



MORTON GROVE SCHOOL DISTRICT 70

CHALLENGING ★ GUIDING ★ INSPIRING

2020-21 Return-to-Learn Plan



Park View School's Guide to Reopening Based on Guidance from ISBE, IDPH, & CDC

ISBE (Illinois State Board of Education), IDPH (Illinois Department of Public Health), CDC (Centers for Disease Control and Prevention)

Last Updated August 17, 2020



Summary

Since the pandemic began, Morton Grove School District 70 has been working to provide the best educational experiences for our students given the limitations set forth by the Illinois State Board of Education, the Governor's office, and the Illinois Department of Public Health. In June, the Governor moved Illinois into Phase 4 and with that, the district began to consider options for a return to learn plan for the 2020-21 school year.

The Illinois State Board of Education (ISBE), in collaboration with the Illinois Dept of Public Health (IDPH), finally issued guidance to school districts in late June. *In that guidance, ISBE clearly states that schools/districts are encouraged to provide completely in-person instruction to all students in phase 4, provided that the school is able to comply with IDPH guidelines.* Those guidelines are:

- Require the use of appropriate personal protective equipment (PPE), including face coverings
- Prohibit more than 50 individuals from gathering in one space
- Require social distancing be observed as much as possible
- Require that schools conduct screenings and temperature checks or require that individuals self-certify that they are symptom-free before entering school buildings
- Require an increase in schoolwide cleaning and disinfection.

Over the summer, the district built a leadership task force composed of administration, union leadership, and a parent. This task force reviewed the guidance provided by ISBE, the IDPH, and other sources and then developed guiding questions that needed to be answered in order to help administrators draft a model for re-opening in the fall. The guiding questions fell under three general categories: teaching & learning, health & safety, and facilities & operations. Three separate subcommittees were formed to research and gather information to provide to the leadership committee. Parents, teachers, staff, and administrators were among the participants of the subcommittees. In order to get a better understanding of the desires of the community we serve, a parent survey was conducted. The results of that survey provided insight into the development of the model.

The Model

Based on all of the information that was collected and reviewed, the following model was developed. MGSD70 will be providing a hybrid approach whereby parents can opt for either an "in-person" approach or continue in remote learning. Based on survey results from the spring and research conducted by the teaching and learning taskforce, remote learning will be enhanced and streamlined. Students whose parents opt for remote learning will remain in remote learning for the first semester of school/winter break (unless the governor/ISBE moves the State into Phase 5 or gives other directives).

In-person learning would not start until after Labor Day. The weeks prior to Labor Day will be remote for all students. During this time, students may be engaging in assessments, review activities, and other opportunities. After Labor Day, a gradual approach will be used to reintegrate students into the building.



The goal is to have all in-person students in the building by the beginning of October; however, this may change based on information at the time. Students who opt for in-person learning will be able to move into remote learning should they choose. However, they will not be able to return to in-person learning once they have done so. The in-person school day for students will be from 8:20 to 12:20. Students will eat lunch at home. There will be an hour in the afternoon whereby students will be engaging with their teacher(s) through electronic means.

Health & Safety

It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school.

Confirmed cases procedures:

MGSD70 will follow public health guidelines regarding school closure:

- MGSD70 will immediately notify local health officials who will assist in a course of action
- Persons identified as being in close contact with the individual who has tested positive will be asked to isolate at home
- Students will stay home for at least 10 days and must be fever-free for at least 24 hours without fever-reducing medications after symptoms have resolved
- As new guidance emerges, guidelines may change

Guidance for classrooms:

All Classrooms

- All extraneous furniture/items will be removed from classrooms to allow for more space for distancing.
- All students will have a designated workspace with assigned seating.
- No materials will be shared amongst students.
- Clearly marked classroom areas to show where students sit, stand, line-up, and which ways to walk within the classroom.
- Sanitize hands whenever anyone enters and exits the classroom.
- Classrooms cleaned daily.
- Teachers will assign each student to have a designated workspace within the classroom.
- Ancillary staff will monitor the bathrooms and hallway to ensure spacing and regular cleaning.
- Special Education and Related Service Staff will provide services to students based on the identified needs in their IEPs.
- School ventilation systems have been enhanced by the following measures:
 - All the rooftop exhaust fans have been repaired or replaced to ensure full capacity operation will be maximized to the extent possible.
 - Air filter replacements will occur more frequently
- Building staff will follow new structured student pick-up and drop-off procedures.

