



Board of Education Special Meeting July 28, 2020

VIRTUAL MEETING INFORMATION

Due to the Covid-19 pandemic, District 64 is continuing to conduct Board of Education meetings online through Zoom. You can connect as an attendee through Zoom via a computer, mobile device, or phone, and you will be able to listen and view the meeting. While public attendees will be muted, they have the opportunity to email comments which will be read aloud by a Board member during the public comments section of the meeting.

Please see the end of this document for an alternative to the remote attendance.

Please email public comments to:

d64-publiccomments@d64board.org

before (non-agenda items) and during (agenda items) of the online Board meeting.

Attendee Options to Connect:

- Please click this [link](#) to join the webinar through a computer or mobile device.
Password: 2mpN5Q
- iPhone one-tap: US +13126266799,,93503095720#,,,,,0#,,510664#
- Telephone: 312 626 6799 US (Chicago)
and dial when prompted –
Meeting ID: 935 0309 5720
Password: 510664

Notes for online Board of Education meetings through Zoom:

- Attendees will be muted by default when calling or logging in to the Zoom meeting. The meeting will be in “listen only” mode.
- During the Public Comment portions, the Administrative Assistant to the Superintendent will read the emails that have been sent to d64-publiccomments@d64board.org
- The District will make every effort to post recorded online Board meetings afterwards.

Alternative to remote attendance:

Due to COVID-19, it is prudent to hold the Board of Education meetings remotely instead of in-person. However, anyone unable to view these meetings remotely may attend in-person. One District 64 administrator will participate in the virtual meeting from a public location and a limited number of the public will be able to attend.

For the special Board meeting on Tuesday, July 28, Emerson School ((Multipurpose Room), 8101 N Cumberland, Niles, will be the designated meeting location. The doors to the building will open 15 minutes prior to the start of the meeting. There is a strict limit of **no more than 50 people** gathering in one place in effect for this meeting. Anyone present at this location will be allowed to participate during the public comments portion of the meeting.

Please note that District 64 is following all meeting guidelines identified by the state.

Inspire every child to



Meeting of the Board of Education Park Ridge – Niles School District 64

Special Board Meeting Agenda
Tuesday, July 28, 2020

VIRTUAL MEETING

Alternate Remote Attendance Location: Emerson School - Multipurpose Room

On some occasions, the order of business may be adjusted as the meeting progresses to accommodate Board members' schedules, the length of session, breaks, and other needs.

7:00 p.m. Meeting of the Board Convenes

- Roll Call

Pledge of Allegiance

Opening Remarks from President of the Board

Public Comments

Each speaker is given 3 minutes to address the Board. Comments may be made on almost any matter related to the operation of schools. Each person appearing before the Board will be treated with courtesy and respect, and the Board requests the same in return. In light of the privacy of personnel and student matters, commenters are strongly discouraged from speaking about individual staff or students during public comment. Commenters are instead encouraged to first raise such concerns privately with the Board President or Administration. The Board, however, recognizes each commenter's First Amendment rights; thus, it will not prohibit commenters from speaking about individual staff or students, subject to well-recognized exceptions under the First Amendment, such as obscenity, threats, fighting words, or incitements to violence.

A-1 Approval of Meeting Agenda

--Board President

The Board reserves the right to review the agenda at the beginning of each meeting and request additions, amendments, or deletions prior to approval.

A-2 Approval to Suspend the Portion of Board Policy 2:230 that Restricts the Board's Ability to Respond to Questions or Comments Made during the Public Participation Portions of a Board Meeting

--Board President

Action Item 20-07-10

A-3 Approval of Recommended Personnel Report

--Board President

Action Item 20-07-11

Approval of Meeting Agenda

The Board reserves the right to review the agenda at the beginning of each meeting and request additions, amendments, or deletions prior to approval.

Approval to Suspend the Portion of Board Policy 2:230 that Restricts the Board's Ability to Respond to Questions or Comments Made during the Public Participation Portions of a Board Meeting

ACTION ITEM 20-07-10

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the suspension of the portion of its policy 2:230 that restricts the Board's ability to respond to questions or comments made during tonight's special meeting.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Approval of Recommended Personnel Report

ACTION ITEM 20-07-11

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Personnel Report for July 28, 2020, noting that the Personnel Report is based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding any of the specific individuals selected for employment.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

