



**CCSD21**

# **Revised Return to In-Person Schooling Plan**



This plan was adopted by the Board of Education on  
Thursday, September 24, 2020.



# Community Consolidated School District 21

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Dr. Michael Connolly, Superintendent

## Board of Education

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September 14, 2020

The COVID-19 Global Pandemic has and will continue to have a profound impact on the educational setting in CCSD21 and across the country. In an effort to provide clarity and guidance for the return of students to in-person learning during the 2020-2021 school year, CCSD21 has developed this *Revised Return to In-Person Schooling Plan* which includes specific metrics that the district will use to make decisions on how and when to return to in-person instruction. The full-time Distance Learning Academy option will continue to be available to all CCSD21 students for the remainder of the 2020-2021 school year.

It is important to note that when making decisions, all metrics must be balanced with changing conditions and other facts on the ground. The district will be guided by the data and science and will also pay close attention to factors and conditions that may not be easily quantified. Metrics are guideposts on the journey as we navigate this unprecedented time and we will make the best decisions we can taking all factors into account.

We continue to look forward to the day when we are able to welcome our students back to in-person instruction in a safe and healthy manner as soon as we are able and we continue to pursue the following goals:

1. Implement and adhere to all relevant health and safety recommendations/requirements of the Illinois Department of Public Health and the Illinois State Board of Education.
2. Provide a quality distance learning option for families who may not be ready or may not be able to enroll their children in an in-person environment.
3. Ensure a heavy focus on social emotional learning and the health (physical and mental) and safety of everyone.
4. Maximize instructional focus to ensure students are mastering critical learning skills, specifically in Mathematics and Literacy.
5. Creatively problem solve to provide a balanced learning environment which includes exploratory learning to the extent possible and practical.
6. Work and plan to seamlessly transition from in-person to distance learning throughout the school year as necessary.

To ensure full compliance with the guidance and recommendations of the Illinois Department of Public Health and the Illinois State Board of Education, all CCSD21 classrooms will be configured to ensure a strict 6 feet of social distancing space in all occupied classrooms. Based on the

general square footage of district classrooms, the district will need to adopt a hybrid learning schedule to ensure proper social distancing.

Our success as a school district will hinge on our ability and willingness to follow the science, be agile, flexible, and ready to deal with the unknown. This revised 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 education officials.

*This plan was adopted by the Board of Education at its Regular Meeting on September 24, 2020.*

Sincerely,

Dr. Michael Connolly  
Superintendent

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## Introduction

As CCSD21 works to implement an in-person learning option for our students, we will continue to be committed to a well-rounded instructional program with specific focus on mastery of critical Math and Literacy skills. An important focus on Social Emotional Learning and the health and wellness of students will be a part of each school day whether it be in person or distance based.

As we learn more about how COVID-19 impacts children under the age of 18, there remain significant challenges to ensuring an in-person learning environment which minimizes the risk of infection for students and their families, and staff and their families.

In consultation with local and state public health officials CCSD21 has established a four phase return to in-person schooling plan that uses specific data and metrics to assist in making decisions about when to move from one phase to another. This continues to be a highly fluid situation and it is possible, if not probable, that there will be periods of movement both forward and backward within the plan.

It is important to note that when making decisions, all metrics must be balanced with changing conditions and other facts on the ground. The district will be guided by the data and science and will also pay close attention to factors and conditions that may not be easily quantified. Metrics are guideposts on the journey as we navigate this unprecedented time and we will make the best decisions we can taking all factors into account.

### **A full-time remote Distance Learning Academy option continues to be available to all CCSD21 students.**

The needs of each family in CCSD21 are different. Families may not be comfortable with the idea of returning to in-person instruction without an available vaccine, or specific medical risks for students or members of their families may make a return to in-person schooling inappropriate. CCSD21 will continue to offer a full-time Distance Learning Academy to any student during the 2020-2021 school year. The Academy will be a full school day program led by CCSD21 teachers with instructional minutes aligned to that of the in-person learning program. Educational programming will include synchronous and asynchronous learning and Special Education and EL services will be provided. Parents are asked to make a commitment of at least one trimester and the district will work with parents who may wish to transition back to an in person instructional model at the end of each trimester.

