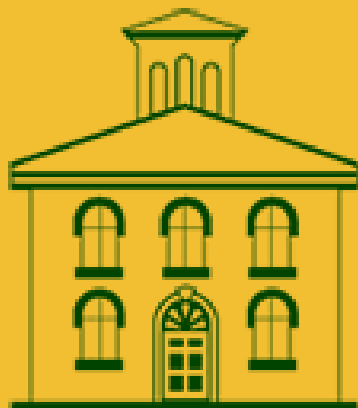


**WELCOME BACK!**

**FULL-DAY, IN-PERSON  
INSTRUCTION HANDBOOK  
SUPPLEMENT**



**River Forest  
Public Schools**

April 2021



River Forest  
Public Schools

### **Return to Full Day In-Person Instruction**

Starting Tuesday, April 6, 2021, all D90 students will begin attending school for the full instructional day, with elementary school students (Lincoln and Willard) attending school five-days-per-week. Roosevelt students will also have an extended instructional day but will remain on the A/B block schedule until Monday, April 26. Families of Roosevelt students will receive additional information from Roosevelt Principal Larry Garstki about the transition from two-days-per-week attendance to the full five-days-per-week instruction that will begin on April 26. Please be on the lookout for this information. Students enrolled in the Full Remote Learning Option (FRLO) at both the elementary and middle levels will also have a full instructional day that will align with their peers in the classroom.

For elementary students, full-day attendance will be approximately 8:15 a.m. – 3:15 p.m. Arrival and dismissal times will vary and be staggered to accommodate social distancing, safety protocols, and other school-specific factors. Student drop-off and pick-up procedures will also vary based on school-specific protocols to accommodate the increased number of students attending in-person instruction. New lunch procedures will also be instituted at each school. Please refer to the specific details provided by the school administration.

Full-day attendance for middle school students will last from 8:30 a.m. – 3:00 p.m., with students continuing to follow the A/B hybrid model with the block schedule format. Again, arrival and dismissal times and student drop-off and pick-up procedures may vary to accommodate safety protocols, social distancing, and other factors specific to Roosevelt. Class periods will be 80 minutes in length (instead of 70-minute class periods). New middle school lunch procedures will also be instituted. Please refer to the specific details provided by the school administration.

The full-day, in-person instructional schedule is expected to be in effect until the end of this school year on June 11, 2021, barring health/safety concerns or subsequent direction from state or local health agencies.

Please refer to your school's guidance about these issues and others. The guidelines for Lincoln and Willard are below. Please click on the appropriate link below. Due to the unique nature of Roosevelt's situation with the staggered return to five-day-per-week instruction, communications with middle school families will come directly from Principal Larry Garstki.

[Lincoln's Guide to "Full Day" Blended Learning](#)

[Willard Elementary School Spring Extended Day Guidebook](#)

### **Arrival and Dismissal Protocols**

Before entering a District facility, all students and staff members will be required to self-certify their COVID health status and check their temperature. Students will be assigned to enter and exit from specific entrances and exits. Families will need to make arrangements with their students to meet at the pre-designated doors. Quarantine areas within each school have been established to accommodate symptomatic students or staff waiting to be picked up by families or transported off-site. Playground equipment will be closed to students and families for 30 minutes before they arrive at school each morning and 30 minutes after dismissal.

### **Attendance**

For students to receive the greatest value from school, they have to be present. In-person and remote learning students are expected to be in school on time, every day, barring non-COVID illnesses or other approved reasons. Students who are absent or under quarantine due to COVID-related reasons will be able to participate in class instruction through the remote learning options if they feel up to it. Students who are ill for non-COVID-related reasons are presumed to be too sick to participate in class instruction through the remote learning option. Such students will not be able to take part in classroom instruction through the remote learning portals unless recommended for remote learning by a physician/healthcare provider.