July 28, 2020
Personnel Report

Colleen Drage	Employ as Special Education Resource Teacher at Field School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - MA, Step 1 - \$61,151. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.
Sara Frank	Employ as Language Arts Teacher at Emerson School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$53,166. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.
Sofia Garcia	Employ as Instructional Technology Coach at Franklin School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - MA+12, Step 1 - \$64,133. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.
Shelby Greenstein	Employ as Special Education Resource Teacher at Franklin School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$53,166. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Lauren Gryzik	Employ as Math/Science Teacher at Lincoln School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$53,166. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.
Michelle Krupa	Employ as Channels of Challenge Teacher at Franklin and Washington Schools effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - MA, Step 1 - \$61,151. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.
Brandon Melnychuk	Employ as Science Teacher at Emerson School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$53,166. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.
Brittney O'Grady	Employ as Elementary Teacher at Field School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 2 - \$54,159. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Lindsey Plantan	Employ as Kindergarten Teacher at Carpenter School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 2 - \$54,159. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.
Amanda Ragsdale	Employ as Special Education Teacher at Field School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$53,166. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.
Alyssa Reno	Employ as Fifth Grade Teacher at Washington School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$53,166. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.
Dina Greenberg	Resign as Special Education Teacher at Field School effective July 28, 2020.
Sue Balek	Retire as Teaching Assistant at Jefferson School effective July 13, 2020.
Charlene John	Retire as Science Teacher at Emerson School effective July 28, 2020.
Joanne Mulvihill	Retire as 2nd Grade Teacher at Roosevelt School effective July 14, 2020.
Veda Neumann	Retire as C of C Teacher at Carpenter School effective July 14, 2020.

Approval of Certain Current Bills for Payment

ACTION ITEM 20-07-12

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve payment of the current bills as shown on the list submitted in the total amount of \$ 2,476,153.32.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Community Consolidated School District No. 64

Disbursement Detail Listing

Bank Name: Accounts Payable
 Bank Account: 885360644

Date Range: 06/01/2020 - 07/28/2020
 Voucher Range: 1011 - 1018

Sort By: Vendor
 Dollar Limit: \$0.00

Fiscal Year: 2020-2021

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
NCB	07/28/2020	1016	Wevideo, Inc.	10.0000.1110.3160.205.00.000000	Annual subscription - Franklin Sch	\$806.93
NCB	07/28/2020	1016	Wevideo, Inc.	10.0000.1110.3160.207.00.000000	Annual subscription - Roosevelt Sch	\$934.34
NCB	07/28/2020	1016	Wevideo, Inc.	10.0000.1110.3160.209.00.000000	Annual subscription - Washington Sch	\$934.34
NCB	07/28/2020	1016	Wow! Business	10.0000.2633.3420.000.00.000000	7-1 / 7-31 internet EM	\$854.99
Check Total:						\$15,844.79
Bank Total:						\$2,476,153.32

Voided Checks

133635	07/28/2020	1015	Clic - Collective Liability Ins. Co	VOID	80.0000.0431.0000.000.00.000000	VOID: Wrong amount	\$499,851.00
Check Total:							\$499,851.00
Voided Checks Total:							\$499,851.00

<u>Fund</u>	<u>Amount</u>
10	\$455,770.91
20	\$136,712.27
30	\$12,859.05
60	\$1,557,133.59
80	\$313,677.50
Fund Totals:	\$2,476,153.32

End of Report

Disbursements Grand Total: \$2,476,153.32

This Report Can be Viewed on the

[Financial Data Current](#)

Presentation of School Reopening Plan for 2020-21

District Superintendent Dr. Eric Olson and the administrative team will present the plan for the safe reopening of schools.

07/28/20



PARK RIDGE-NILES SCHOOL DISTRICT 64

COMING BACK TOGETHER

2020 - 2021 School Year
Reopening Plan

***PLEASE NOTE THAT EVERYTHING LISTED BELOW IS IN REGARD
TO FIRST TRIMESTER ONLY AT THIS POINT***

The COVID-19 Global Pandemic has and will continue to have a profound impact on the educational setting in District 64 and across the country. We are continuously planning for the start of the 2020 - 2021 school year so that we can welcome back our students and staff in a safe and healthy manner, while also acknowledging that our school year will look different than those in the past. In addition to guidance from the Illinois Department of Public Health (IDPH) and the [Illinois State Board of Education \(ISBE\)](#), feedback from staff, parents, and administrators contributed to the development of our 2020-21 plan.

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State



Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curbside pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

GUIDING PREMISES

Planning for the return to school is based on these guiding premises:

- Safety of students and staff must be our #1 priority. This includes following the recommendations and requirements from the Illinois Department of Public Health (IDPH) and the guidelines/requirements from the [Illinois State Board of Education \(ISBE\)](#).
- Robust instruction and learning cannot exist without a safe and healthy environment for students and staff.
- Students deserve a rigorous curriculum that meets them where they are at and utilizes engaging instructional strategies.
- All students deserve academic and social-emotional connections with their teachers on a regular basis.
- Staff must be provided the resources and training that they need to support student growth.
- All students and staff must have easy access to technology.

