

Hoover-Schrum Memorial School District 157



Guidance on Returning to School Fall 2020

“Creating a nurturing learning environment, where excellence is expected of everyone.”



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Dear Hoover-Schrum Memorial Parents and Guardians:

The past few months have been nothing we could have ever planned for. Not in my educational or life experience would I have thought we would undergo such a significant drain on our educational system. At the July 20, 2020 Special Board Meeting, the School Board of District 157 accepted the recommendation to resume school in the fall under a modified hybrid schedule (combination of In-person instruction and Remote Learning) based on parent choice. Within this document, you will find our initial Fall reopening guidance. This guidance is grounded first and foremost in the public health science and data provided by the state Department of Health (DOH) and the CDC. Both have provided the regulatory framework when it comes to hygiene, physical distancing, and other public health considerations.

This guidance is grounded in my belief that the most equitable opportunity for educational success relies upon the comprehensive support for ALL students within our schools. We have arranged for systematic cleaning of the entire building, and we have posted signage and reminders about social distancing throughout each building. We know that we have a much higher responsibility than teaching content in classrooms. We know that each of us owns a piece for ensuring the safety and education of our students. We will and can do this together, keeping student and staff safety and well-being as our highest priority in the reopening.

I believe we have the leadership capability, and are uniquely positioned to lead the reopening effort while maintaining the safety and security for students, faculty, and staff. We are ready and equipped to lead our school district forward.

We believe we have taken all the safety recommendations and precautions for In-person instruction, and we have the space and capacity. We also believe we can support those parents who choose the Remote Learning option. Please take this opportunity to review and discuss these options with your family.

We know remote learning cannot replace students' experiences with their teachers, administrators, and support staff, however, if you choose the Remote Learning option your child will cover the same material in a traditional In-person classroom. Access to learning materials and learning opportunities, technology, nutrition, and additional supports will be supplied if needed.

Please complete the steps listed in the Back to School Parent Information document by July 30, 2020 regarding your educational choice for this Fall. We will collect the results of the survey and communicate to each family the next step in the registration process.

Thank you for your tireless work on behalf of our students.

Dr. Dwayne E. Evans



Estimados padres y tutores de Hoover-Schrum Memorial:

Los últimos meses no han sido nada que pudiéramos haber planeado. No en mi experiencia educativa o en su experiencia vivida hubiera pensado que sufriríamos un drenaje tan significativo en nuestro sistema educativo. En la reunión especial del Concilio del 20 de julio de 2020, el Concilio Escolar del Distrito 157 aceptó la recomendación de reanudar la escuela en el otoño bajo un horario híbrido modificado (combinación de instrucción en persona y aprendizaje remoto) según la elección de los padres. Dentro de este documento, encontrará nuestra guía de reapertura de otoño inicial. Esta guía se basa principalmente en la ciencia de la salud pública y los datos proporcionados por el Departamento de Salud del Estado (DOH) y los CDC. Ambos han proporcionado el marco regulatorio en lo que respecta a la higiene, el distanciamiento físico y otras consideraciones de salud pública.

Esta guía se basa en mi creencia de que la oportunidad más equitativa para el éxito educativo se basa en el apoyo integral para TODOS los estudiantes dentro de nuestras escuelas. Hemos organizado una limpieza sistemática de todo el edificio, hemos publicado letreros y recordatorios sobre el distanciamiento social en cada edificio. Sabemos que tenemos una responsabilidad mucho mayor que enseñar contenido en las aulas. Sabemos que cada uno de nosotros posee una pieza para garantizar la seguridad y la educación de nuestros estudiantes. Lo haremos y podemos hacerlo juntos, manteniendo la seguridad y el bienestar de los estudiantes y el personal como nuestra máxima prioridad en la reapertura.

Creo que tenemos la capacidad de liderazgo y estamos en una posición única para liderar el esfuerzo de reapertura mientras mantenemos la seguridad para los estudiantes, el profesorado y el personal. Estamos listos y equipados para liderar nuestro distrito escolar

Creemos que hemos tomado todas las recomendaciones y precauciones de seguridad para la instrucción en persona, tenemos el espacio y la capacidad. También creemos que podemos apoyar a aquellos padres que eligen la opción de Aprendizaje remoto. Aproveche esta oportunidad para revisar y discutir estas opciones con su familia.

Sabemos que el aprendizaje remoto no puede reemplazar las experiencias de los estudiantes con sus maestros, administradores y personal de apoyo, sin embargo, si elige la opción de Aprendizaje remoto, su hijo cubrirá el mismo materia en un aula tradicional en persona. Si es necesario, se proporcionará acceso a materias de aprendizaje y oportunidades de aprendizaje, tecnología, nutrición y apoyos adicionales.

