plan that follows.

I believe this Return to Learning plan provides the best opportunity for students to safely return to school in the fall, or to voluntarily choose to engage in remote learning. We are referring to this plan as a "hybrid" plan because it allows for both in-person and remote learning. It also allows for in-person learning on alternating days to accommodate 6 feet of social distancing. It is the result of our best effort to implement the feelings and desires of our families and staff for the upcoming school year. It is not perfect, but I believe it is the safest, most reasonable plan to return to learning in August.

I encourage you to read through this plan and discuss it with your student(s) to prepare them to return to school. It will help them prepare for the different schedule and expectations that the school year will bring. It will also help stop the spread of this virus by following the safety guidelines in this plan. Empower them to learn, and to play their part in overcoming COVID-19.

We will do our best to continue communicating with you throughout the remainder of the summer, and the beginning of the school year. We will use our website (www.syc427.org), social media, Infinite Campus, email, text messages, and our mobile app (available in the Apple App Store and Google Play Store by searching SYC427). You can reach us at the District Office at (815) 899-8100 or by email at communications@syc427.org.

Thank you for your continued patience, understanding, and flexibility as we begin the coming school year. We know it won't be the start to the year that we all wanted, but I believe it will still be an opportunity to excel and soar like never before!

Sincerely,



Mr. Steve Wilder
Superintendent of Schools

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ARRIVING TO SCHOOL PRECAUTIONARY PROCEDURES

Face Coverings

General Rule – Face Coverings Required

Sycamore School District acknowledges the continuing need to follow the Joint Guidance 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](#)
- [CDC DIY Cloth Face Coverings \(April 4\)](#)
- [CDC Recommendations for Cloth Face Covers](#)
- [U.S. Surgeon General How to Make Your Own Face Covering \(YouTube\)](#)
- [CDC Cloth Face Covers FAQ](#)

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.

Symptoms of COVID-19 & School Attendance

It is important for all Sycamore families to be aware of the symptoms outlined by the Center for Disease Control (CDC) for COVID-19. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

As a school district, we understand that school attendance is important, and we want your children to come to school. ***However, please keep your child home if they are experiencing any of the symptoms listed below:***

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

The CDC and IDPH guidelines for students who are suspected of having COVID-19 symptoms, whether they are tested or not, state that 72 hours must elapse from the resolution of fever without fever-reducing medication and 14 days must pass after symptoms first appear.

This list does not include all possible symptoms. The CDC will continue to update this list as they learn more about COVID-19.

Each of our schools will designate a safe, supervised area to quarantine any individuals who are experiencing COVID-19 like symptoms. If a student becomes ill with COVID-19 like symptoms at school, they will be supervised by a student health professional until they are able to be picked up from school.

Finally, please note that this year, we will not be issuing awards for perfect attendance. The top priority of our school district is that your children are safe and healthy. If your child is sick, please keep them home.

Temperature Checks & Self-Certification

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. Families will be required to sign a form stating they will comply with the self certification process prior to the start of the 2020-21 school year. This information will be shared with families in early August.

As part of the daily symptom screening process, a parent/guardian will determine if their 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 a student on District transportation and/or to school on any given day, a parent/guardian is certifying and verifying that their student has received a daily symptom screening and is not experiencing any COVID-19 symptoms.

Student Transportation

School arrival times may be staggered in order to support students in maintaining the social distance protocol. Preliminary bus schedules will be communicated to families on Friday, August 14, 2020, with updated bus schedules communicated on Tuesday, August 18, 2020. Families will receive this information by email, phone, and text alerts.

Please review the following bus expectations with your children prior to the beginning of the school year:

- All students on a bus must wear a face covering, no more than 50 people may be on a bus at one time, and social distancing must be maintained to the greatest extent possible.
- Students will board the bus and fill the seats from the rear towards the front.
- All students will self-certify prior to boarding the school bus. Details about self-certification procedures for our families are forthcoming.
- Students will have assigned seats on the bus, with siblings of the same household being placed near one another.
- All windows on the bus will be open to allow for sufficient air-flow throughout the bus. Students are encouraged to dress appropriately for all weather conditions.
- Students are encouraged to maintain social distancing at their bus stops prior to the arrival of the school bus. Parents, please talk to your children about maintaining social distance between their classmates as they wait for the bus to arrive.
- Drivers and monitors must wear approved and appropriate personal protection equipment (PPE) and perform regular hand hygiene.
- Drivers and monitors must complete a symptom and temperature check or self-certify prior to the start of their bus route.
- Buses will be disinfected daily.