- Students must be assessed to determine learning levels so that instruction can be tailored to their readiness.

Our success as a community will hinge on our ability and willingness to follow the health guidelines, while also understanding the flexibility that will be needed to work through these scenarios with staff, parents, and students. It will be critical that we acknowledge and embrace that our coming year will be very different than those in our past.

Significant changes to the learning environment and thus the school day will need to be implemented to successfully and safely achieve the above premises. This plan is presented with the best information and guidance known at this time. Adjustments will be made and communicated as guidance evolves from federal, state, and local health and educational officials. As the situation continues to change, it is likely that our response and planning will need to continue to change to accommodate new information as it becomes available.

PARENTS HAVE A CHOICE

Kindergarten-8th Grade

To accommodate the needs of families, we are providing K-8 parents a choice of enrollment options for the 2020-21 school year. One option is an *In-Person Hybrid program*, and the other is a *Five-Day Remote Learning program*. Both of these options are discussed further below.

Preschool and Extended Day Kindergarten (EDK)

The District 64 Preschool Program at Jefferson School will continue this school year with class size limitations in order to support health and safety protocols. Due to the smaller setting at Jefferson, the current Jefferson *preschool* student schedule will be able to be maintained with cleaning protocols implemented between morning and afternoon sessions, in the evenings, and on weekends. See Part 4 below for more information about Preschool. To address the concerns of mixing students from different schools and the anticipated staffing challenges with general education classrooms, the EDK program will not be offered for the start of the 2020-21 school year. We will continue to assess this option as the school year unfolds.

PART 1 - K- 8 IN-PERSON HYBRID PROGRAM

Our *In-Person Hybrid Program* for Kindergarten-8th grade reflects the following:

- 6 feet distance must be maintained as much as possible.
- Masks must be worn by all staff and students until this is no longer required.
- Courses, subjects, and schedules may be modified to implement guidelines for student and staff safety.
- All support services may occur with additional modifications.
- Frequent hand-washing and use of hand sanitizer will be a scheduled part of each student's day.
- Cleaning and disinfecting will be enhanced to receive staff and students back into the buildings.

Overview of the *In-Person Hybrid Option*

- Kindergarten through 8th grade students will be divided into two groups and will attend school for in-person learning two days per week (either Monday & Tuesday OR Thursday & Friday). Six feet of social distancing will be maintained as much as possible. Siblings will attend school on the same days.
- On the other three days, students will participate in Remote Learning. Remote Learning instruction will include synchronous, asynchronous, and offline activities.
 - Synchronous activities: Methods of synchronous online learning include video conferencing, teleconferencing, live chatting, and live-streaming instruction. On their remote learning days, students will join their classrooms via virtual conferencing for some synchronous activities. Teachers will cue students when it's time to participate in real-time instruction and when it's time to work on asynchronous or offline activities.
 - Asynchronous activities: Methods of asynchronous online learning include self-guided lesson modules, streaming video content, virtual libraries, posted activities/lessons, and exchanges across G Suite apps (Google for Education), discussion boards or other platforms.
 - Offline activities are completed without the use of online technology. This may include projects, reading assignments, written assignments,

performance activities, etc.

- A deep cleaning of the building will occur on Wednesdays and weekends between attendance groups.
- There is a possibility for increased in-person participation for students with significant learning needs.
- The *In-Person Hybrid* program will support student services, special education needs, and differentiated academic programs.
- We will work with families who choose the *In-Person Hybrid* program, should they change their minds into the school year and want to switch to the *Five-Day Remote Learning* plan instead. This may not be able to be an immediate switch, and families and schools will have to work together to make this change successfully.

In-Person Hybrid Procedures

Based on the Illinois Department of Public Health (IDPH) and the [Illinois State Board of Education \(ISBE\) Guidelines](#), the following in-person procedures will be adhered to at all times while in Illinois COVID-19 Recovery Plan Phase IV:

Schoolwide Cleaning, Disinfection, and Tracking

District 64 will implement a number of new procedures to protect the health and safety of students, staff, and their families.

- District 64 is following the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines. Extensive deep cleaning of all facilities is being completed this summer.
- Increased daily cleaning protocols will be instituted at all facilities with an emphasis on repeated cleaning of high touch/high-traffic areas throughout the day.
- During the school year, schools will have enhanced cleaning on a nightly basis. A deep cleaning of the building will occur on Wednesdays and over the weekends. This includes the cleaning of every student desk and chair.
- Bulk purchases of soap, sanitizer, disinfectant, and Personal Protective Equipment (PPE) have been completed this summer.