Complete los pasos enumerados en el documento de información para padres de regreso a la escuela antes del 30 de Julio de 2020 con respecto a su elección educativa para este otoño.

Recopilaremos los resultados de la encuesta y comunicaremos a cada familia el siguiente paso en el proceso de registro.

Gracias por su trabajo incansable en nombre de nuestros estudiantes. Dr. Dwayne E. Evans



Educational Options

Instructional Learning

New Instruction for All Students - Hoover Schrum Memorial has a plan for providing new instruction to all students including the learning needs of all students equitably, with attention to vulnerable and special populations (students with disabilities, economically disadvantaged, English learners, young learners, etc.); preparing teachers through professional development; and communication with stakeholders.

Re-Entry Plan:

Assessment: NWEA MAP Fall Assessment will be administered in Fall 2020 for grades K-8. Additional benchmark assessments will be administered in the Winter of 2021 and Spring of 2021. Fall Benchmark will be used to identify any instructional gaps that may have been the result of full remote learning in the Spring of 2020.

Instruction: A Learning Management System (LMS) will be utilized in the transition from remote learning from spring 2020, to provide equitable access to in-person learning and remote learning and to have a seamless transition in the event we need to return to full remote learning. Grades Pre-K - 2 will use SeeSaw and Grades 3-8 will use Schoology.

Re-entry Instructional Models:

Families have the option to Face To Face or Remote learning. Families select the option during registration. A family can move from face to face to remote at any time. A family can **ONLY** move from remote to in person at the start of each quarter.

Face to Face Instruction Option- Pre-K - 8th Grade

Due to the new structure of the instructional plan for Fall 2020/2021 the school day will be restructured until we are allowed to return to full in-person instruction. **School will begin promptly at 8:00 a.m. meaning ALL students should be in the classrooms at the time. Parents should plan on having their child on each campus by 7:50 am. To limit the**



interaction and movement throughout the building, instruction will be focused and intense which will allow us to dismiss students from school at 1:30 pm, daily.

Classrooms will be greatly reduced in the number of students. Classes will have about 10-14 (the exception is our very large rooms that accommodate approximately 20 socially distanced desks) students to allow 6 feet of social distancing from desk to desk. Each classroom will have a 6-foot space along the front of the room to allow for safe entry and movement for students and teachers.

Core content subjects will be maximized to access to standards. A revised and condensed in-person instructional model has been developed. Music, Art, and Library classes will not be held at Hoover Elementary School to reduce exposure and usage of shared instructional materials.

In many cases explore classes at Schrum will occur in a modified format. STEM and chorus and band will not occur until safe to do so as regulated by CDC guidelines.

Remote Learning Option - Pre K - 8th Grade

In the virtual experience, Hoover-Schrum Memorial District 157 creates opportunities for synchronous and asynchronous learning for students that will mirror the instructional format and content of in-person learning.

Daily attendance will be taken and students will be accountable for a 5 hour remote learning day. Attendance will be taken via SeeSaw & Schoology.

Grades will be taken through daily activities, student participation, formative and summative assessments.

Elementary virtual learning includes instruction in literacy, mathematics, science, social studies, and potentially specials/encore.

Students will be assigned teachers that will provide daily remote contact with students through our learning management system.



	District 157	K-5 Specific	6-8 Specific
Teaching Content	<p>We believe that in order to ensure we do not widen the equity GAP and to ensure that our kids are STILL learning we will commit to teaching new academic content every week.</p> <p>We recognize it is not possible to teach as many skills/standards as in a regular classroom, however, we will select and teach the most essential and core skills necessary for our students.</p>	<p>Teachers will follow all Scope and Sequence and Curriculum Guides aligned to the curriculum and common core standards.</p> <p>Students will be introduced to and practice new skills through academic platforms as outlined by the district such as Seesaw and Schoology.</p> <p>Students will also have access to recorded lessons or live feeds of class in progress during the academic school day.</p> <p>Students will have literacy, math, elective, and physical education blocks of instruction daily.</p> <p>Teachers' schedules vary to maximize learning and to provide all students with an equitable academic environment. An alternating academic daily school schedule will be utilized to ensure students receive high-quality instruction.</p> <p>Due to COVID-19 and school closings, we will address the knowledge gaps that occurred during the previous academic school year in small group instruction via virtual lessons differentiated to</p>	<p>Students will receive instruction in ELA, Math, Science, Social Studies, Physical Education, and either Spanish, Art, or Music on a six-week rotation. Class periods will be seventy minutes long, with the exception of P.E. and Explore which will take place during a seventy minute split period.</p> <p>Science or Social Studies will be taught daily for seventy minutes on an alternating two-week block.</p> <p>Grade level standards will be taught utilizing a high-interest curriculum.</p> <p>Students learning remotely will have an opportunity to watch live screencasts of classes and participate in campfire groups several times per week to receive small group instruction.</p>