Prekinder:

- Student attendance hours are 8:30-11:30.
- Students will remain in their classroom throughout their day.
- Related services and any encore classes will take place within the classroom.



- Common areas will be clearly marked showing where to stand or line up for six-foot spacing.
- The classroom has a private bathroom that will be cleaned and sanitized at least once daily.
- Students will wash their hands before and after using the restroom.

Kindergarten:

- Student attendance hours are 8:20-11:20.
- Students will remain in their classroom throughout their day.
- Encore classes will take place within the classroom.
- The classroom has a private bathroom that will be cleaned and sanitized at least once daily.
- Students will wash hands before and after using the restroom.

1st-2nd:

- Students will remain in their classroom throughout their day.
- Encore teachers will come to the classrooms to deliver instruction.
- Classroom has a private bathroom that will be cleaned and sanitized at least once daily.
- Students will wash their hands before and after using the restroom.

3rd-5th:

- Students will remain in their classroom throughout their day to the extent possible.
- Encore teachers will come to the classrooms to deliver instruction.
- Schedule/coordinate restroom and handwashing breaks throughout the day.
- 3rd grade will use bathrooms by the multipurpose room. Only 2 students will be allowed in bathrooms at all times.
- 4th grade will use bathrooms by the nurse's office. Only 2 students will be allowed in the bathrooms at all times.
- 5th grade will use bathrooms by the district office. Only 2 students will be allowed in the bathrooms at all times.

6th-8th:

- 6th grade will use bathrooms by the cafeteria only (blue hallway). Only 2 students allowed at a time.
- Schedule/coordinate restroom and handwashing breaks throughout the day.
- 7th and 8th grade will use bathrooms by the orchestra room only.
- Students will remain in their classrooms throughout the day to the extent possible.

Guidance for Common Areas:

The gyms, lunchroom, playground, library, art room, and music rooms will not be open for regular use.

Hallways, Main Office and Other Common Areas:

- Maintain six feet distancing when possible.
- Require face coverings for staff and students.
- Provide access to school buildings to authorized personnel only. Visitor access will be as needed only and will be restricted to the front office vestibule.
- Perform health screeners for visitors.



- Display signage reminding everyone to maintain distance, wear face coverings, etc.
- Do not allow people to congregate in hallways.
- Restrict specific areas of the building.
- Clean high-touch areas throughout the day.

Multi-use bathrooms:

- Will be limited to 2 occupants at a time.
- Hallway attendants will monitor to enforce that only 2 occupants enter the bathroom at a time.
- Bathrooms will be on a cleaning schedule so that they are cleaned throughout the school day.
- Grade levels will be assigned to certain bathrooms to lower the number of users.

Guidance for Shared Materials:

Classroom manipulatives, books, and other materials will not be shared by students at this time. The library will be closed for book check out. The district will be making E-books available for student reading.

Daily Precertification Health Screenings:

Only students and staff who are healthy should report for in-person learning. All individuals (students, staff and visitors) will be required to complete a precertification self-check screening each day of in-person attendance. Students/staff who do not pre-certify will be refused entry into the building. Per the Illinois State Board of Education guidelines, all individuals under the age of 18 must have a parent or legal guardian complete the precertification. The district will be providing a precertification app for use by families that select in-person instruction.

Students will not be penalized for missing school and are encouraged to stay home when not feeling well. Students and staff with any of the following symptoms of COVID-19 must remain home:

- Congestion/runny nose
- Cough
- Diarrhea
- Fatigue
- Fever or chills
- Headache
- Known close contact with a person who has been diagnosed with COVID-19
- Measured temperature of 100.4 F or greater
- Muscle or body aches
- Nausea or vomiting
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat

Any staff member who begins to exhibit COVID-19 like symptoms should follow the **building procedure**. If a student begins to exhibit COVID-19 like symptoms, the teacher supervising the student should follow the MGSD70 Response Matrix (appendix A), including the Symptom Protocol Flowchart.