Additional information on the Distance Learning Academy is available by visiting the CCSD21 website or by contacting your child's home school principal or Mrs. Alicia Duell, Director of Technology and Information Services, at 847-520-2835 or [alicia.duell@ccsd21.org](mailto:alicia.duell@ccsd21.org)

- ❖ Parents of students not currently enrolled in the Distance Learning Academy who do not wish for their child to return to in-person learning may transfer their child into the Distance Learning Academy by contacting their home school principal. The district will work to complete the transfer as quickly as possible but it may take several days to complete.

- ❖ Parents of students currently enrolled in the Distance Learning Academy who would like to transfer their child back to in-person schooling are asked to notify their home school principal. The district will process transfer requests and children will return to their home school for in-person learning at the start of the 2nd Trimester on November 16, 2020.

## Phased Return to In-Person Schooling Plan

Using local COVID-19 infection data, the district has established a four phase return to in-person schooling plan which ranges from fully remote learning for all students, to options for a more traditional full day in-person learning experience. Each of the four phases is tied to specific metrics.

**Phase 1:** Remote learning for ALL students. No in-person educational programming.

**Phase 2:** Remote learning with limited in-person educational programming for students enrolled in certain specialized support programs.

**Phase 3:** Hybrid schedule: Part-time in-person learning and part-time remote learning. Distance Learning Academy (full-time remote learning) option available.

**Phase 4:** Increased in-person learning with social distancing and limited class movement. Distance Learning Academy (full-time remote learning) option available.

## Metrics

New weekly cases per 100,000 people in a local geographic area (inclusive of all zip codes of CCSD21-served municipalities, zip codes within the Township High School District 214 attendance area, and zip codes of those areas immediately contiguous to CCSD21) along with a district faculty and staff health index, will be the primary data points used to determine which phase the district will be in. In addition, the district will continue to monitor additional COVID-19 related data, including COVID hospitalization and test positivity rates, to assist in providing a more full picture of COVID-19 infection trends in our region. All data is sourced from the Cook County Department of Public Health and the Illinois Department of Public Health. In addition to these resources, the district will also utilize the COVID Dashboard made publicly available through Northwestern Medicine's Surgical Outcomes and Quality Improvement Center.

### New Weekly Cases per 100,000 people

Phase 1: New weekly cases greater than 175 per 100,000 people

Phase 2: New weekly cases between 98 and 174 per 100,000 people

Phase 3: New weekly cases between 7 and 97 per 100,000 people

Phase 4: New weekly cases less than 7 per 100,000 people

Phase Number	Learning Plan Details	New Weekly Cases per 100,000 People
Phase 1	Remote learning for ALL students. No in-person educational programming.	Greater than 175
Phase 2	Remote learning with limited in-person educational programming for students enrolled in certain specialized support programs.	Between 98 and 174
Phase 3	Hybrid schedule: Part-time in-person learning and part-time remote learning. Distance Learning Academy (full-time remote learning) option available.	Between 7 and 97
Phase 4	Increased in-person learning with social distancing and limited class movement. Distance Learning Academy (full-time remote learning) option available.	Less than 7

It is important to note that when making decisions, all metrics must be balanced with changing conditions and other facts on the ground. The district will be guided by the data and science and will also pay close attention to factors and conditions that may not be easily quantified. Metrics are guideposts on the journey as we navigate this unprecedented time and we will make the best decisions we can taking all factors into account.

#### List of ZIP Codes included in COVID-19 Data Tracking

##### **CCSD21 Served Zip Codes**

Arlington Heights- 60004 and 60005  
 Buffalo Grove- 60089  
 Mount Prospect- 60056  
 Northbrook- 60062  
 Prospect Heights- 60070  
 Wheeling- 60090

##### **214 Attendance Zone and Surrounding**

Des Plaines (North)- 60016  
 Elk Grove Village- 60007  
 Glenview (North)- 60025  
 Lincolnshire- 60069  
 Palatine (Northeast)- 60074  
 Rolling Meadows- 60008

#### Faculty and Staff Health Index

In addition to the rate of new weekly cases illustrated above, a critical component to conducting in-person learning is the health status of faculty and staff and ensuring the number of teaching and support staff in each school we will need are able to report on a daily basis in order to safely welcome students for in-person learning.

The district has established a minimum staffing percentage by school of 85% of faculty and staff able to report in person to their assigned school on a daily basis. At this rate of absence, schools can ensure a safe, effective learning environment in the short term through substitute staff and internal coverage of absences by staff who are present. If a school drops below the target rate for 3 consecutive instructional days, individual schools may need to transition to distance learning for a period of time.