- Any area of a school or district facility used by a sick person will be closed off until proper cleaning and disinfection procedures have been completed.
- Plexiglass barriers have been added to the greeting counters and secretary desks at all schools.
- Social distancing signage and marking are being added to all facilities.
- Accurate records of all visitors to our facilities will be maintained.
- Essential visitors to facilities will be restricted in their access to the building as a whole. Before any visitors move beyond the office, they will have to self-certify that they are not experiencing any signs of illness. Visitors that do exhibit signs will be asked to leave the building immediately, and all cleaning procedures will be followed.

Arrival/Beginning of the Day

- All parents and guardians will be asked to perform a **daily certification of health** for their children before sending them to school. District 64 will provide all parents with a checklist to assist them in the completion of this health certification at home. Students showing any signs of illness may not attend school. By sending their children to school, parents and guardians are signifying that their child is symptom-free.
- Currently known symptoms of COVID-19 include fever (100°F or above orally), cough, shortness of breath, difficulty breathing, nasal congestion, runny nose, sore throat (unrelated to asthma or allergies), chills, muscle and body aches, fatigue, headache, new rash, recent loss of sense of taste or smell, nausea, vomiting, or diarrhea.
- Every two weeks, parents of students attending school will be required to complete an online form that confirms they are completing the **daily certification of health** each day.
- All District 64 staff members will be required to complete the same **daily certification of health** and may not report for duty if they are exhibiting any signs of illness.
- Staff who have a fever or any other symptoms of COVID-19 may not report to work and must follow health department guidelines for return to work. For

positive (lab-tested) or presumed positive (symptoms present but without lab testing) the individual must be fever-free for 72 hours without use of fever-reducing medication, must have an improvement in symptoms, and 10 days must elapse since onset of the first illness. Non-COVID illness return guidelines will vary, depending on the circumstance. See the [District 64 Return to Work Guidelines](#).

- If a staff member believes a student is exhibiting any signs of illness, the student will be assessed by the nurse. If the student exhibits any COVID-like signs/symptoms, the parent will be called immediately, and that student will remain in a supervised quarantine space until pick-up.
- No before-school activities will be permitted other than the possibility of *Beyond the Bell*, the before and after school program through the Park Ridge Park District. If this program continues this year, it will maintain less than 50 individuals (students and staff) at all times, and this area will be appropriately cleaned before use by any other students or staff during the day.
- Schools will assign adequate outside and hallway supervision to support student social distancing while proceeding to classrooms.
- Schools will designate multiple student entry points to provide for adequate social distancing and minimizing overcrowding of students at each entry point. Students will use hand sanitizing stations upon entering the building. These will be set up at all designated points of entry.
- All students and staff are required to wear a mask while in any of our school buildings (unless medically exempted - see below). Students and staff may also choose to wear a face shield in addition to the mask. The State of Illinois is providing a cloth mask for every student and staff member, and District 64 has purchased a second mask for all staff and students as well. Staff and students may utilize these masks or may bring one of their own. Personally brought masks must align with District 64 dress code policies. Students and staff may only remove their mask while eating lunch or a snack and while drinking.
- Upon entry to school buildings, all students will be checked to ensure proper mask wearing, and a disposable one will be provided to students who have not brought one for the day.
- All students will immediately report to their classroom. No congregating in hallways will be allowed. Student lockers and locker rooms will not be in use.

Students will carry their backpacks into the classroom and may place their coats either in their backpack or on their chair.

- Social distance signage and floor markings will be displayed throughout each school building, including hallways and bathrooms.
- Where possible and needed, schools will implement one-way hallways and dedicated up or down staircases to help keep traffic moving in an organized and as safe-as-possible manner.

Wearing of Masks

- By order of the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH), masks must be worn by all students and staff at all times they are inside of a District 64 school building.
- Students should bring their own masks each day, although this can be a family-bought mask or one that was provided by District 64. (Neck buffs are also acceptable.) If a student arrives at school without a mask, the student will be provided with a disposable mask for the day. A student may also wear a face shield (provided by the family) *in addition to* the mask if desired. Students and staff may only remove their mask while eating lunch or a snack and while drinking.
- All staff will be provided with a clear face shield and a mask. While the mask must be worn at all times, staff may also choose to wear the face shield in addition to the mask.
- All visitors are required to wear a mask at all times while inside a District 64 school building. No visitor will be admitted to any school building without a mask.
- Masks must be worn by all students and staff (unless there is a documented specific medical need preventing it). A healthcare provider's written documentation will be required for any student or staff member seeking to be exempted from wearing a mask.
- For students in certain special education programs, every attempt will be made to instruct students in the importance of wearing a mask. Staff are expected to actively and in a supportive manner coach each student to do so, however, it is a distinct possibility that a student may not be successful in keeping a mask on at all times.