Individuals who exhibit COVID-19 symptoms must self-monitor and return to school according to Illinois Department of Public Health (IDPH) guidelines. A staff member who has had contact with someone who has tested positive for COVID-19 must notify their building principal or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.

Hygiene:

Frequent hand washing and hand sanitizing is extremely important in the prevention of the spread of COVID-19. Staff members must clean their hands as often as possible with soap and water for at least 20 seconds. Every classroom will have a hand sanitizing station within the classroom for use when entering and leaving the classroom.

Illness Procedures:

Any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness should stay home. Families should report possible cases to the main office. Staff should report possible cases to the building principal. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that at least 24 hours must elapse from the resolution of fever without fever-reducing medication and 10 days must pass after symptoms first appeared. Staff returning from illness related to COVID-19 should call to check with the Director of Business Services following quarantine. Any individual within the school environment who shows symptoms will be immediately separated from the school population. Individuals who are sick will be sent home.

In the event that a student or staff member is diagnosed with COVID-19, the classroom(s) will be closed for a period of 48-72 hours per CDC guidelines. During that period the classroom will be cleaned and the school will coordinate with CCHD for any further steps.

Travel

Currently, there are no statewide requirements for quarantining domestic travelers. With novel coronavirus transmission being widespread in many areas, it is more important than ever to follow guidelines that keep you safe in any environment. Where you are going is not as important as what you are doing when you get there. If you are traveling out of state, please continue to follow social distancing guidelines and mask mandates. Avoid crowded areas and practice good hand hygiene. These best practices will help to keep you and those around you safe.

In the event you have a known Covid-19 exposure, please contact Annie Byrne or Matt Condon to discuss.

PPE/Social Distancing:

District 70 understands physical distancing will not be possible for all circumstances. There is significant evidence that face coverings provide protection and decrease the spread of COVID-19. All individuals in school buildings must wear face coverings at all times unless they are younger than two years of age; have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. Face coverings must be worn at all times in school buildings even when social distancing is maintained.



After use, the front of the face-covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering or when working in close contact with an individual. Face coverings do not need to be worn outside if the social distance is maintained. District 70 will provide at least 1 reusable mask to each student and employee. Employees and students may also use their own face covering as long as they meet requirements. Per the Illinois Department of Public Health face mask recommendations, face shields are not to be worn in place of a face mask in school.

Response Matrix:

MGSD70 has organized our Illinois Department of Public Health and CDC guidance into a Response Matrix. Please see Appendix A for the full matrix.

Training for PPE:

Students and staff members will receive training on PPE protocols during the period of time that remote learning is occurring prior to in-person instruction.

Visitors:

Until further notice, MGSD70 is not allowing any nonessential individuals into the building. This includes outside groups, volunteers, student teachers, observers, room parents, and building tour participants.

All visitors must always wear an appropriate face covering, maintain distancing as much as possible, and report to the office for a wellness screening. Visitors will remain in the main office vestibule or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed.

Instruction:

MGSD70 has developed instructional plans to allow for a return to in-person learning while holding paramount the health and safety of our students and our community. Students may enter the school year with learning gaps. The district will use assessments, interventions, and differentiated instruction to address potential learning gaps.

Remote Learning:

MGSD70 understands that some families may not feel comfortable sending their children to school. All will have the opportunity to indicate if they would like to opt-out of in-person learning and choose to remain home for all remote learning. Again, any family that chooses to enroll in the remote learning option will do so from the beginning of the 2020-21 school year until Winter Break. Students may start the year in-person and move to remote learning, keeping in mind that they will likely have a different teacher(s). Families have until Friday, July 31, 2020 to either select remote or in-person learning. Students in families that do not respond on time will be assigned to in-person learning.