Maintaining Healthy School Environments

Sycamore Community School District 427 is committed to maintaining the healthiest school environments possible during the Coronavirus Pandemic. In order to ensure that our students and staff are safe at school, the following procedures will be followed in order to prevent the spreading of germs between students:

Social Distancing

To the greatest extent possible, all district school buildings will develop classroom layouts that allow at least 6 feet of physical distance between students.

- Desks/tables will be turned to face in the same direction.
- Students will have an assigned seat and teachers will develop a marked path of travel within the classroom in order to maintain social distance from entry into the classroom.
- Visual posters showing 6 feet of distance will be placed throughout all schools.
- Markers will be placed on the floor to show students how far 6 feet is for all common areas of the building.
- In hallways, students will walk to the right and keep distance between each other students during the passing period.
- The number of people in hallways will be limited to the greatest extent possible.
- Lockers for both middle and high school students will be prohibited until further notice.
- Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc.

Handwashing

Students are encouraged to wash their hands frequently throughout the day in order to prevent the spreading of germs. In order to make sure all students are washing their hands properly, we encourage the five steps that you see outlined below from the CDC. Practice these steps with your child at home:

Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

When to Wash Hands

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance such as a child.
- After touching your eyes, nose, or mouth.

Hand Sanitizer in Classrooms

Washing hands with soap and water is the best way to get rid of germs in most situations. However, there will also be hand sanitizer available in all classrooms for students to use throughout the school day. Students may use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

Follow Three Steps to Use Hand Sanitizer the Right Way

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Use of Shared Objects

Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be discontinued until further notice. Typically, classrooms in our elementary schools have communal supplies that are shared between students. However, due to the spread of germs that may occur when supplies are shared, we will be eliminating the use of shared supplies this school year.

- Students belongings will be separated from others' and in individually labeled containers, cubbies, or areas.
- Teachers will ensure adequate supplies to minimize sharing of high touch materials to the greatest extent possible.
- Teachers will encourage students to avoid sharing electronic devices, toys, books, and other games or learning aids.

Ventilation

The CDC recommends increased circulation of outdoor air as much as possible, for example by opening windows and doors. To the greatest extent possible, individual school buildings will follow these guidelines so long as weather permits us to do so.

Water Fountains

In order to prevent the spread of germs, water fountains will be disconnected this school year until further notice. Students are encouraged to bring a reusable water bottle to school. Water bottle filling stations are available in all of our schools and will be available for students to use.

Cafeterias/Food Service

Meals will be provided to all students each day of the week, no matter if your child is physically attending school that day or remotely learning from home.

- Elementary school students will have lunch during the school day in the cafeteria. Middle School and High School students will be offered a grab-and-go lunch at the end of the day.
- Students will have assigned seats during breakfast and lunch in order to maintain social distancing in the cafeteria.
- Meals will be individually plated. Buffets and any sort of "shared" food will be prohibited.

- Cafeterias will be thoroughly cleaned and disinfected prior to beginning of each meal period
- Hand hygiene for all students must be practiced both before and after each meal that is held in the classroom.

Recess (Elementary Students)

Students will have recess each day they are in school, and will be permitted to play on playground equipment during recess time. We are committed to your child's safety and well-being, and we are taking every precaution to stop the spreading of germs between students. Students are not required to wear face coverings outside so long as social distancing is maintained.

Field Trips

Live field trips will not be scheduled until further notice. Your child may engage in a virtual field trip with his/her classmates in order to maintain social distancing and to provide the safest learning experience for all students. Examples of virtual field trips include the Seattle Aquarium, the San Diego Zoo, Yellowstone National Park, and the Boston Children's Museum.

