Dear SD 308 Parent/Guardian,

The 2020-2021 school year is quickly approaching; our team of district and school leaders have been using the June 23, 2020 guidance issued by the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH) along with parent feedback from our recent survey, to develop a plan for a return to school this August. Our plan aims to balance the need for students to engage in productive face-to-face learning, while protecting the health and safety of our students and staff. We hope that from the options we have developed, you will find the right solution for your student(s) and family.

In this document, information has been sorted by topic and grade level, describing the educational plan, academic day, social distancing and health requirements, as well as other important information for each learning option. Two options are being presented for students, in person instruction (at school with social distancing, to the extent possible, with required face covering) or remote learning (students complete all academic work from home). Each option varies by level. Once selected by the parent/guardian, the learning option will remain in place for the entire semester/trimester.

After reviewing the plan, parents/guardians will acknowledge that they and their student(s) will follow all guidelines and requirements of the selected option for the entire first semester/trimester upon enrollment. A change in guidelines due to an increase in COVID-19 cases could lead individual schools or the entire district back to exclusive remote learning for a period of time.

Parents will indicate the choice for their student(s) through the Tyler Parent Portal. This process should be completed by 4pm on July 22. Without a choice indicated, all students will be automatically enrolled in the in person instruction option.

If a student qualifies for district provided transportation, and plans to utilize it, parents will request the student be added to a route when making their learning choice in Tyler. Only students eligible for district transportation will be assigned a route. Student riders must follow all safety requirements detailed in the transportation section of this plan.

Returning to school and learning may be challenging for many students following the long break due to COVID-19. Proactively communicating with school staff regarding any of the known health, medical, academic or social emotional needs of your student before the start of school can help ensure appropriate support may be provided. Parents will soon be provided with a form to communicate these challenges.

Please take time to review this guide and choose the best learning path for your student(s). As a reminder, once chosen, the selection must remain in place throughout the semester/trimester. Log into the Tyler Parent Portal to make your elections by July 22 at 4pm.

Thanks for your assistance, we look forward to school starting again soon!

Dr. John W. Sparlin
Superintendent of Schools
June 23, 2020 Illinois State Board of Education and Illinois Department of Public Health Joint Guidance Starting the 2020-21 School Year

The basis for the Joint Guidance is the June 18, 2020 education omnibus legislation (Public Act PA 101-0643) permitting blended remote learning.
Learning Options

Parent/Guardians will select the option that best meets the needs of their student(s) and families. Once chosen, the student must remain in that option until the conclusion of the semester/trimester.

In Person Learning Option
*Descriptions begin on page 10*

Students attend school, following safety precautions, including face coverings.

Attendance days and times vary by grade level.

Remote Learning Option
*Descriptions begin on page 14*

All academic work is completed at home.

Led by an SD 308 teacher—but may not be from student’s home school.

While planning for a return to school, it is important to note that in the event of a resurgence of the virus, some schools or the entire district could be required to return to entirely remote learning.

This remote learning would be different than last spring since it would involve 4-5 hours of instruction/learning activities/daily interaction with a teacher, and grades/assessments that count towards an overall grade. Daily attendance would also be collected.
Face Coverings

- Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing.

- The use of a face covering will be required by all persons in SD 308 school buildings and on buses, unless a certified medical exemption form is completed and provided to the district.

- Face coverings can be removed only at meal times, or while outdoors when social distancing can be practiced.

- For those with a certified medical exemption, additional precautions may be used, including the use of an alternative shield or barrier.

- A medical exemption form is required for all face covering exemption requests, and must include certification by a physician.

- One cloth face mask will be distributed by the district to each student and staff member.

- Students and staff may choose to supply their own face covering meeting the guidelines below.

- Face coverings should comply with the Illinois Department of Public Health guidelines, covering the nose and mouth and fitting snuggly against the sides of the face.

- Cloth face coverings should be washed daily, and disposable coverings should be used only once.
Visitors

- Only students and staff should be present inside school buildings.
- Visitors will be limited to only accessing the vestibule and main entrance/office area.
- While indoors, face coverings are required. All persons entering the building will be required to verify they are free of COVID-19 symptoms.
- Any communication/engagement that can be conducted outside (weather permitting), through electronic communication or phone, should be done so, to limit the number of individuals inside the school building.