All students will be in attendance for the full school day. Depending on the elementary school, students will be in attendance from approximately 8:15 a.m. to approximately 3:15 p.m. Arrival and dismissal times will be staggered due to accommodate social distancing and other school-specific factors. Students at Willard and Lincoln will attend 5-days-per week. From April 6 to April 23, Roosevelt students will follow their A/B schedules and transition to five-days-per-week instruction on Monday, April 26. The middle school instructional day lasts from 8:30 a.m. to 3:00 p.m.

Teachers will take attendance each day for both in-person students and remote learners. If your child is ill or will be absent, please email your school's attendance mailbox or contact the school's absence telephone number. Please see the contact information below:

Lincoln School: [lincolnattendance@district90.org](mailto:lincolnattendance@district90.org) or 708-366-7340

Roosevelt Middle School: [rooseveltattendance@district90.org](mailto:rooseveltattendance@district90.org) or 708-366-4295.

Willard School: [willardattendance@district90.org](mailto:willardattendance@district90.org) or 708-366-6740 ext. 8842

### **COVID Screener**

Students and staff will be required to complete the COVID Screener every morning before arriving for class. Families will need to login to the PowerSchool parent portal via a web browser, like Safari, Firefox, or Chrome. To help with the COVID screening process, click this link to download the directions for accessing and completing the screener: [COVID-19 Screener](#). Students who haven't completed the screener before arriving at school will have to be screened by school personnel, which hampers the

process for other students waiting to enter the building. As part of the screening process, students and staff members will have their temperatures taken before entering a District building. Please review the instructions from your student(s)' schools about the specific details to indicate that the COVID Screener has been completed.

### **Health, Safety, and Infection Mitigation**

District 90 is committed to providing students, staff, and families with as safe a learning experience as possible. A great deal of effort and collaboration has been dedicated to determining and establishing safety protocols that reflect best practices to avoid disease transmission. The District is committed to the complementary goals of continued wellness for all school community members and no school-based transmission of the COVID-19 disease.

However, it is important to acknowledge that under the circumstances of a global pandemic, no school institution has the ability to eliminate risk stemming from COVID-19 entirely. Instead, we must focus on mitigating the risk and actively seek continuous improvement in how we prepare, prevent, and respond. Since the District has been operating various levels of in-person instruction for several months, we have formalized the cleaning and disinfecting protocols. These practices include custodians cleaning and disinfecting classrooms at the end of each day and between the morning and afternoon sessions of Kindergarten and pre-kindergarten. Lunch areas will also be cleaned and disinfected between classes' use of the eating locations. Classroom supplies will include disinfectant wipes for use during classroom time. Learning supplies and student manipulatives will not be shared during the school day, but they will be disinfected overnight for use the following day. All classrooms, bathrooms, and common areas will be disinfected nightly with an electrostatic sprayer. On an established schedule during the day, the custodial staff will clean and disinfect bathrooms, common areas, and high-touch areas. Before school, classroom windows will be opened to promote fresh air circulation and univents will be programmed to purge air in learning spaces. Student locker use will be curtailed at the middle school level, and elementary "cubby" and storage area use will remain limited.

### **Face Mask, Personal Protective Equipment, and Personal Safety Requirements**

All individuals must wear appropriate face masks at all times when inside any District building, with the exception of established lunch times. Other face coverings such as scarves, bandanas, neck gaiters, etc., will not be allowed. Students with disabilities who are unable to wear an appropriate face-covering may be provided reasonable accommodations per the Americans with Disabilities Act. School administrators will address these situations with families on a case-by-case basis, if needed. For more information about this, please contact your School Principal.