Extracurricular Activities

Please note that extracurricular activities will be limited this year until further notice.

Middle School Sports

On Friday, July 24, 2020, the Illinois Elementary School Association (IESA) announced the cancellation of the IESA State Series for the fall. A decision of the regular season will be announced at a later date.

High School Sports

On Thursday, July 29, 2020, the Illinois High School Association (IHSA) announced modification to the schedule for the 2020-21 school year that will allow all IHSA sports to be played over four seasons in the fall, winter, spring & summer. The condensed 2020-21 season dates will be:

- Fall: August 10 to October 24
 - Boys/Girls Golf, Girls Tennis, Boys/Girls Cross Country, Girls Swimming & Diving
- Winter: November 16 to February 13
 - Boys and Girls Basketball, Wrestling, Boys Swimming & Diving, Cheerleading, Dance

- Spring: February 15 to May 1
 - Football, Boys Soccer, Girls Volleyball
- Summer: May 3 to June 26
 - Baseball, Softball, Boys and Girls Track & Field, Girls Soccer

Physical Education, Gymnasiums & Locker Rooms

Physical activity can support your child's overall health and well-being, and it may help reduce stress and anxiety. We plan to have PE as part of our regular in-school schedule. The use of locker rooms and changing of clothes is prohibited until further notice.

- Face masks will be required when inside, but can be removed when PE is outside and social distancing is maintained.
- Any sort of physical contact between students is prohibited in order to prevent the spreading of germs.
- The use of any shared gym equipment is not recommended, but is allowable when proper cleaning procedures are followed.

Driver's Education Behind-the-Wheel Instruction (High School Students)

In order to provide behind-the-wheel training to students in driver's education in compliance with all Secretary of State and IDPH safety requirements, the following procedures must be followed:

- Only two students and one instructor per vehicle
- Face coverings must be worn
- Eating and drink are prohibited in the vehicle
- Windows must be open whenever possible
- Do not make any unnecessary stops during the training
- Complete hand hygiene with soap & water or hand sanitizer, before and after driving
- Clean and disinfect the steering wheel, door handles, seat belt fastener, controls/dials, keys, etc. in between each behind-the-wheel session
- Conduct regular routine cleaning and disinfecting of the seats

Music-Related Courses

Music courses will be adjusted to follow CDC, IDPH, and DCHD protocol.

Rest Time (Kindergarten)

All rest time towels, provided by families, will be at least 6 feet apart as much as possible. Placing children head to toe will be considered in order to reduce the potential for a virus to spread. Towels will be labeled for each child and will be sent home weekly to be cleaned.

Cleaning and Disinfecting Surfaces

Our students' safety and wellness will be our main priority when school opens. In order to stop the spread of germs, there will be specific cleaning and disinfecting procedures implemented this fall when schools reopen. We will be following these guidelines when cleaning and disinfecting your child's school:

- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- Employees will follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
- Frequently touched surfaces (e.g., door handles, sink handles) within the school and on school buses will be cleaned at least daily or between use as much as possible.
- There will be a schedule for increased, routine cleaning and disinfection.

Out of School Care (OSCAR)

Sycamore Community School District 427 OSCAR Program will not be providing care to our students until further notice. We have made this decision due to the guidelines given by DCFS, lack of space in buildings, and staffing requirements.

OSCAR has worked with community resources to be able to make sure our families' needs are still being met. Kishwaukee YMCA will be offering full day childcare services to families. Kishwaukee YMCA does accept 4C financial assistance. OSCAR has also worked with Sycamore Park District and they will be offering childcare from 2:20-5:00 PM Monday through Thursday.

IN THE EVENT OF A CONFIRMED COVID-19 CASE

Sycamore Community School District 427 will take all precautionary measures to ensure that your child and all staff are safe and healthy at school. If your child is exposed to someone who has COVID-19, the following procedures must be followed:

Staying Home

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Who needs to quarantine?

Any student who has been in close contact with someone who has COVID-19 should quarantine for fourteen days.

This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

What counts as close contact?