Bus Transportation

- In compliance with the Illinois State Board of Education guidelines, no more than 50 total individuals will be on a bus at one time.
- All students, monitors and drivers will wear a mask while on the bus.
- Students will have assigned seats, based upon the order they will load/unload the bus, to minimize students walking past others.
- No more than two persons will be permitted in each seat, per the state guidelines, and efforts will be made to assign siblings together.
- Parents/Guardians of students eligible for bus transportation services should indicate if they plan to use the service, so they may be assigned to a route. This indication is made through Tyler when choosing between the in person and remote learning options.
Clubs & Activities

- No clubs or activities will be held at the elementary and junior high level at this time.

- A limited number of high school clubs and activities may be held.

- Bus service to transport high school students to the school on a day they are not assigned to be at the building will be offered, but does not include transportation back home from the activity.

- Athletics at the high school level will follow guidelines published by the Illinois High School Sports Association (IHSA) to protect the health and safety of students and staff.

- No in district or out of district field trips will be scheduled, with the exception of walks outside.

Building & Classroom Use

- Hallways will be divided to keep traffic on one side or the other, some may be made one-way.

- Lockers will not be used, students can carry materials in a bag/backpack.

- All non-essential furniture is being removed from classrooms to allow greater social distancing. Students will have assigned seats, facing in the same direction.

- Students who bring their own water bottle (labeled) to school will be provided designated times to safely remove their mask to take a drink in class. Drinking fountains can only be used to refill a water bottle or cup.
Cleaning & Sanitizing

- Bathrooms will be cleaned several times throughout the day and nightly. Limited numbers of students will be permitted in the restroom at the same time; those waiting to enter will line up in accordance with social distancing guidelines.

- Cleaning and sanitization will follow CDC guidelines, including frequent cleaning of high touch points. Thorough cleaning will occur each evening. Electrostatic sanitizing sprayers have been purchased to assist with sanitization.

- EPA approved disinfecting products will be used to disinfect hard surfaces throughout the day and after school.

- Hand sanitizer will be available in all classrooms and in common areas of the buildings.

- Schools will be reinforcing frequent handwashing by students and staff.

- Reminders for proper handwashing, social distancing and the use of face coverings will be posted throughout each school building.

Ventilation

- An outdoor air ventilation and flush of all buildings will occur prior to staff and students returning to school.

- HVAC air supply, return and exhaust systems will operate as normally scheduled ensuring frequent air changes throughout the occupied times.

- Outdoor air intakes and exhaust fans will be maximized to ensure increased ventilation.

- HVAC systems are cleaned and filters replaced on a regular schedule.

- When weather permits, windows will be opened to allow for additional fresh air and ventilation.
Reporting Symptoms & Exposure

- Parents will be responsible for reporting daily to the school the presence of any symptoms in students, or possible COVID-19 exposure. Quarantine requirements as outlined by Illinois Department of Public Health must be followed.

- Students will be asked if they are experiencing any symptoms at the start of each school day and will be reminded of what symptoms to report to an adult at school if they begin feeling ill.

- Any student or staff member who experiences symptoms of COVID-19 will be sent home and must comply with quarantine requirements as outlined by the Illinois Department of Public Health.

- **COVID-19 Symptoms Include:**
  - Fever of 100.4 F or greater 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

- Minor complaints and simple injuries will be addressed in the classroom to reduce possible transmission of COVID-19.

- **Additional information regarding reporting and quarantine requirements will be provided once finalized in coordination with the state and local health departments.**
In Person Learning

Review the grade-specific information below to learn more about what the in person learning option will look like for your student(s).

Early Childhood:
- Early childhood students will participate in face to face learning five days per week for assigned session (AM or PM).
- Sessions are shortened by 15 minutes each.
- Sand and water tables will not be used. Shared materials will be sanitized between use.
- All writing and art materials will be used only by one student.
- Circle time will include smaller groups in assigned spaces.
- Gross motor classes will be held outdoors as weather permits; classes will contain no more than 50 individuals per session.