		accommodate students' needs. Students with IEP's will receive accommodations and modifications based on their specified goals.	
SeeSaw/ Schoology	We believe this time is a great opportunity to bridge the technological divide and properly prepare our students for post-secondary experiences that require high levels of technological literacy. Schoology Parent View	In order to bridge the technological divide and ensure our students get access to new content with ease, 100% of our classes will use a Learning Management System. Through our Learning Management System, students will be able to access digital online curriculum. Teachers will post daily assignments in the Learning Management System by 8:15 a.m. Students will have to log into Schoology or SeeSaw to take attendance daily by 8:15 a.m.	In order to provide seamless instruction whether in person or remote, teachers will upload course content in our Learning Management System. Through our Learning Management System, students will have access to online textbooks when applicable. Assignments will be posted in the Learning Management System by 8:15 a.m. Students will have to log into Schoology to report attendance daily by 8:15 a.m.



Grading and Student Feedback	<p>We believe that learning is a continuous cycle and for us our most important thing is that students have an understanding of the content.</p> <p>In a virtual world without the face to face opportunity for feedback it is essential we are all intentional about ensuring our students get regular and frequent feedback on their work BEFORE it is graded or assessed.</p> <p>With the challenges of the virtual world, it requires us to think differently about the weight of our categories for grades. (insert weight for categories).</p>	<p>Daily assignments will be due by 11:59 p.m. the day it is assigned unless otherwise stated by the classroom teacher.</p> <p>Teachers will follow grade-specific guidelines according to core subjects and grade weights according to the district's grading policy.</p> <p>Students will receive a letter grade upon completion of academic assignments which will assist with determining each student's advancement to the next grade level.</p> <p>Teachers will give students feedback on academic assignments based on specific learning platform capabilities, within Schoology, and during teacher office hours.</p> <p>Instructional coaches and administration will frequently review the virtual learning experiences of students.</p> <p>If a student does not turn in their assignments, they will receive a zero for the missing assignment until the missing assignment is turned in by the due date given by the teacher.</p>	<p>Daily assignments will be due by 11:59 p.m. the day it is assigned unless otherwise stated by the classroom teacher.</p> <p>Teachers will follow traditional grading practices and grade weighting, the grading scale and weights will be provided to parents. Students will earn traditional letter grades rather than Pass or Incomplete.</p> <p>Teachers will give students feedback within Schoology and will be available via email and phone.</p>
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Technology Back to School Procedures

Sanitation(Subject to change based on District Sanitation Plan)

- A. Students are to adhere to all personal hygiene protocols set forth by Hoover-Schrum SD 157 Administration
- B. Students will be assigned a device and may only use their own school-issued device and headphones
 - a. They may not share devices, headphones, earbuds or any other accessory.
- C. Students are to wipe down their device at the end of the day following the steps below:
 1. Spray disinfectant on cloth provided once
 2. Wipe down the top, bottom, and sides of the device
 3. Open the device and wipe the keyboard, palm rest and screen

Remote Learning Technology and Support

All Parents and Students that choose Remote Learning must complete the Remote Learning Orientation.

- A. Devices will be provided upon request
 1. Device Overview
 - a) Powering
 - b) Logging in
 - c) Access WiFi Networks
 - d) Charging
- B. Learning Management Platform
 1. Schoology(Grades 3-8), SeeSaw(PreK-2)
 - a) Walk through interface
 - b) View Assignments
 - c) Submit Assignments
 - d) Contact Teachers and Support
- C. Content Filtering
- D. The Technology and Resource Center
 1. Will be located in the Schrum Memorial library
 2. Parents and Students may submit Technology Support Requests
 - a) HS SD157 Tech Portal Found on the District Website
 3. Technology Support Contact Information
 - a) Phone: 708-832-3730
 - b) Email: help@hsdist157.on.spiceworks.com
 - c) Remote Learning Phone Support Hours
 - (1) Monday - Friday 8 AM- 2:30 PM**
 - d) *Remote Learners may come on site for support by appointment only*



Schrum/Hoover Updates and Protocols

Schrum Memorial

Middle School: Safe Entry procedures

To ensure a safe and orderly entry of our middle school students into Schrum Memorial Middle School, our school needs to implement several procedural changes that parents and students will need to follow. Grade level students will be assigned a specific door to enter the building. There will be several staff members stationed at each entry to monitor the social distancing of students. Parents should speak with their children about these expectations before the first day. The school will be providing a video explanation to parents/students, further explaining how to enter the building at a later date.

Parent Drop Off Procedures: Remains the same, but there will be an emphasis for parents to drop off their child between 7:35-7:50. Parents should also pull their vehicles as far East as possible in the circle to help reduce congestion. Three administrators will welcome students as they are dropped off at school.