- A person was within 6 feet of someone who has tested positive for COVID-19 or symptomatic for a cumulative 15 minutes.
- A person shared eating or drinking utensils.
- Another person sneezed, coughed, or somehow got respiratory droplets on a person.

Communication Regarding COVID-19 Illness

Individual schools will implement a tracking process for monitoring students who have been excluded from school due to having COVID-19 like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID19 and are in quarantine.

- All students who have been medically excluded for any of the above reasons must check-in and be cleared by the school nurse prior to returning to class.
- Confirmed cases of COVID-19 will be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by the IDPH.

- Families will immediately be informed of any possible exposure their child may have had to a person with a confirmed COVID-19 case while maintaining student and staff confidentiality rights.

If a student or staff member develops symptoms of COVID-19 during the school day:

- The person who is ill with symptoms will be separated from others and will go home to further isolate and follow up with their doctor.
- While waiting for parent pick up, ill students will wait in a supervised designated isolation area.
- The building's health office staff will notify the building principal and the student health department chair of the individual who is ill.
- Cleaning and disinfecting procedures will be implemented by the building maintenance staff, as required.
- The building's health office staff will track the students and staff who went home with symptoms by following-up for additional information.

If a student or staff member is confirmed to have a case of COVID-19, the following steps will be taken immediately to reduce transmission:

- The building's health office staff will report all positive test results to the student health office department chair and the building principal.
- The principal will notify the Director of Buildings & Grounds for cleaning and disinfection of the school building per the District's protocol.
- All positive COVID-19 test results will be reported to the DeKalb County Health Department, and to the building principal.
- The DeKalb County Health Department will be provided information to complete contact tracing.
- The student or staff member will be expected to quarantine in accordance with the CDC guidelines.
- All proper notifications will be made to the school community as quickly as possible via various communication methods while maintaining confidentiality.

If a student or staff member has had close contact with the individual confirmed to have a case of COVID-19, the following steps will be taken immediately to reduce transmission:

- The building's health office staff or principal will notify the student health office department chair of the positive cases and that close contact has occurred.
- The student or staff member will be requested to quarantine immediately in accordance with the CDC guidelines.

- The student health office department chair will notify the DeKalb County Health Department of the close contact so that contact tracing can be completed.
- The proper notifications will be made to the school community as quickly as possible via various communication methods while maintaining confidentiality.

HYBRID & REMOTE LEARNING CONSIDERATIONS

Social and Emotional Learning (SEL) and Well Being

When students return to school, our priority will be student health and safety. Part of student health is their social and emotional well-being. Teachers will schedule SEL check-ins with their students in order to provide a safe space for your child to ask questions and share any concerns. A list of SEL resources for families will be posted to our website in early August.

- School Counselors, Social Workers, and Health Staff will connect with students who are experiencing social and emotional distress.
- They will provide outside agency resources and social emotional learning resources to you and your family.
- Teachers, counselors, and social workers will continue to communicate student SEL concerns to the family and their building administrator in order to keep your child safe.

Grading

The Illinois State Board of Education (ISBE) encourages school districts to return to traditional grading policies to the greatest extent possible. As a school district, we want to ensure that all students receive formative feedback to help them grow as learners. Grades are one tool to provide that feedback. Therefore, we will be returning to our regular grading process for assignments and activities completed during in-class and remote learning sessions.

Attendance

Daily attendance and engagement of all students is expected whether students are physically in the school building or learning remotely from home. Teachers or other school staff members will contact any families who are not in attendance or engaging in classes, whether they are in-person or remote learning. If your child is sick, please make sure to contact your child's school as soon as possible in order to document the illness.

HYBRID LEARNING

We have developed a blended learning model which places student and staff safety as our top priority. The intent of this hybrid model is to provide students with the opportunity for in person instruction while maintaining CDC and IDPH guidelines for physical distancing. The A/B student attendance day schedule reduces the number of students in the building and makes it easier to apply physical distancing throughout each aspect of the student's school day. This can reduce the risk of an increase in the spread of COVID-19 to students and adults throughout the community.