Elementary (K-5):
- Students will participate in face to face learning five days per week and attendance times have been shortened to 8:10am - 12:10pm. Learning will focus on reading, writing, math and social emotional learning. Gifted Education services will continue.
- Activities such as pre-recorded videos and assignments in science, social studies, and specials (art, library, music, and PE) will be provided for completion at home.
- The kindergarten program is a four hour instructional day with resources provided for learning opportunities at home (a half day option is not being offered). The fee for kindergarten will be the same as grades 1-5 ($120).
- There will still be daily snack time (brought from home) with students eating outdoors when weather permits. Students will be offered a grab & go packaged lunch to take home at the end of the day; lunch will not be provided to consume while at school.
- Elementary students who were scheduled to attend junior high school for advanced classes will complete that course via the Edgenuity online platform at their home elementary school building.
- Before and after care options will be operated at each elementary school by the Oswegoland Park Distrit's Kids Connection program. The program will focus on the continuation of learning and enrichment activities.
In Person Learning

Junior High (6-8):

- Students will participate in face to face learning five days per week for a shortened attendance time, 9:00am - 1:00pm with additional time at home for assignment and remote work completion.
- Classes will be held three periods per day for approximately 70 minutes each, so students will have close to the same amount of instruction in all courses except English Language Arts. Independent reading and writing activities will be done remotely.
- PE and Health classes will be conducted through remote learning.
- Students will be offered a grab & go packaged lunch to take home at the end of the day; lunch will not be provided to consume while at school.
- Junior High students who were scheduled to attend high school for advanced classes will complete that course via the Edgenuity online platform at their home junior high school building.

High School (9-12):

- Students will attend face to face learning two or three days per week, normal times (7:20 am - 2:26 pm).
- Students will be assigned in two sections, split by alphabet using last name, that will alternate attendance days (Tues/Thur or Wed/Fri). Mondays (when school is in session) will rotate between the two groups. Additionally, there will be some days scheduled when all students will learn off site. A calendar and alpha assignment is available on reopening webpage.
- Attendance will be taken daily whether off site learning or face to face.
- Offsite learning will occur on the days students are not present for face-to-face learning. This will include instruction elements such as lesson videos, assignments and projects using Google Classroom and/or Edgenuity.
- Parking passes will be assigned to those who apply, based on session assignment to maximize parking options for students.
- Students will NOT change for PE class and will not have access to a PE locker. No contact sports will be allowed in PE, classes will be limited to no more than 50 individuals per space.
- Bus service will be provided to pick-up students who are participating in clubs/activities/athletics on days when they are not assigned to be at the school building, but will not include transportation home after the activity.
In Person Learning
Review the program-specific information below to learn more about what the in person learning option will look like for your student(s).

Special Education
• Special education services and supports will be provided for students per the IEP in alignment with the on-site learning format at each level. To the maximum extent possible, related service providers will provide services to a select group of students (e.g., all eligible students within specific classrooms) to limit exposure to multiple students. In person direct and related services for high school will be provided on an alternating (attendance) day schedule.
• Students who spend the majority of their day in special education classrooms are considered to be in ‘self contained programs’. These students will attend school on a daily basis at all levels.
• A Student Remote Learning Plan will be developed for all students with IEPs in the event that the State requires all students to move to Remote Learning.
• Students with 504 plans will receive the accommodations and services as outlined in the plan.
• Students placed in private day or residential placements will follow the programming provided by the placement site.

English Learner Services:
• English Learner Resource- language acquisition services and supports will be provided.
• Dual Language- instruction provided by classroom teacher.
• Self-Contained Sheltered English- instruction provided by classroom teacher.
Remote Learning
Remote Learning is designed for four or more hours of daily instruction, conducted from the student home. Below are descriptions of how various aspects of remote learning will occur within grade level and special programs. This information should assist you with choosing the right option for your student(s).

Attendance:
Remote learning students will be assigned to a district remote learning teacher. They will be given a daily assignment that they must respond to online. Based on the information collected, daily attendance will be entered into Tyler SIS by the District Remote Learning teacher for the students on their remote classroom roster.

Clubs & Activities:
Students enrolled in the remote learning option will be permitted to participate in high school organized clubs, organizations, athletics, etc. While participating in any activity on school property or as part of a school sponsored event, all students must adhere to face covering, social distancing and health exclusion requirements.

Devices
For students who do not have access to a device to utilize for remote learning, there will be devices available to borrow from the district.