Student Expectations: Students will

- Line-up in the designated grade level areas(Red-6th, Green-7th, Black-8th)
- Wear a mask while waiting outside to enter the building
- Maintain social distancing from each other while waiting to enter the building
- Have their temperature checked upon entry of the building
- Report directly to their Advisory teacher and eat breakfast in their classroom

6th-grade Entry(Red): 6th-grade students will enter through the main entry doors. While waiting to enter the school, students will be required to wear a mask and line up in two lines that follow the middle sidewalk. The 6th-grade sidewalk will be marked with red chalk/paint and a sign for the first few days. Upon entry, the student's temperature will be checked; if the child has a fever of 100.4, the student will be escorted to a holding room near the IMC. (3 staff members assigned for supervision)

7th-grade Entry(Green): 7th-grade students will enter through the Art room door labeled 3D on the East side of the building. While waiting to enter the school, students will be required to wear a mask and line up in two lines that follow the designated 7th-grade sidewalk, which will be marked with green chalk/paint and a sign for the first few days. Upon entry, the student's



temperature will be checked; if the child has a fever of 100.4, the student will be escorted to a holding room near door 2d in the IMC. (3 staff members assigned for supervision)

8th-grade Entry(Black): 8th-grade students will enter through the Cafeteria Stage door labeled 17A on the West side of the building. While waiting to enter the school, students will be required to wear a mask and line up in two lines that follow the designated 8th-grade sidewalk, which will be marked with black chalk/paint and a sign for the first few days. Upon entry, the student's temperature will be checked; if the child has a fever of 100.4, the student will be escorted to a holding room near door 2d in the IMC. (3 staff members assigned for supervision)

Schrum Bad Weather Contingency

In the event that it is raining outside or inclement weather occurs during student arrival we will allow the students to enter the building at their assigned locations. (6th- Main Entrance, 7th- Art Room Door 3D and 8th- Cafeteria Stage Door 17A. Students will report directly to the gymnasium and be assigned to specific locations. 7th grade is assigned to the EAST wall bleachers, 8th grade is assigned to the West wall bleachers and 6th grade is assigned to the gymnasium floor. The bleacher seats will be spaced apart to keep the students socially distanced. Student temperatures will be checked while in the gymnasium before being released to their advisory class.

Breakfast and Lunch

Students will eat breakfast and lunch in their advisory classrooms each day. Students are not required to wear masks while eating. However, during cleanup procedures, students will need to put their masks back on to throw away their garbage. To help clean their desks, teachers will spray disinfectants on each desk and hand the student's paper towels allowing them to wipe their area clean.

Transitions during the school day

There will be a designated restroom schedule for each grade level at various times throughout the school day. This will allow our custodial staff to perform a deep clean of the restrooms immediately following a grade levels trip to the restroom. This does not prevent individual students from accessing the restrooms on an as-needed basis to take care of their individual needs. Additionally the only time students will transition or walk in the halls will be as they are escorted to and from PE class.



Dismissal

Each grade level will be dismissed with staggered time slots beginning with the bus students at 1:20. Bus students will leave from their respective grade level doors. 8th-grade students will be called at 1:22, 7th-grade students will be called at 1:25, and 6th-grade students will be called at 1:27. When each grade level is called, classrooms will empty and proceed to the exit one at a time in order to ensure proper social distancing. The classrooms that are outside of the grade level pod will exit first through the same doors as their grade-level peers, with the exception of the group that is in the IMC, they will exit through the IMC door. The classroom teachers will be out in the hallways, helping the students remain socially distant while in the building. Students are expected to leave school grounds immediately and not congregate in groups while on school property. Students that are awaiting transportation must utilize the social distance markers.

Hoover Arrival Plan

Bus Procedures	Car Riders	Walkers
<ul style="list-style-type: none">● Bus riders will receive a temperature scan prior to getting on the bus.● Bus riders will enter through <i>Door 4</i>● Students will enter into the building and go to their assigned classroom● If the student has a temperature, a phone call will be made to the parent(s) and they will be sent back home, according to CDC guidelines.	<ul style="list-style-type: none">● Car riders will enter through <i>Door 5</i>● Car rider(s) will exit the car and receive a temperature scan by a designated employee.● If the student does not have a raised temperature, the student will head to their assigned classroom.● If the student does have a temperature, they will be sent back home with their parent(s) according to CDC guidelines.	<ul style="list-style-type: none">● Walkers will enter through <i>Door 3</i>● Walkers will receive a temperature scan by a designated employee.● If the student <u>does not have</u> a raised temperature, the student will head to their assigned classroom.● If the student has a temperature, a phone call will be made to the parent and they will be sent back home, according to CDC guidelines.