Classroom Configuration

- Classrooms will be configured to provide for appropriate social distancing to the greatest extent possible, including the number of desks/workstations for students. All furniture that is not absolutely necessary to the learning environment will be stored or removed until social distancing requirements ease.
- Each student will be assigned his/her own desk. Desks have been ordered to replace all classrooms that currently utilize tables. There will be no grouping of desks. A distance of 6 feet between desks/work spaces will be maintained at all times.
- All student desks will face the same direction. Student interaction with peers in the learning environment will only be encouraged in a safe way.
- Student movement outside of the classroom will be minimal. All students (elementary and middle) will be assigned one homeroom class in which they will remain throughout the school day. Students will not travel for these classes. Encore and elective classes will be taught in the homeroom classroom where the students already reside. Courses, subjects and schedules may be modified to implement guidelines for student and staff safety.
- Physical Education (PE) will be the only class that takes place away from the student's classroom. When indoors, students will maintain social distancing guidelines to the greatest extent possible and students and staff must continue to wear a mask, regardless of the spacing. One space must have less than 50 individuals (students and staff) at all times. When weather permits, these classes will take place outside.
- Students may leave the classroom to attend a support service (i.e. intervention classes, speech pathology, social work, etc.) or may be provided instruction/therapy remotely within the school building or on a remote learning day. Support personnel and administrators will collaborate to determine service delivery, with consideration given to appropriate safety and health procedures.
- Accelerated/Channels of Challenge classes will either take place in the classroom where students are already present or students will travel to a separate location. Our principals are working through the placement of students and staff throughout the building. As always, any desk/work station that is occupied by one student will have to be appropriately cleaned by an adult before use by another student.

- Students will only utilize their own learning tools (i.e. pens, markers, notebooks, etc.) or tools that a teacher provides that have been properly cleaned.
- To the extent possible, paper use will be minimized. Passing of papers, other supplies, and equipment across the classroom is prohibited.
- No field trips will occur.
- Teachers will be encouraged, weather permitting, to make use of outdoor spaces for learning and for mask breaks. At the direction of each school principal, school-wide processes and procedures for conducting outdoor learning and mask breaks will be in place and observed to ensure safety and adequate social distancing while outside. Masks may be removed if classes move outside and students and staff are able to maintain 6 feet of social distance at all times.

Lunch and Recess

- Our plan is for lunch to occur in the classroom on most days. *Quest*, our company that prepares meals for students to purchase, will operate with prepackaged lunch options. Lunches will be brought to the classroom.
- On some days, it may be possible for some students to eat in the lunchroom. Students eating in the lunchroom will be spaced 6 feet apart while they are eating. Tables utilized by one group of students will be properly cleaned by staff before the next group uses them. We will maintain less than 50 people (adults and children) at all times in any one space.
- Additional lunch periods may be scheduled to limit the number of students eating and having recess at the same time.
- Students must wash their hands before and after the lunch/recess period.
- We will continue to follow all guidelines for students with food allergies.
- Recess will be held outside (weather permitting). All playground equipment will remain closed.
- Masks will not be required while outside as long as students maintain 6 feet of social distancing at all times. Students may still wear their masks outside if desired.
- While at recess students may use the restroom facilities, the nurse, or the office only with permission.

Hygiene, Restrooms, and Hydration

- A specific focus on hygiene will be part of each school day. Time will be allotted for students and staff to use the hand sanitizing stations at the beginning of the day when they enter the building and at the end of the day before they leave. Furthermore, students will wash their hands before and after lunch as well. In addition, any student or staff member that leaves the classroom for any reason and is now returning will also have to wash his/her hands or use hand sanitizer before resuming instruction. Hand sanitizer stations will also be located throughout the building for student and staff use.
- Each school will manage the number of students who attend the restroom to ensure bathrooms do not contain too many students at once.
- Each classroom will have hand sanitizer pumps for use by students and staff. In addition, several additional hand sanitizer stations will be installed throughout each building.
- Students may bring their own unscented sanitizer from home to use throughout the day, although it may not be shared with any other student or staff member.
- Students will be encouraged to bring a reusable water bottle each day and should be instructed that only they should touch/use it. Communal water fountains will be shut off. Water refill stations will remain in operation.