Hybrid Learning Schedule

Students will follow an A/B style schedule Monday through Thursday. Students on the A schedule will attend school in person on Mondays and Wednesdays. Students on the B schedule will attend in person on Tuesdays and Thursdays. Fridays will be an alternating weekly A/B schedule. Students will still be participating in independent learning as provided by the teacher on days when they are not in person. This will include special education inclusion students. Families will be assigned the same schedule for student continuity across schools. Our buildings will operate under the following start and end times for the 2020-21 school year. Teachers will have a standard workday each day.

	Elementary Schools	Middle School	High School
Start Time	8:50 AM	7:50 AM	7:45 AM
End Time	2:20 PM	12:40 PM	12:58 PM

Our Little Spartans Early Learning Program will continue to run two sections. The morning session will run from 9:00 - 11:00 AM and the afternoon session will run from 1:00 - 3:00 PM. Our Life School program will continue to run from 9:00 AM - 2:00 PM.

Sample Two Week In Person Learning Schedule

	In Person Learning Schedule				
	Monday	Tuesday	Wednesday	Thursday	Friday (Alternating)
Week 1	Group A		Group A		Group A
		Group B		Group B	
Week 2	Group A		Group A		
		Group B		Group B	Group B

Sycamore Middle School Daily Schedule

7:50 - 8:25 AM	1st Period
8:27 - 9:01 AM	2nd Period
9:03 - 9:37 AM	3rd Period
9:39 - 10:13 AM	4th Period
10:15 - 10:49 AM	5th Period
10:51 - 11:25 AM	6th Period
11:27 - 12:01 PM	7th Period
12:03 - 12:40 PM	8th Period

Sycamore High School Daily Schedule

	4th Hour Lunch	6th Hour Lunch	8th Hour Lunch
7:00 - 7:38 AM	Zero Hour	Zero Hour	Zero Hour
7:45 - 8:23 AM	1st Hour	1st Hour	1st Hour
8:31 - 9:08 AM	2nd Hour	2nd Hour	2nd Hour
9:16 - 9:54 AM	3rd Hour	3rd Hour	3rd Hour
10:02 - 10:40 AM	5th/6th Hour	4th/5th Hour	4th/5th Hour
10:48 - 11:26 AM	7th/8th Hour	7th/8th Hour	6th/7th Hour
11:34 AM - 12:12 PM	9th Hour	9th Hour	9th Hour
12:20 - 12:58 PM	10th Hour	10th Hour	10th Hour

Special Education

To address the various unique and diverse needs of our most vulnerable students in our specialized self-contained programs will have the option to attend school 5 days a week or to the greatest extent possible. Students in our Life School Program will have the option to attend school 5 days a week. Students in the Little Spartans Early Learning Program will have the option to attend school 4 days a week on Monday-Thursday following their half day AM or PM schedule. Students that receive special education services and supports in our resource program will have the option to participate in either the hybrid A/B schedule or choose the remote online option. Special education and related services will be provided in-person as well as remotely. Some flexibility of scheduling may be necessary on a case by case basis to meet a child's unique learning needs. A Student Service FAQ will be posted to our website with additional information.

Special Education and Related Services, Speech, Social Work, OT, PT, Hearing & Vision, will follow the same guidelines from IDPH, CDC and ISBE to ensure the safest delivery of supports and services for your child:

- Staff members will be provided the appropriate personal protection equipment (PPE) to work with your child.
- To the greatest extent possible, students will be required to wear face masks. Medical exceptions will require documentation from a doctor.

- Staff members will maintain social distancing and practice appropriate hand hygiene with your child.
- Staff members will ensure all materials used to deliver services to your child are cleaned and disinfected between uses with enough time to let the material properly dry.

FULLY ONLINE LEARNING OPTION WITH UNDER A HYBRID MODEL

Early Childhood

Students who attend the Little Spartans Early Learning Program will be provided services through in-person learning. Students will attend the program Monday-Thursday (AM or PM session). Should a student have a documented medical condition, the parent would contact the Early Childhood Coordinator. Then, the team will review and consider the student's individual needs. In those cases, the implementation of educational services will be determined by the student's team.