Hoover Dismissal Plan

Bus Procedures	Car Riders	Walkers
<p>Students will remain in the classrooms with the teachers until their designated bus is called..They will walk to the bus in line socially distancing themselves until they get on the bus.</p>	<p>Students will remain in the classrooms with the teachers until they are released via the intercom system. They will walk to their cars socially distancing themselves. Once the students’ cars are identified, then the student will get in the car.</p>	<p>Students will remain in the classrooms until released via the intercom system. They will walk socially distancing themselves until they get to the designated area to walk home.</p>

Hoover Inclement Weather Plan

Bus	Cars/Vans	Walkers	Student(s) with Temperature
<p>The students will enter the building (Door #4) while (social distancing., As the students enter the building, they will go directly to their classroom.</p>	<p>The students will enter the building (Door # 5) while (social distancing). Students who are in (grades K-2) will get their temperatures taken before they can go to their classroom on the first floor. Students who are in (grades 3-5) will go up the stairs from door #5 and staff will take their temperature Once their temperature is taken, they will proceed to their classrooms.</p>	<p>As the students enter the building at their designated entrance (social distancing), the staff will be in the positioned area (Door #3) to take the students’ temperature before they can go to their classroom.</p>	<p>Any student who enters the building with a temperature of 100.3 and above, will be escorted to the holding area and the parent will be called. The student will be sent home with their parent(s) according to the CDC guidelines.</p>



Visitors and Parents Entering the Building

- Parents will be allowed to drop off items for their students (depending on the importance of the item).
- Parents and visitors will not be able to enter the building unless approved by school administration.(See Gatherings Section)
- The secretary takes messages, receives student lunch, and makes adjustments to student transportation.
- The parent can make an appointment call to communicate with the teacher or administration if needed.

Classroom Set-Up

- There is one teacher desk, bookshelves, and a printer in each classroom area.
- Students will have a limited amount of items to bring into the classroom.
- The students will not share their items with other students.
- Each classroom will have a set up to ensure social distancing.

Food Service Department

Transporting Breakfast & Lunch

As the Food Service Department prepares for the returning of our students and staff we want to inform you of the precautionary measures we have set in place. Our goal is to keep everyone safe while producing quality nutritional meals to our students. We have coordinated assistance starting from our Lunchroom Monitors down to our Administrators.

Employees in the Food Service Department will start the day with a required pre-screened temperature check for each working employee. All healthy staff will start and end their day with a face mask, apron, and gloves, changing them when necessary.

BREAKFAST

- ALL Breakfast will be delivered to each classroom and teaching/learning area 15 minutes before the arrival of the students.
- Ice packs, ice blocks, and thermal bags will help to maintain appropriate temperatures for hot/cold food components.
- ALL meals will be served in a bag.

We are strategically utilizing our manpower to ensure a productive day. Any non-perishable food items, food bins, and carts will be collected 15 to 30 minutes after breakfast is over. All material



will be brought back down to the kitchen where it will be thoroughly cleaned and sanitized before the next usage.

LUNCH

- Daily there will be a hot and cold entrée option during Lunch
- ALL meals will have the daily recommended Nutritional components needed for each day.
- Lunch will be brought to each classroom and teaching/learning area and distributed by Kitchen Staff and Lunchroom Monitors.
- 15 minutes after lunch is over Lunchroom Monitors will come and collect all carts, food bins, and bags to be cleaned and sanitized.
- Remote learners can pick up their lunch from Hoover or Schrum at designated times.

We are prepared for the challenge of dispersing quality delicious meals during this uncertain time. We are here to help!

Transportation Protocols and Procedures

The bus company along with the District will be following the CDC and Illinois Department of Public Health's guidance on transportation as we start transportation services at the beginning of the school year. The following bus procedures are intended to be used to keep our students safe as they are being transported to and from Hoover school.

General:

- No more than 48 students can ride on the bus at one time
- Face masks are required before a student enters the bus both in the morning and afternoon.
- Bus drivers will be mandated to wear masks at all times
- Each bus will be disinfected before and after each route

Bus Arrival

- Parents and staff are to caution students to safely distance themselves from each other while waiting for the bus on the way to school.
- The students will be assigned a seat on the bus and siblings will be seated together. The seats will be assigned according to the bus route.



- To enter the bus, the student must wear a face mask and keep it on during the entire bus route
- The students will enter the bus one at a time, practicing social distancing
- The student will not be able to share any items while on the bus
- The student must stay in their assign seat at all times
- The bus monitor will take the student's temperature once the student is seated
- A couple of rows will be designated for any students with a temperature of 100.3 and above.
- If a student has a temperature of 100.4, that student will be taken to the nurse's office for the temperature again to be confirmed, and then the parent is called to take the child home, according to the CDC guidelines.
- As the students exit the bus, students will be reminded to practice social distancing and remain seated until it is their row's turn to stand and exit the bus.