Due to revisions in CDC guidelines, three-to-six-foot distances will be established in classrooms and other instructional spaces. Regular handwashing regimens will be implemented for all individuals in D90 schools. Signage will be in place at all schools indicating entrance protocols, where to stand for social distancing, and required procedures for building access. Visitors to school buildings will be required to wear face masks at all times, and disposable masks will be provided to those who forget them. Hand

sanitizing stations will be available in identified hallways, offices, and classrooms

### **COVID-Diagnosed or Exposed Students**

All District 90 families, students, and staff participating in any form of in-person instruction must report positive COVID-19 diagnoses to the school. The District relies on families to inform our School Nurses and Principals when household members have received a positive diagnosis for the coronavirus or are otherwise on quarantine. This information is critical as we all work to protect the safety and well-being of our students, families, faculty, and staff. Families should contact the school attendance phone line and leave information about any COVID-19 related symptoms or diagnoses. The D90 Infection Control Officer or a School Nurse will return the call to confidentially gather more information, answer any questions, and provide recommendations for further action before reporting confirmed diagnoses to the Cook County Department of Public Health (CCDPH).

District 90 is bound by law to protect the confidentiality of students and staff, implement protocols that protect the privacy of individuals, and comply with secure record-keeping and data management requirements. Please note: if it is discovered that members of a household attending school under an in-person instruction model have falsified or withheld relevant symptom or testing information, the District will assign remote instruction for all students in the home until the matter can be satisfactorily resolved. Further, please understand that when one student in a family receives a positive COVID-19 diagnosis, all D90 students in the household must also follow the current quarantine protocols.

### **Classroom Protocols**

All students will remain with their assigned classroom cohorts to comply with safety standards and enable contact tracing if needed. Students will be assigned to desks that will be placed three-to-six feet apart and face in one direction. Handwashing regimens will be required for all students entering the classroom in the morning and before returning to class after lunch, recess, snacks, and visiting other classrooms. Cleaning and disinfection protocols that are currently in place will be maintained.

### **Technology**

Students will need to bring their iPads and headphones to school every day. We are also requesting that families ensure that the iPad is charged every evening so that it is fully charged for school each day. The Technology “Help Desk” will be staffed and responsive during all instructional days. Parents’ technology questions should be sent to [Powerschool@district90.org](mailto:Powerschool@district90.org). Responses will be provided as soon as possible. Please do not contact your child’s teacher for assistance with technology issues, as they cannot respond promptly while teaching/supervising students.

### **Art, Library, Music, PE, and STEM**

“Specials” classes will occur in-person, with each school making the determination about the specific details for instruction. Students may travel with their cohort to the classroom or “specials” instruction

area, or “specials” teachers may push into classrooms to deliver instruction. Please contact your School Principal for more information regarding the approach for providing these classes to students.

### **Social Emotional Wellness**

Numerous research studies indicate that social-emotional wellness is essential within the academic framework because it supports academic achievement, helps students develop executive functioning skills, reduces student-to-student conflict, and contributes to a positive classroom environment for learners. To facilitate social-emotional learning and wellness, District 90 continues to adhere to the following principles for students receiving full in-person and full remote instruction:

- Safety of students and staff
- Equity
- Social-emotional and physical wellness
- High-quality instruction

In order for all students to learn in environments that foster their well-being, safety, and social-emotional and physical health needs, teachers will be encouraged to involve all students – in-person and remote – in classroom activities designed to build community and promote a sense of belonging.

In addition, two groups have been working with District administrators to support student and staff’s social-emotional wellness and complement the current social-emotional initiatives. The Social Emotional Work Group identified key strategies last summer that provide all students with the needed support to address emotions, well-being, and safety. In addition, the Social Emotional Advisory Panel has identified five focus areas and developed specific recommendations to meet its charge of bolstering the social-emotional health of the District’s students, staff, and families. The five focus areas are relationships, social-emotional programming, trauma-related issues, screening and measurement, and student-specific needs. More information about the District’s plans to continue to address social emotional needs this fall will be forthcoming.

### **Lunch, Snacks, and Recess**

Elementary students will receive a 30-minute lunch period every day and 30 minutes for recess. The locations for lunch will vary at each school facility but will maintain the six-foot social distance as counseled by the Rush University Medical Center Infection Prevention Team, the Illinois State Board of Education (ISBE), and the Illinois Department of Public Health (IDPH). Students will be assigned to specific eating locations to accommodate contact tracing if needed. They may remove masks only while actively eating or drinking during the lunch periods and outside snack breaks. Masks must be replaced immediately once the students have finished eating. All students must bring lunches and snacks that are nut-free and have not been manufactured in facilities that also process nuts. Milk will not be served, so please send a drink with your student(s)’ lunch. Water bottles should have a straw-like or “sippable”

spout for drinking. As always, adult supervision will be provided for all students during lunch and recess. Lunch locations and eating surfaces will be cleaned and disinfected between uses.