Students in remote learning will use the MGSD70 learning management systems (Seesaw for grades Prek-3, Google Classroom 4-8) and Power School for learning, grading, and for attendance purposes while enrolled in the remote learning option. Students and families who enroll in remote learning will receive daily communication and check-ins from district staff. Students in both the remote or in-person classroom will follow the district's established learning standards. A vast majority of our staff members have been trained to become Google Certified Educators in support of an enhanced remote learning experience for students and families.

For a video tutorial of SeeSaw, click [here](#).
 For a video tutorial of Google Classrooms, click [here](#).

Example Remote Learning Schedule (Middle School Students)

8:20 - 8:50	Attendance / check-in / warm up
8:55 - 9:45	Live class with Teacher
9:50 - 10:20	Specials
10:25 - 11:10	Student works on asynchronous learning assignments
11:15 - 11:45	PE
11:50 - 12:20	Live teacher follows up with students following days work
12:30-1:15	Student lunch/break
1:15-2:15	Small group instruction with team of teachers
2:15-3:20	Student continues work on asynchronous learning assignments

Example Remote Learning Schedule (Elementary School Students)

8:25-8:45	Opening Meeting
8:45-9:45	Math
9:45-10:10	PE
10:10-10:35	Specials
10:35-12:00	Reading
12:00-12:20	Writing
12:30-1:15	Student lunch/break
1:15-2:15	Small group instruction teachers
2:15-3:20	Student continues work on asynchronous learning assignments



Grading/Attendance Rules:

Morton Grove School District 70 will follow grading practices that closely align with the previous grading processes that were used during the 2019-2020 school year in quarters 1-3. Students in grades K-2 will be provided with number grades that tie directly to descriptors provided on the report card. Students in grades 3-8 will continue to receive letter grades that reflect performance on assignments and assessments.

Students in remote learning and in-person learning will have their attendance tracked throughout the school year. For students that are enrolled in in-person learning their attendance will be taken when they arrive at school for the day. For students who are enrolled in remote learning, attendance will be taken based on students that participate in the live lessons that are provided by the respective teacher. As with any school year, attendance will be consistently monitored and interventions will be taken to promote student engagement in the instructional process. **All students, remote and in-person, will need to call the school to report a student that will be absent - 847-965-6200 then press 2.**

In-person Learning:

The in-person day will be Monday-Friday 8:20 to 12:20. Students will eat lunch at home. To the extent possible, elementary students will focus on the major skill areas during their in-person instruction. Students will spend their time in school engaged in reading, math, writing, specials, and PE. Our instructional staff will work to integrate science and social studies into math and reading whenever possible. Middle school students will be utilizing a block schedule in order to receive instruction. Within this block schedule, students will receive all of their core subjects three days each week in addition to time in their electives and PE. To the extent possible, students will remain in their homeroom/classroom for the duration of the school day.

Staff will rotate into various classrooms as needed. For example, the music teacher would come into the classrooms to teach music lessons. Due to the limitation of student movement in the building, middle school students will be receiving a variety of electives, not necessarily the ones they selected last spring. A sample elementary and middle school schedule can be found below.

Elementary schedule

8:25-9:25 - Math
9:25-10:05 - Writing
10:05-10:30 - PE
10:30-10:55 - Specials
10:55-12:20 - Reading

Middle School

8:25-8:50 - PE
8:50-9:15 - Electives
9:15-10:15 - Math
10:17-11:17 - Reading
11:20-12:20 - Science

Extracurricular activities:

At this time, the fall season of the Little 9 Conference has been postponed. The member districts are considering a modified spring schedule to make up for the missed fall seasons if possible. Select clubs and appropriate activities may be offered remotely to both in-person and remote learning students.



PE, Specials/Electives:

Students in both in-person and online instruction classes will have the opportunity to engage with our PE and Specials staff. Information about the scheduling of these classes will be forthcoming after the enrollment period is complete.

SEL Needs:

SEL curricula and additional supplementary services will continue to be provided for students and staff. Teachers will continue to implement the SEL curriculum with supplementary resources with an intentional focus on student’s emotional health who may have been or continue to be impacted by COVID-19. MGSD70 will be forming a crisis management team to address these needs. Students with IEPs with social-emotional needs will continue to receive services based on their identified IEP minutes.