### Mitigation Efforts for Positive COVID-19 Infections in schools

While in Phase 3 and 4 of this plan, the district will closely track cases of employee and student COVID-19 positive infections. Utilizing methodology established from the [Covid Act Now epidemiology model](#), if any CCSD21 school experiences a positive COVID-19 infection rate for students and staff of 3% or higher during a rolling 14 day period, that school will immediately revert back to full distance learning for a period of at least 14 calendar days.

### **Transition from Phase to Phase Within the Plan**

Before transitioning from one phase to a less restrictive phase of the return to in-person plan, the rolling average new cases per 100K will need to consistently be in the required range for 10 consecutive instructional days. This is to ensure the district has evidence that community spread of infection is stable and that our entry to the next phase is likely to be sustained for an acceptable period of time.

Example:

- A rolling average local rate above 98 weekly cases per 100K for 10 consecutive instructional days (14 calendar days) would place the district in Phase 2 of the plan.
- A rolling average local rate of less than 97 weekly cases per 100K for 10 consecutive instructional days (14 calendar days) would allow the district to transition to Phase 3 of the plan.

A decision to return the district or a specific school to a more restrictive phase may be made more rapidly than 10 instructional days based on the specific facts on the ground at that time.

Once determined, the district will work to implement any transition to a new phase as rapidly as possible. A specific return to in-person timetable will be provided to parents with as much advance notice as possible.

### **Phase 3: Hybrid In-Person Learning**

Upon transitioning to Phase 3 of our plan, in addition to the full-time Distance Learning Academy, the district will implement a Hybrid In-Person Learning Schedule at both the elementary and middle school levels. Hybrid in-person learning will prioritize in-person Language Arts and Math instruction and Daily SEL/Classroom Community activities. Science, Social Studies, and specials/exploratory classes will continue to be offered remotely. All students will be provided with at least 5 clock hours of learning activity per day.

### In-Person Hybrid School Day Hours

#### **Pre-K Programs**

The CCSD21 pre-K program is a half-day program. All Pre-K students will participate remotely each Monday with in-person sessions being held Tuesday through Friday each week. The AM session is from 9:00-11:30 and the PM session is from 1:00-3:30. To ensure maximum social distancing, approximately ½ of the children assigned to each class will attend on their assigned

day. Each student will be assigned to a team, either the blue team or the yellow team. Parents will be notified of their child's team as soon as possible.

### PRE-KINDERGARTEN: BLUE TEAM

Pre-K is a half-day program only. AM/PM assignment previously determined & communicated.

MON	TUE	WED	THU	FRI
At home 9-11:30 AM	<b>At school</b> 9-11:30 AM	At home 9-11:30 AM	<b>At school</b> 9-11:30 AM	At home 9-11:30 AM
At home 1-3:30 PM	<b>At school</b> 1-3:30 PM	At home 1-3:30 PM	<b>At school</b> 1-3:30 PM	At home 1-3:30 PM

### PRE-KINDERGARTEN: YELLOW TEAM

Pre-K is a half-day program only. AM/PM assignment previously determined & communicated.

MON	TUE	WED	THU	FRI
At home 9-11:30 AM	At home 9-11:30 AM	<b>At school</b> 9-11:30 AM	At home 9-11:30 AM	<b>At school</b> 9-11:30 AM
At home 1-3:30 PM	At home 1-3:30 PM	<b>At school</b> 1-3:30 PM	At home 1-3:30 PM	<b>At school</b> 1-3:30 PM

### Elementary Schools

To ensure full compliance with the guidance and recommendations of the Illinois Department of Public Health and the Illinois State Board of Education, all CCSD21 classrooms will be configured to ensure a strict 6 feet of social distancing space in all occupied classrooms. As a result, the district must adopt a hybrid learning schedule with approximately ½ of each class attending in person in either an AM or PM learning session each day.

Daily in-person instruction will include Math and Language Arts classes and Classroom Community Meeting/SEL activity. Science, Social Studies, and all specials will be offered remotely using both synchronous and asynchronous instruction.

Students receiving specialized programming such as IEP and EL or Bilingual services will continue to have services provided in person and remotely based on the specific requirements of those programs.