Bus Departure

- Each student must wear a face mask upon entering the school bus
- The students will enter the bus one at a time; social distancing
- The students will go directly to their assign seats
- The student must keep the face mask on during the entire bus route
- The student will not be able to share any items while on the bus
- The student must stay in their assign seat at all times
- When exiting, the bus monitor will make sure any kindergarten through the first-grade student is escorted home by a sibling or family member
- If no one is there to pick-up the kindergarten or first-grade student, the student will be returned back to the school and the parent will be called to pick up the student.
- The bus monitor will have available extra masks, wipes, and hand sanitizer



Gatherings, Visitors, Field Trips, and Sports

Gatherings

All gatherings, assemblies, and parent nights will be suspended while we are in Phase 4. When the state moves into Phase 5 we will reevaluate the procedures for gatherings, assemblies, and parent nights. According to the Restore Illinois, in Phase 5, gatherings can resume to normal operations with new safety guidelines and procedures.

Open House

Teachers will create a video that will be available online to introduce themselves and discuss class content and structure and grading practices. Principals will also have a video for their respective schools with information about the school and the upcoming school year.

Parent-Teacher Conferences

In-person Parent-Teacher conferences will be held virtually during Phase 4. We urge you to use email and phone contact to keep in touch with your children's teachers and administrators. Also, please monitor your student's grades in PowerSchool through the Parent Portal.

Visitors

In order to maintain safety for our students and staff, visitors will not be allowed during school hours. If you need to pick your child up early, please call the office and a staff member will bring your child out to you and check your identification. If you need to bring an item to your child please utilize the stations that will be placed in the vestibules of both buildings. There will be a table/storage unit where you can leave the item and mark it with your child's name.

Field Trips and Student Travel

During Phase 4 all field trips and student travel will be suspended. When the state enters Phase 5 we will reevaluate field trips and student travel according to new guidelines and procedures.

Sports, Activities, and Clubs

While we are operating on a shortened school day and remotely, after school clubs and activities will not take place. The Cal-Ridge Conference has decided to suspend interscholastic sports until it is deemed safe for them to take place. Please refer to the district website for updated information. Safety is our utmost priority.



Cleaning Protocols

Based on ISBE's and the CDC's guidelines, a detailed daily and nightly cleaning schedule and protocol will be developed by school/building, which will lay out the number of times classrooms, restrooms, and office/common areas will be cleaned and disinfected. All classrooms and offices will be provided disinfectant spray or wipes, paper towels/microfiber cloths, gloves and hand sanitizer.

- Classrooms
 - All Desks and chairs will be disinfected at least once daily
 - Common touch points: door knobs/handles, light switches, countertops etc. should be cleaned frequently throughout the day
- Restrooms/Locker Rooms
 - Fixtures and touch points should be disinfected four times each day
 - Complete general cleaning /disinfection should be done at least once a day.
 - Paper towel dispensers will be used in restrooms
 - Signage on hand hygiene will be placed in the restroom.
- Common areas (cafeteria, computer labs, nurse office, restrooms, IMC, stairwells, gym, etc)
 - Areas will be disinfected once daily, or between groups if possible, with the exception of the nurse's office which will need to be disinfected multiple times a day.
 - Common touch points: door knobs/handles, light switches, chairs, counter tops, hand rails etc. should be cleaned frequently throughout the day
- Nurse's Office Daily Cleaning Procedures: Nurse will disinfect the following surfaces after each use:
 - Chairs
 - Cots
 - Countertops
 - Medical equipment used in office
- Outdoor areas
 - Outdoor areas such as playgrounds require cleaning but do not require disinfection.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Routine Cleaning
 - All areas occupied by staff will be disinfected multiple times throughout the day, depending on the number of occupants.
- Office Areas



- o Staff will be provided disinfectant, microfiber cloths, and proper protective equipment to disinfect their area during their day.
- o Custodians will pick up used cloths and replace them with clean ones daily.
- Electronics (tablets, touch screens, keyboards, remote controls):
 - o As much as possible, covers that can be wiped down will be placed on devices.
 - o Need to follow manufacturer's instructions for cleaning and disinfecting.
 - o Wipes and or sprays will be used to clean devices.