Early Childhood:
- A remote learning option will be offered to students in Early Childhood and Preschool programming. This will include a daily live session with the teacher and pre-recorded activities that can be completed at home.
- Onsite participation for specific IEP services (e.g., speech/language) will also be an option available to the student.
- Additionally, continued enrichment is offered through the SD 308 Family Support Program (www.sd308.org/familysupport).
Remote Learning

Elementary (K-5):
• Grading and assessments will occur within MasteryConnect.
• Elementary will focus on reading, writing, math and social emotional learning.
• Activities such as pre-recorded videos and assignments in science, social studies, and specials (art, library, music, and PE) will be provided for completion at home. There will be a short live-teacher time offered on a daily basis.

Junior High (6-8):
• All core classes will be assigned (ELA, Math, Science, Social Studies) via Edgenuity. Students will be assigned a remote PE course. Electives will not be offered to 6th grade students. Spanish Fundamentals will be offered for 7th grade students, and Spanish 1 for high school credit will be offered for 8th grade students (if previously scheduled- now assigned in Edgenuity).
• Grading and assessments will occur within the Edgenuity platform.
• A listing of classes can be found at www.sd308.org/reopening.

High School (9-12):
• Students will select a minimum of 6 courses or a maximum of 7 courses in Edgenuity. Students may take an 8th course during Evening School. The Course Fee for an 8th course is $225. There are limited courses available in Evening School.
• Grading and assessments will occur within the Edgenuity platform.
• A listing of classes can be found at www.sd308.org/reopening *

9th Grade - ELA (1 credit), Math (1 credit), Biology (1 credit), Modern World/AP Human Geo (1 credit), Kinetic Wellness (0.5 credits), Health (0.5 credits), Elective (1 - 2 credits)
10th Grade - ELA (1 credit), Math (1 credit), Physical Science (1 credit), Civics (0.5 - 1 credit), Kinetic Wellness (1 credit), Elective (1 - 2.5 credits)
11th Grade - ELA (1 credit), Math (1 credit), Science (0.5 - 1 credits), US History (1 credit), Kinetic Wellness (1 credit), Electives (1.5 - 2.5 credits)
12th Grade - ELA (1 credit), Consumer Education (0.5 credits), Kinetic Wellness (1.0 credit), Electives (3.5 - 4.5 credits)

Electives include: Core Electives, Selective Electives, and Open Electives
* Students with IEPs may have a limited choice selection
Remote Learning

Special Education:
- For students with an IEP who participate in Remote Learning, a Student Remote Learning Plan will be developed by the IEP team. The Plan will identify how the IEP goals will be addressed. Both live and pre-recorded sessions will be available for students to participate/complete. Students eligible for 1 to 1 teaching assistant support will be able to access these supports via Google Hangouts Meet. Students will be eligible to receive related therapy services or specific direct services at school (e.g., speech/language) per the IEP.
- In-home therapy support will not be provided.
- Students with a 504 plan will receive the accommodations and services as outlined in the 504 plan to the degree to which these accommodations and services can be provided within a remote learning format.

English Learner Services:
Access to online programs and assignments in the student’s target language will be made available to the extent possible.
Communicating Your Decision

Once you have read through the options available for the upcoming school year, please log on to the Tyler Parent Portal to complete the Learning Option Form for each student you have enrolled in SD 308.

- Detailed instruction are posted on the reopening website, including illustrations.
- The prompt to complete the form will appear in a highlighted area at the top of the page once you have logged in.
- While completing the form, you will be asked to choose between: In Person Learning or Remote Learning.
- Additionally, for students enrolled in the option of In Person Learning, who qualify for bus service, you will be asked if you plan to utilize it, so you can be assigned to a route.

For questions or concerns, we ask you to visit:

www.sd308.org/reopening

On this site you will find a form to complete for an administrator to address your question. You will also find answers to frequently asked questions, and links to local, state and national guidance.

Important Reminders:

July 22 at 4pm: Deadline for Parents/Guardians to indicate the choice for their student(s) through the Tyler Parent Portal. Without a choice indicated, all students will be automatically enrolled in in person instruction.

Questions? Visit www.sd308.org/reopening

Trouble With Tyler? For assistance with login issues on the Tyler Parent Portal, email tylerhelp@sd308.org.