### ***Snack Breaks***

Student snack breaks will be held outside, weather permitting. Please send your student with a snack that does not require the use of utensils, can easily be opened by the child, and eaten outdoors. The District approved snack list is below:

- Fruits, Veggies, and Cheese (consider opening cheese and having in a container)
- Yogurt Tube/Pouch (nut-free)
- Applesauce Pouch
- Quaker Quakes Rice Snacks
- Nabisco Graham Snacks
- Teddy Grahams
- Enjoy Life and Made Good Granola Bars
- Skinny Pop, Rold Gold Pretzels, or Goldfish crackers

### ***Free-or-Reduced-Price-Lunches***

District 90 will continue to provide weekly home deliveries of lunch for families receiving free-or-reduced-price lunches. The weekly delivery of lunches will include enough meals each week that correspond to the days of instruction from Tuesday to the following Monday. On days when there is no student attendance, meals for those days will not be provided in the weekly packages. The weekly delivery of lunches is only available for families who have applied and been approved for fee waivers. Please contact Anthony Cozzi, Director of Finance and Facilities, at [cozzia@district90.org](mailto:cozzia@district90.org) for confidential information about the fee waiver process.

### ***Recess***

For recess, students will wear masks during the entire recess period and remain in class-designated play areas. Students will remain with their classroom or instructional cohort during recess. Playground equipment will be unavailable during recess. Unless there is inclement weather, recess will be held outdoors. During inclement weather, recess will be held indoors in locations determined by the school administration.

### ***Travel Responsibilities***

If your family is planning to travel any time before the end of the school year, the District requests that you please review its guidance regarding travel, especially if traveling out of state. To download and view the District's Travel Guidance, please click this link: [D90 Travel Guidance](#). D90 continues to adhere to the Cook County Department of Public Health's (CCDPH) Travel Guidance, which is aligned with the city of Chicago and can be accessed by clicking this link: [Travel Guidance](#). Families traveling to states designated as "orange" must provide a negative student COVID test that is taken no more than three days before returning to school or have students adhere to a 10-day quarantine. Because a particular

destination's status may change from yellow to orange, we encourage traveling families to check the Travel Guidance website often to determine their actions upon returning to Cook County. Further, please check with your School Nurse or School Principal for more information about this safety protocol.

### **Quarantine**

If students become ill while at school with COVID-like symptoms, they will be escorted to a pre-determined quarantine area while the School Nurse or School Office staff reach out to their families or emergency contacts. Students will be supervised while in the quarantine area until a family member or a family-approved adult arrives to pick up the students. Please ensure that your emergency contact information is current to facilitate reaching you in case of the onset of COVID symptoms. District 90 follows all IDPH and Cook County Public Health Department (CCPHD) guidance pertaining to symptomatic individuals, quarantine/isolation periods, confirmed COVID-19 diagnoses, reporting requirements, and best practices in contact tracing.

### **Emergency Contact Information**

Please double-check to ensure that your PowerSchool account has the necessary emergency contact information for students. PowerSchool is the District's student information system that enables parents and students to log into a secure account to access student information. It is important that the information in PowerSchool is accurate and up-to-date, especially during times of COVID-19. Please click the link for step-by-step instructions on opening and updating your PowerSchool account: [PowerSchool Parent Portal: Making Changes to an Existing Account](#).

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District 90 believes that full-time, in-person learning represents the optimal academic experience for the vast majority of our students. District administrators, faculty, and staff have worked tirelessly to return students to their rightful place: in classrooms along with their peers in front of dedicated teachers who provide high-quality instruction.