Student Health Needs

- The building nurses will contact all parents of students with healthcare plans and involve parents in changes that need to be made to minimize chances of infection to students.
- Staff will receive appropriate PPE (disposable gowns, face shields, gloves) to provide toileting assistance or diapering to students. Staff and students will be required to hand wash before and after.

Dismissal Procedures

- Schools will assign adequate outside and hallway supervision to support student social distancing while exiting the building.
- Schools will designate multiple student exit points to provide for adequate social distancing and minimize overcrowding of students at each exit point.

- Students are to leave school property immediately at the end of the school day in order to avoid congregating.
- Student pick-up will be coordinated to support social distancing guidelines to the greatest extent possible.

After School Activities

For the first trimester, we will not have any in-person extracurricular activities, nor host any 3rd party programming besides the possibility of the Park Ridge Park District's *Beyond the Bell* program. For that program, students will wear masks and will be socially distanced 6 feet apart to the greatest extent possible. Some District 64 virtual clubs/activities may be provided.

Bus Transportation

Bus service will continue for the 2020-2021 school year with the following modifications:

- Buses will run their regular routes.
- Bus capacity will be limited to less than 50 individuals (adults and children) at all times, including staff and students.
- Students will be seated using a back to front pattern (first student on board proceeds to the back of the bus and seats are occupied forward from there). Children will exit in the opposite manner. We will follow a one seat per child rule, with the exception of children from the same household, who will be seated together.
- Social distancing will be practiced to the greatest extent possible. All adults and students on the bus will be required to wear a mask at all times.
- There will be no late bus/extracurricular bus/MS bus.
- Only a limited number of paid riders may be accepted. We will revisit this throughout the school year.
- Buses will be properly cleaned between routes.

PART 2 - FIVE-DAY REMOTE LEARNING INSTRUCTION

In developing the *Five-Day Remote Learning* Plan, we received parent, staff, and administrator feedback, including the recent work of the Remote Learning Committees (which helped develop a plan for the implementation of district-wide Remote Learning only with no on-site instruction).

Guiding Premises

Remote Learning planning is based on these guiding premises:

- Because we anticipate all students moving back to in-person instruction at some point, *Five-Day Remote Learning* instruction will be aligned to what is provided through the *In-Person Hybrid* program.
 - Instructional minutes and learning schedules for students participating in Remote Learning will be consistent with the number of minutes for students attending in-person.
 - Curriculum and assessments will also be aligned with in-person programming.
- Teachers will be equipped with the technology and skills to provide instruction online, interact with whole-class and small-group structures, provide frequent feedback on student work, and assess student growth.
- Students deserve a rigorous Core and Encore/Elective curriculum that meets them where they are at and utilizes engaging instructional strategies.

Overview of the *Five-Day Remote Learning* Option

- Students enrolled in this option will participate in Remote Learning five days per week and follow the in-person schedule.
- The *Five-Day Remote Learning* program includes:
 - the facilitation of all student services, special education needs, and academic programs. *Five-Day Remote Learning* programs for students with IEPs will be configured to meet the unique needs of individual students.
 - a structured school day with attendance requirements, assessments, and trimester report cards.
 - a rigorous instructional program which follows the In-Person Building

Schedule (includes a modified Encore/Elective Program at the Middle School).

- Students will participate in robust synchronous, asynchronous, and offline activities:
 - Synchronous activities: Methods of synchronous online learning include video conferencing, teleconferencing, live chatting, and live-streaming instruction. On their remote learning days students will join their classrooms via virtual conferencing for some synchronous activities. Teachers will *maximize the use of online live instruction* utilizing available platforms.
 - Asynchronous activities: Methods of asynchronous online learning include self-guided lesson modules, streaming video content, virtual libraries, posted activities/lessons, and exchanges across Google docs, discussion boards or other platforms.
 - Offline activities are completed without the use of online technology. This may include projects, written assignments, performance activities, etc.