Student Services:

MGSD70 understands the impact COVID-19 has had on our most vulnerable student population. As a result, the leadership team has begun the work to develop plans and procedures to address various unique challenges the pandemic has created.

MGSD70 will adhere to timelines for annual IEP meetings and required evaluations. All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. IEP teams should meet to determine whether any amendments to IEPs are necessary to address current levels of a student’s performance. IEP teams should create distance learning plans as needed for students based on the learning experiences during the 2019–20 school year.

Operations

Facilities:

Park View maintenance staff will follow a sanitation schedule to ensure that all facilities are cleaned and disinfected prior to students arriving and leaving. This sanitation schedule will include the student workspace, common areas in classrooms, bathrooms, doors, handles, and other common areas within the facility. The district also has a contracted cleaning company that will fully sanitize the building each evening in preparation for the return of students the next day. Hand sanitizer stations will be installed in all classrooms and in common areas for use by students. Multi-use bathrooms within the building will be cleaned and sanitized on a rotating schedule throughout the school day. Hallway lockers for middle school students will not be used.

Food Services:

The cafeteria will be closed and lunch will not be eaten at school. Students may have the option of purchasing a sack lunch to go at the conclusion of the school day. The district will follow lunch requirements for those students that qualify for free and reduced meals.

Health Office:

The district will provide a separate space for students and staff who exhibit COVID-19 symptoms. Additionally, there will be a separate space to treat those individuals with non-COVID-19 related needs.



Park District/BASE and Kinder Odyssey:

Due to mitigation strategies, the park district will not be able to host either of these programs at Park View. The park district is exploring options for families in need of childcare. If either are made available offsite, the district may provide transportation.

Transportation:

In order to mitigate the spread of COVID-19 and any precertification issues, the district will not be providing morning transportation for students. Transportation will be provided to students following afternoon dismissal; however, this is subject to bussing availability. Additional information will be forthcoming after the enrollment period has concluded. Students being transported will be capped at one student per seat on the bus and students will be required to wear masks for the duration of the ride.

Human resources:

The contents of the return to learn plan are subject to change when formal guidance or mandates are issued by the proper authorities (ISBE, IDPH, CDC). All employees will need to be flexible during this pandemic, which will require cooperative, collaborative, flexible, and creative problem-solving. MGSD70 will generate guidelines and protocols for all employees. The district will continue to monitor recommendations from the aforementioned authorities.

Illness Monitoring:

See Appendix A.

Staff Return Plan:

The district has the authority to determine who returns to work, however, the district will work to follow executive and legislative guidance from the State and Federal government. An employee's request for special accommodations will need to be provided to the MGSD70 Director of Business Services or Superintendent. Please note that medical documentation or other documentation will be required in order to consider any requests.

Eligible employees will be entitled under the Families First Coronavirus Response Act (FFCRA). Otherwise, employees will be expected to use their accrued time bank for their absence from work.

Staffing Levels:

The district will monitor staffing levels within the building to ensure optimal operations for teaching and learning. In the event that staff absences hinder the ability to maintain optimal operations, the district will consider all options to support student learning.

Communications/Resources for Families:

Throughout the 2020-2021 school year, MGSD70 will use the following communication methods to keep stakeholders updated on changes regarding all protocols:

- [MGSD70 Website](#)
- Phone, text and email alerts
- Social media such as Facebook, Twitter and Instagram
- Direct letters from the administration