Health and Safety/Social Emotional Supports

Student Protocol

- All students sent home with COVID-19 like symptoms should be diagnostically tested. Students should remain home until they receive the test results. Medical evaluation and COVID-19 diagnostic testing is strongly recommended for all persons with COVID-19 symptoms.
- All students will have their temperatures taken before entering the school building each day. If the student has a temperature of 100.3 degrees or above, the school nurse will take the student's temperature again to confirm the temperature.
- If a student's temperature is 100.4 degrees or above, they will be monitored by school staff in a designated area until they can be picked up by a parent or guardian. The student must be picked up from school by their parent or guardian immediately.
- Students reporting to school with symptoms of COVID-19 must complete 10 calendar days of isolation from the date of the first symptom onset and be fever free for 24 hours without the use of fever-reducing medications. Other symptoms must improve before returning to school.
- Students returning to school from illness related to COVID-19 must check in with the school nurse following quarantine. A doctor's release form or a 10 calendar day isolation from the date of the first symptom is required before the student can return to school.
- Students returning to school after experiencing COVID-19 like symptoms but being diagnosed with a non-COVID illness must meet the criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours. A doctor's note documenting the alternative diagnosis or a negative COVID-19 test result should accompany a student returning to school with an alternative diagnosis after experiencing COVID-19 like symptoms.
- If the student has a temperature of 100.3 degrees **and** no other symptoms, a parent/guardian will be notified, and the student will be monitored for 30 mins before



having their temperature retaken by the school nurse. Students whose temperatures do not elevate above 100.3 degrees after 30 minutes will be sent back to class. The school nurse will take the student's temperature during the middle of the school day to determine if the temperature decreased or increased during that time-frame.

- Students who cannot wear a mask because of documented medical reasons must present a signed doctor's note to the school nurse.
- All students who have temperatures above 100.3 degrees or COVID-19 related symptoms, will have their symptoms documented in this [form](#).
- Students with COVID-19 symptoms outlined on this [checklist](#) should consult a medical doctor and/ or take a COVID-19 test before returning to school.

Staff Protocol

- All staff members sent home with COVID-19 like symptoms should be diagnostically tested. Staff members should remain home until they receive the test results. Medical evaluation and COVID-19 diagnostic testing is strongly recommended for all persons with COVID-19 symptoms.
- Staff members reporting to school with symptoms of COVID-19 must complete 10 calendar days of isolation from the date of the first symptom onset and be fever free for 24 hours without the use of fever-reducing medications. Other symptoms must improve before returning to work.
- Staff members returning to school after experiencing COVID-19 like symptoms but being diagnosed with a non-COVID illness must meet the criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours. A doctor's note documenting the alternative diagnosis or a negative COVID-19 test result should accompany a student returning to school with an alternative diagnosis after experiencing COVID-19 like symptoms.
- All staff will have their temperature taken before entering the school building.
- If a staff member's temperature is 100.4 degrees and above, the staff member will report to the school nurse to have their temperature taken a second time. If the temperature is still 100.4 degrees or above, the staff member will be sent home to facilitate remote learning for 72 hours.
- Staff members will not have to use sick time when the district has sanctioned remote instruction from home because of documented COVID-19 symptoms and/or a COVID-19 related school shutdown.



- Staff members who are ill and cannot facilitate remote instruction from home will utilize their sick time in the same manner that they would for all other ailments.
- Staff members should use this [checklist](#) to determine if they have any symptoms before reporting to work.

Social-Emotional Supports for Students

- Social and emotional screening for all students
- Calm Classroom
- Brain/Movement Breaks
- 10-minute check-in with teachers at the start of each day during breakfast
- Counseling groups for students with COVID-19 related anxiety

Social-Emotional Supports for Teachers

- Implementing Positive Behavior Supports in the Academic Environment PD for teachers
- Calm Classroom
- EAP Program
- Online support group for teachers (facilitated by 157 counseling staff)
- Stress Management Webinar/Assessment
- Stress management strategies for teachers

Schrum Memorial Schedule

Blocks	Times	Minutes
Breakfast/SEL Check in	8:00-8:20	20
Block I	8:22-9:32	70
Block II	9:32-10:42	70
Block III	10:42-12:12 10:42-11:02 6th-grade lunch 11:12-11:32 7th-grade lunch 11:52- 12:12 8th-grade lunch	70
Block IV	12:12-1:22	70



Hoover Elementary School Schedule

Blocks	Minutes
Literacy Block	120 minutes
Math Block	90 minutes
Lunch Break	20 minutes
Physical Education	30 minutes
Alternating Elective Block	30 Minutes
Social Studies/Science	30 minutes

JFAQs

1. What happens if a student or staff member tests positive for COVID-19?

If a student or staff member tests positive, all individuals who came in contact with the individual(s) will be notified as soon as possible. Staff and students that are sick will not be permitted to return to school until they are healthy. District 157 will determine next steps on a case by case basis. All CDC guidelines will be enforced.

2. Will students be able to maintain social distancing in the classroom? If so, how will social distancing be managed in the classroom?

Based on our current enrollment numbers along with the anticipated enrollment in our class sizes is reduced providing sufficient distancing of students. Staff will educate and remind students regularly to maintain at least 6 feet of distance between individuals when feasible. Students will be positioned in classrooms to face the same direction. Social distancing in all classrooms will remain a priority. Facial covering will be required.