Additional Information about the *Five-Day Remote Learning Program Staffing*

- In grades 6-8, students will join in-person classroom instruction via virtual conferencing. Students will also participate in asynchronous and offline activities. Teachers will cue students when it's time to participate in instruction and when it's time to work independently.
- Currently, the plan is for K-5 students to be linked to a classroom at their homeschool via virtual conferencing for synchronous activities. Students will also participate in asynchronous and offline activities. Teachers will cue students when it's time to participate in instruction and when it's time to work independently.
 - *if warranted by participation numbers and staffing considerations*, K-5 Core classes may instead be taught by a dedicated Remote Learning Teacher. Students would utilize virtual conferencing to join in-person Encore, Intervention, and Channels of Challenge instruction. Since Remote Learning Teachers for Core will be assigned *based on the number of students participating*, one of three scenarios will be implemented:

Scenario #1	Scenario #2	Scenario #3
<p>If numbers enable the assignment of one teacher at each grade level at each school to the Remote Learning Program, students will follow their Building Schedule.</p> <ul style="list-style-type: none"> Students will join live Encore/Elective classes, intervention classes, and Channels of Challenge classes via virtual conferencing based on the Building Schedule.* 	<p>If numbers do not indicate the need for Scenario #1 but are still significant, students may be assigned to a classroom/subject area teacher who is not on staff at their homeschool. In the event this occurs, we will need to address scheduling for:</p> <ul style="list-style-type: none"> academic support (Literacy intervention, Math intervention, EL intervention) Channels of Challenge programming Encore classes 	<p>If numbers of students opting for a Remote Learning Program do not indicate the need for a separate classroom teacher, students will join live on-site instruction via virtual conferencing.</p> <p><u>Note:</u> Students participating in the In-Person program who are required to self-quarantine will join their current classrooms via virtual conferencing.</p>

*Courses, subjects, and schedules may be modified to implement guidelines for student and staff safety.

- Please note that due to staffing needs, if parents select the *Five-Day Remote Learning Program*, they are committing to this program for the duration of Trimester 1 (through November 20). Upon request, parents may enroll their children in the *In-Person Hybrid* option at the start of Trimester 2.

Technology/Materials Access

- Students in grades K-1 will be assigned an iPad; students in grades 2-8 will be assigned a Chromebook.
- Additional considerations will be made for specific needs in other district programs or for assistive technology qualifications.
- Learning Management Systems will be utilized to organize lessons and activities on a routine basis.

- Classrooms in grades K - 2 will utilize the enterprise system of *SeeSaw* as the primary Learning Management System (LMS). This will allow students and staff to visit one location for information, lessons, etc. Some student texts may be accessed through *Schoology* for ease of use.
- Classrooms in grades 3 - 8 will utilize the enterprise system of *Schoology* as the primary Learning Management System (LMS). This will allow students and staff to visit one location for information, lessons, etc.
- Students will be able to access materials needed for instructional purposes via an organized, scheduled pick-up following social distancing guidelines.

PART 3 - PREPARING FOR WHEN SOMEONE BECOMES SICK

- Individuals (students or staff) who test positive for COVID-19 or who show any signs of illness should remain at home. In addition, families and staff are asked to report any possible cases to the school where the student attends or staff member works in order to initiate contact tracing.
- District 64 will communicate with families and staff when any individual tests positive for COVID-19 or someone who has been in contact with an individual who tested positive for COVID-19. We will inform all parents and staff who are in that classroom, ride the bus with the student, and/or participate in the possible *Beyond the Bell* program as soon as that information is known. We will not share the identification of the individual. District 64 will also receive guidance from the Illinois Department of Public Health (IDPH) about quarantine procedures.
- Nurses will collect symptom reports for all absences. Currently known symptoms of COVID-19 include fever (100°F or above orally), cough, shortness of breath, difficulty breathing, nasal congestion, runny nose, sore throat (unrelated to asthma or allergies), chills, muscle and body aches, fatigue, headache, new rash, recent loss of sense of taste or smell, nausea, vomiting, or diarrhea.
- Any individual showing signs of COVID-19 at school will be separated from the rest of the school population. Each school will maintain a designated supervised safe area to quarantine anyone experiencing COVID-19 symptoms while awaiting pickup/evaluation. In addition, health offices will maintain separate spaces for treatment of ill students, and for those requiring other services, such as first aid for injury and administration of medication.

- Those who had close contact with someone who tested positive for COVID-19 infection or who were suspected of having COVID-19 are required to quarantine at home and monitor symptoms for 14 days. Close contact means the individual was within 6 feet of the person with symptoms for more than 15 minutes.
- Guidelines for return to school for students and staff who have tested positive or are suspected of having COVID-19, state that 72 hours must elapse from resolution of fever without fever-reducing medication, and at least 10 days have passed after symptoms first appeared, and respiratory symptoms have improved. Students or staff preparing to return from absence related to COVID-19 must consult the building nurse before returning.
- A district “Contact Tracer” will coordinate with school nurses and health office staff when a student or staff member is exposed or infected (or suspected to be infected) with COVID-19. This person will be responsible for coordinating with local and state health officials and contacting families and others who may have come into direct sustained contact (in the same classroom or closer than 6 feet for 15 minutes or more) with an individual infected (or suspected to be infected) with COVID-19.
- District 64 will continue to work with public health agencies to fully understand and update specific medical guidance related to symptom management and return to school requirements after an exposure or infection of COVID-19.