Elementary & Middle School

Students who are enrolled in the fully online learning option will receive instruction in language arts, math, science, social studies, and specials. Daily learning opportunities will be provided to all online learning students through Google Classroom and will be a combination of synchronous learning opportunities, asynchronous learning opportunities, and other learning opportunities assigned by a teacher of the District.

High School

Families who select the fully online option in grades 9 -12 will be enrolled in virtual sections of designated courses. Students who are enrolled in the online learning option will receive learning opportunities in at least english, math, science, social studies, and physical education. Additional courses may be available and final offerings will be determined once final numbers of online-only learning students have been determined. Daily learning opportunities will be provided to all online learning students through Canvas and will be a combination of synchronous learning opportunities, asynchronous learning opportunities and other learning opportunities.

Fully Online Learning: Other Considerations

Attendance

Daily attendance and engagement are required. Students will be required to submit completed daily learning opportunities to their teacher or participate in scheduled synchronous learning opportunities which will be recorded as their attendance and engagement for the day. Teachers will be required to monitor and report student attendance daily through Infinite Campus for all learners enrolled in their course(s). When a student is sick, families will need to

report the absence to the school office. The office staff will enter the absence into Infinite Campus.

Grading

Standard grading practices and grading periods will apply to online learners.

Teaching Staff

Teachers for online learners will be determined based on enrollment in online learning.

Clubs/Activities

Students who opt out of in-person learning and enroll in fully online learning may participate in the available extracurricular activities and athletics presuming that all health and safety protocols can be followed. Some opportunities may be limited.

Special Education Services

If a parent chooses the fully online learning option, the student's team will develop an Individual Remote Learning Plan that outlines the services that will be provided to the student during online learning. School teams will provide special education services remotely to the greatest extent possible, however due to the nature of online learning some services or IEP goals may not be reasonable or appropriate.

Section 504 Services

If a parent chooses to opt-out of in-person instruction, the student's team will review the 504 plan to determine which accommodations can be put in place during remote learning as some accommodations may not be reasonable or appropriate during remote learning (e.g. – sitting close to the teacher, allowing breaks, etc.).

Evaluations for Child Find

If a child is referred for an evaluation under Section 504 or the Individuals with Disabilities Education Act (IDEA), assessments that require face-to-face time will be conducted in person.

Teacher Expectations for Fully Online Learning Teaching

Five (5) hours of daily learning opportunities will be provided to all online learning students through Google Classroom or Canvas and will be a combination of synchronous learning opportunities, asynchronous learning opportunities, and other learning opportunities assigned by a virtual instructor. Learning activities may include, but are not limited to: the teacher delivering instruction via recorded video or synchronous platform, remote small group work via breakout room or conference call, independent/flexible student work time, and virtual/telephone teacher-student check-ins. If using non-interactive platforms, students must

have means to confer with an educator and receive feedback before assignments are graded or assessments are administered.

FULLY REMOTE LEARNING MODEL

Early Childhood

Students who attend the Little Spartans Early Learning Program will be provided services through in-person learning. Students will attend the program Monday-Thursday (AM or PM session). Should a student have a documented medical condition, the parent would contact the Early Childhood Coordinator. Then, the team will review and consider the student's individual needs. In those cases, the implementation of educational services will be determined by the student's team.

Elementary

The foundation of our fully remote learning model at the elementary level is composed of social emotional learning, relationship building, and engaged learning. Each day, teachers will post new content by 9:00 AM through a student's google classroom. Families will have the opportunity to access this content during the day at a time that best fits their needs. Students will have two 30 minute synchronous learning times daily with their entire class. Additionally, teachers will schedule small group learning pods and individual support sessions with students during the school. Interventionists and special education teachers will support students through feedback, conferencing, and individual or small group support.

New content will be taught through an asynchronous format and synchronous meetings will be curriculum focused. Teachers will be available during the day for emails from 8:30 AM to 3:00 PM.

Elementary students will not be using choice boards like the District used during the spring 2020 closure. Our students will have personal contact with their classroom teacher each day.