3. **Will my child be required to wear a facial covering while at school? If my child has special needs, will they be exempt from this requirement? How will this be enforced?**

In compliance with CDC, City all students are required to wear face coverings in public places.

4. **What if a child forgets their facial covering?**

Although schools may have a limited supply, an alternative face covering may be provided.

5. **What are the criteria for discontinuation of the facial covering policy?**

The criteria will be based on county and state requirements in conjunction with guidance and advisement from the Superintendent, Board of Education, and CDC. .

6. **What are the protocols for hand washing?**

Most elementary classrooms have sinks for handwashing, and all classrooms will be provided hand sanitizer.

7. **Will hand sanitizer be available in lieu of hand washing each day? YES!**

8. **What are the protocols for restroom use and refilling of water bottles?**

Students will have access to restrooms throughout the day. Clear social distancing requirements will be posted and reinforced in each classroom, and restrooms will have signage as to social distance markers, number of students allowed, and proper handwashing techniques. Students will be permitted to enter the restrooms in groups no larger than the number of stalls/urinals in the restroom. Restroom breaks will be monitored by the teacher to ensure social distance requirements are being met. Water bottles must be labeled with student's name, and refilling will be determined by each site. Drinking directly from water fountains will be prohibited.

9. **What are the enhanced sanitizing and disinfecting procedures?**

All horizontal surfaces will be cleaned and disinfected multiple times per day. High traffic areas will maintain regular sanitizing and disinfecting schedules. Restrooms and Health Offices will be disinfected at a minimum of two times daily. We are exploring



disinfectants that provide rapid sanitization for longer periods of time. We are discouraging the sharing of supplies. Any shared equipment will be disinfected after use.

10. Will students' temperatures be monitored? If so, what is the expectation/guidelines for this process?

Prior to sending a student to school, parents will be required to temperature check their child as well as check for any COVID-19 related symptoms. If a student exhibits symptoms at school, they will be temperature checked in the Health Office.

11. Will students gather for assemblies and school events? NO

12. Will student field trips still be allowed?

Not during the first quarter. An assessment will be made for the 2nd quarter and beyond.

13. Will students be allowed to work in small groups with other students?

Students will be provided opportunities to work in small groups only if facial coverings are worn and/or social distancing can be maintained.

14. How will the district ensure substitute coverage for potential teacher absences?

We will maximize non-classroom staff, provide site specific substitute teachers, and increase our pool of substitute teachers.

15. Will there be difficulty with students moving from the Online Option to the In-person option?

We ask that once a parent chooses the online option that a commitment be made for one quarter, semester, or year.

16. How will students transition if classrooms are departmentalized?

We will minimize student transitions as much as possible. If departmentalization impacts the same group of students, teachers will transition to the students. If departmentalization impacts a mixed group of students, transitions will include disinfecting desks and shared equipment.



17. How will student learning be handled during any quarantine period? Will their assigned teachers remain the same if they are quarantined?

Students will be provided with instructional materials and teacher outreach. Teachers will be equipped to connect students to learning through virtual technologies (Schoology). Depending upon the duration of the quarantine, students will be provided a virtual learning environment which would include connection and teaching from their regular teacher.

18. What will be the criteria for requiring classrooms or entire schools to close? How will student learning be delivered if an entire classroom or school is required to close?

School closures will be determined in conjunction with county and state health departments. Parents will be notified immediately, and a transitional-virtual learning environment will be provided for the mandated closure period.

19. If school does not start, will a virtual learning opportunity be provided to our students? What will this programming look like?

YES. Students will be assigned to their in-person teacher at their enrolled site. This teacher will stay with the same cohort of students and transition to in-person/brick and mortar instruction when approved. Students will have access to all content including specials and live instruction through a virtual platform, five days a week.

20. What will student lunchtime look like?

Students will eat lunch and breakfast in their room.

21. Is the curriculum identical between the Remote Learning and In-Person instructional model?

NO. However, the curriculum will meet the standards for grade level, acceleration, and intervention.

22. Will parents be able to volunteer and/or visit classrooms?

Not at this time.

23. What is the procedure for student arrival on campus?

Students will report directly to their classroom. Schools will provide further information specific to their site



24. What is the procedure for student dismissal from campus?

Students will be dismissed by staggering departure choice (walkers, bike riders, Kids Express, parent pickup, etc.). Schools will provide further information specific to their site. Older students will be dismissed along with younger siblings.

25. Is half-day Kindergarten available.

YES. This option has always been available to our families. Parents work with the school administrator to choose either an AM or PM portion of a full-day option.

26. Once schools re-open, will before and after school childcare be available? YES

27. Will students be socially distanced on busses?

Where social distancing cannot be maintained, students are required to wear facial coverings or parents may opt to transport students to and from school. Students with any COVID-19 symptoms or temperature will be sent home.