Quarantine Procedures

- Decisions about quarantine will be made in consultation with the Cook County Department of Public Health.
- The Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH) have mandated that ‘any individual who has had close contact’ with someone testing positive for COVID-19 must self-quarantine for 14 days.
- ISBE and IDPH have defined ‘close contact’ as ‘any individual who has been closer than 6 feet for more than 15 minutes.’
- If an individual, classroom, or multiple classrooms are required to self-quarantine due to a positive test, they will transition into Remote Learning during the quarantine period. Students participating in the *In-Person Hybrid* program who must quarantine will participate remotely in synchronous (i.e., livestream with their classroom), asynchronous, and offline activities.
- If students riding the same bus route are required to self-quarantine, riders impacted will participate remotely in synchronous (i.e., livestream with their

classroom), asynchronous, and offline activities during the quarantine period.

- If students who participate in the possible *Beyond the Bell* (BTB) program are required to self-quarantine, they will participate remotely in synchronous (i.e., via virtual conferencing with their in-person classes), asynchronous, and offline activities.
- Students participating in the *In-Person Hybrid* program who are required to self-quarantine will join their current classrooms via virtual conferencing.

PART 4 - JEFFERSON SCHOOL PROGRAMS

PreSchool and Extended Day Kindergarten Programs

The District 64 Preschool Program at Jefferson School will continue this school year with class size limitations in order to support health and safety protocols. Due to the smaller setting at Jefferson, the current Jefferson *preschool* student schedule will be able to be maintained with cleaning protocols implemented between morning and afternoon sessions, in the evenings, and on weekends. If we transition to full Remote Learning *as a district* at some point during the school year, a Remote Learning program will be offered to preschool students.

To address the concern of mixing students from multiple schools, as well as the anticipated staffing challenges with general education classrooms, the EDK program will not be offered for the start of the 2020-21 school year. We will continue to assess this option as the school year unfolds.

Preschool will follow the same protocol and guidelines as presented throughout the 2020-21 School Year Plan. Please see the sections above for important information and note any additions or modifications below that are specific to Preschool:

- **Schoolwide Cleaning, Disinfection, and Tracking** (page 5)
- **Arrival/Beginning of the Day** (page 6):
 - All Preschool students will wash their hands upon arrival at school.
 - All students will go directly to their classroom rather than waiting outside for all students to arrive. Preschool students will use lockers. Lockers will be spaced 6 feet apart and will not be shared.

- Drop-off procedures for Preschool will be modified to accommodate two “kiss and go” locations so that parents and students do not congregate. Staff will support students with bringing students into the building and taking them to their locker/classroom.
- Parents/caregivers will be required to wear a mask, put their child’s mask on, and take their child out of the car seat.
- **Wearing of Masks** (page 8)
- **Classroom Configuration** (page 9)
 - The Preschool students will be seated at tables and/or individually-assigned foam squares. Tables and chairs will be cleaned if a new group of students moves to an area for instruction or play that was used by another student.
 - Classrooms will be configured to provide for 6 feet of social distancing to the greatest extent possible, including the number of tables and play areas for students. All furniture that is not absolutely necessary to the learning environment will be stored or removed until social distancing requirements ease.
 - Students will only utilize their own learning tools or materials that a teacher provides that have been properly cleaned. A cleaning protocol will be implemented for any supplies that might be used by different children, including toys. Toys that can’t be easily washed and disinfected (e.g. puppets, dress up clothes) will be removed from the classroom.
 - Preschool students will eat snack in their classrooms. Students will wash their hands before and after snack.
 - The courtyard and playground areas will be available for instructional activities when weather permits.
- **Hygiene, Restrooms, and Hydration** (page 11)
 - Preschool students will use the restrooms within the classroom.
- **Student Health Needs** (page 11)
- **Dismissal Procedures** (page 11)
 - Pick-up procedures for Preschool will be modified to accommodate two “Kiss and Go” locations so that parents and students do not congregate.

Staff will bring students to their vehicle. Parents/caregivers will be required to wear a mask and secure their children in their car seat.

- **Bus Transportation** (page 12)
- **PART 3 - PREPARING FOR WHEN SOMEONE BECOMES SICK** (page 16)
 - Preschool students who are required to self-quarantine will not participate in a Remote Learning Program but will be provided Choice Board activities upon request.

Walk-In Speech Services

- Speech services will be provided *remotely* for students not enrolled in the Jefferson Preschool Program.