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Fax: (847) 965 0606

Appendix A MGSD70 Response Matrix

	Confirmed Covid Case in Building		Close contact/Confirmed Exposure to Covid (Close contact means that the person was within 6 feet of the individual who is confirmed or suspected of having COVID-19 for more than 15 minutes)		Reporting of Symptoms/Fever	
	Staff	Student	Staff	Student	Staff	Student
Teacher Actions	Staff member should report information to an administrator and self isolate as soon as possible.	Parent should report information to an administrator, keep their child home, and have child self isolate as soon as possible.	Staff member should report information to an administrator and quarantine as soon as possible.	Parent should report information to an administrator and quarantine as soon as possible.	Staff member should report information to an administrator and self isolate as soon as possible. Staff member should call doctor for additional guidance.	Teacher should follow Symptom Protocol Flowchart.
Quarantine	No	No	Yes (14 days)	Yes (14 days)	Dependent upon whether the symptoms may be supported with a doctor's note, known condition or a non-COVID-19 related illness.	Dependent upon whether the symptoms may be supported with a doctor's note, known condition or a non-COVID-19 related illness.
Isolate	Yes. See Criteria for return.	Yes. See Criteria for return.	No	No	Not unless they show symptoms.	Not unless they show symptoms.
Do others need to quarantine?	Depending on CCHD guidance, students may quarantine.	Depending on CCHD guidance, students may quarantine.	No	No	No	No
Communication Steps	1)Administration will contact CCHD to ask for direction 2) Phone call to families of classmates to inform them that there is a confirmed case in the classroom.	1)Administration will contact CCHD to ask for direction 2) Admin will contact parents by phone. Students in the classroom will need to quarantine at home for 14 days. Students will be permitted to return after completion.	1)Administration will contact CCHD to ask for direction 2) Letter will be sent to families of classmates to inform them that there is a possible exposure.	1)Administration will contact CCHD to ask for direction 2) Letter will be sent to families of classmates to inform them that there is a confirmed case in the classroom.	Staff member should contact admin. Staff member should confirm what doctor encourages.	Parent should contact nurse. Parent should confirm what doctor encourages.
Working/Learning Plan	Can work remotely	Can participate remotely	Can work remotely if staff member reports they are well enough	Can participate remotely if parent reports they are well enough to do so.	If quarantined: Can work remotely if staff member reports they are well enough.	If quarantined: Can participate remotely if parent reports they are well enough to do so.
Criteria for Return	At least 10 days have passed after the individual's symptoms first appeared, the individual has been fever-free for at least 24 hours without using fever-reducing medications, and the individual's other symptoms have improved.	At least 10 days have passed after the individual's symptoms first appeared, the individual has been fever-free for at least 24 hours without using fever-reducing medications, and the individual's other symptoms have improved.	At completion of quarantine as long as symptom free. Monitor for symptoms.	At completion of quarantine as long as symptom free. Monitor for symptoms.	Fever and symptom free for at least 24 hours without using fever-reducing medications, and the individual's other symptoms have improved.	Fever and symptom free for at least 24 hours without using fever-reducing medications, and the individual's other symptoms have improved.

Morton Grove School District 70 RETURN TO SCHOOL/WORK FLOWCHART FOLLOWING A COVID-19 RELATED ABSENCE

Individual Had Close Contact With Someone Who Tested Positive or is Suspected of Having COVID-19



May Return After 14-Day Quarantine Period from Date of Last Contact with Individual

Individual Tested Positive or is Suspected of Having COVID-19 AND Had Symptoms



Symptom-Based Strategy

May Return After:
(1) At Least 10 Days Have Passed Since Symptom Onset; **and**
(2) At Least 24 Hours Since Resolution of Fever and Improvement of Other Symptoms

Individual Tested Positive for COVID-19, But Had NO Symptoms



Time-Based Strategy

May Return After At Least 10 Days Have Passed Since Date of First Positive COVID-19 Test

Individual Exhibits One or More Symptoms of COVID-19, But is Not Suspected of Having COVID-19



*Some Examples:
Seasonal Allergies, Ear Infection, Seasonal Flu, Strep Throat, Migraine, Etc.*

May Be Possible to Return in Fewer than 10 Days After Onset of Symptoms and 24 Hours Fever Free without the use of fever-reducing medications

*Recommend:
Evidence of Alternative Reason for Symptoms*

Individual Returns from International Travel



May Return After 14-Day Quarantine from Date of Return from Trip

**For All of the Above:
Return Based on Release from Health Care Provider Would Also Apply
*Subject to Change:
Follow Any Updated Guidance From CDC, IDPH or Local Health Department***