Middle School

Our middle school students will follow their typical nine period day and receive instruction through both synchronous and asynchronous lessons. Each Monday, students will attend every class synchronously for a shortened session where their teacher will provide an overview of the week. On Tuesdays/Thursdays students will attend their first four classes in synchronous session and independently work on their fifth through ninth period classes. On Wednesdays

and Friday, students will work independently on their first four classes and attend synchronous sessions for their fifth through night period classes. Teachers will be available to help during the independent times for the classes through email and Google Meet. Every teacher will have office hours from 1:45 - 2:15 PM to assist students.

Synchronous instruction will include, but not limited to, live discussions, guided practices, and collaborative group work. While asynchronous lessons could include, but not limited to, video notes, pre-recorded instructions for guided practice, independent practice, assigned reading, and content review. Students will be able access missed live content through an asynchronous method.

Students are encouraged to use the 1:45 - 3:00 PM to finish any work not completed during class time.

High School

Our high school students will attend classes following their traditional schedule and will receive their instruction through Canvas, the high school's learning management system. Each week, teachers will post an overview of the week along with a video explanation. On a daily basis, teachers will post expectations for what students are expected to do for that day.

Students will receive their instruction through both synchronous and asynchronous lessons, at least two periods per week will be taught in a synchronous format. The student's day will begin at 7:45 AM (7:00 AM if enrolled in Zero Hour) and class period will run for 38 minutes, students will have eight minute breaks between each of their classes. Students can expect to have an additional two to three hours of learning activities to complete and are encouraged to spend from 1:00 - 3:00 working on these activities.

Guidelines for Asynchronous Activities

- INTRODUCE concepts or skills
- Provide opportunities for students to work toward mastery
- Provide opportunities for students to access resources beyond (but including) their content area teacher
- Generate meaningful feedback for both students and teachers
- Examples: lectures/notes, traditional homework activities, drafting/preparing work for review, and researching

Guidelines for Synchronous Activities

- FURTHER EXPLORE topics or concepts

- Provide opportunities for students to clarify understanding before being asked to demonstrate mastery
- Provide opportunities for students to demonstrate mastery
- Provide opportunities to access teachers as content specialists
- Generate meaningful feedback for both students and teachers
- Examples: small group discussions, Q&A sessions with teacher, student presentations, reflection and application activities

Large Group Learning

While best practice dictates that a predominantly teacher-centric learning environment is not ideal for student achievement, there are times when this mode of instruction is preferred. Teachers will not lose the ability to provide this type of instruction (in fact doing so in a virtual model may be easier than in a hybrid model).

Teachers will use webcams, Google Meet, Canvas, and other online applications to develop opportunities for all students to concurrently engage in learning activities.

Peer to Peer Learning

Peer to peer will still occur in both the synchronous and asynchronous settings depending on the goal of the activity. We understand the importance of the social component of learning (in many ways) and are committed to maintaining that as often as possible.

In addition to classroom activities designed to leverage the social component of learning, asynchronous peer-to-peer platforms such as discussion boards, video messaging applications, and the Google suite of products have been in use by our teaching staff for years.

Small Group Learning

Teachers will still have the ability to work with small groups of students (or even with individual students) in this model.

Similarly to a blended approach, teachers now have the option to more flexibly schedule student attendance to focus on the needs of smaller groups of students. While they can schedule entire class periods with this goal in mind, students and teachers and students can also connect during virtual office hours scheduled by the student.

Google Meet (and several upgrades coming soon) and Canvas will help provide platforms for these types of small group meetings.

Fully Online Learning: Other Considerations

Attendance

Daily attendance and engagement are required. Students will be required to submit completed daily learning opportunities to their teacher or participate in scheduled synchronous learning opportunities which will be recorded as their attendance and engagement for the day. Teachers will be required to monitor and report student attendance daily through Infinite Campus for all learners enrolled in their course(s). When a student is sick, families will need to report the absence to the school office. The office staff will enter the absence into Infinite Campus.

Grading

Standard grading practices and grading periods will apply to online learners.

Clubs/Activities

Clubs, Activities, and Athletic groups will be able to meet as long as they are able to comply with the IHSA and IDPH guidance.