## GRADES K-5: AM TEAM

AM team assignment communicated by school.

### MON

**At school**  
Math, LA, SEL  
9-11:15 AM

### TUE

**At school**  
Math, LA, SEL  
9-11:15 AM

### WED

**At school**  
Math, LA, SEL  
9-11:15 AM

### THU

**At school**  
Math, LA, SEL  
9-11:15 AM

### FRI

**At school**  
Math, LA, SEL  
9-11:15 AM

At home  
Social Studies,  
Science, Specials

At home  
Social Studies,  
Science, Specials

At home  
Social Studies,  
Science, Specials

At home  
Social Studies,  
Science, Specials

At home  
Social Studies,  
Science, Specials

## GRADES K-5: PM TEAM

PM team assignment communicated by school.

### MON

At home  
Social Studies &  
Science, Specials

### TUE

At home  
Social Studies &  
Science, Specials

### WED

At home  
Social Studies &  
Science, Specials

### THU

At home  
Social Studies &  
Science, Specials

### FRI

At home  
Social Studies &  
Science, Specials

**At school**  
Math, LA, SEL  
1:15-3:30 PM

**At school**  
Math, LA, SEL  
1:15-3:30 PM

**At school**  
Math, LA, SEL  
1:15-3:30 PM

**At school**  
Math, LA, SEL  
1:15-3:30 PM

**At school**  
Math, LA, SEL  
1:15-3:30 PM

## Daily Learning Minutes by Subject

	Total Daily Minutes	At School In-Person Minutes	At Home Distance Learning Minutes
Language Arts	90	70	20
Math	60	45	15
Social Emotional Learning / SEL	30	20	10
Science	30	0	30
Social Studies	30	0	30
Specials	60	0	60

## School Day Schedule

<b>AM Team</b> <ul style="list-style-type: none"><li>• AM arrival: No earlier than 8:45 AM</li><li>• AM in-person session: 9:00-11:15 AM</li><li>• AM dismissal: 11:15 AM</li><li>• Mid-day break for cleaning, transportation to home for AM students, lunch, and independent work: 11:15 AM - 1:15 PM</li><li>• PM distance session: 1:15-3:30 PM</li></ul> <p>AM students will be provided with two meals when they leave their learning session: A lunch to eat at home that afternoon and a breakfast for the following morning.</p>	<b>PM Team</b> <ul style="list-style-type: none"><li>• AM distance session: 9:00-11:15 AM</li><li>• Mid-day break for cleaning, transportation to school for PM students, lunch, and independent work: 11:15 AM - 1:15 PM</li><li>• PM arrival: No earlier than 1:00 PM</li><li>• PM in-person session: 1:15-3:30 PM</li><li>• PM dismissal: 3:30 PM</li></ul> <p>PM students will be provided with two meals when they leave their learning session: A breakfast and a lunch to eat at home the following day before returning to school.</p>
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Elementary students will be asked to engage in additional asynchronous learning and other homework in Language Arts and Math each day to expand upon and reinforce in-class lessons. This work may happen during the mid-day break or before/after school hours.

Live, synchronous learning experiences when students are at home will be limited to the “distance session” hours. Asynchronous learning experiences may extend beyond the listed hours to total five hours of learning experiences each day.

### Student Group Assignments

Placement of students in the in-person AM or PM learning groups will be made based on a variety of factors including bus transportation, grouping of siblings, and Student Services/English Learner programming requirements. If parents have a specific critical need for placement in either the AM or PM session, they are encouraged to contact their child(ren)’s principal. It may not be possible to honor all parental requests for an AM or PM placement. Final determination on AM or PM placement is made at the school level.

### *Middle Schools*

There is a risk of infection and transmission of the COVID-19 virus at all ages but recent studies indicate it may be more prevalent for young people over the age of 10 and adults. That coupled with the greater level of movement and mixing natural to a middle school program will require any in-person learning to be conducted by having cohort groups of students formed and assigned to specific classrooms with teachers traveling to them. In addition, to ensure full compliance with the guidance and recommendations of the Illinois Department of Public Health and the Illinois State Board of Education, all CCSD21 middle schools will be configured to ensure a strict 6 feet of social distancing space in all occupied classrooms. As a result it will be necessary to utilize a hybrid schedule of in-person and distance learning while community spread of COVID-19 remains an issue and social distancing of 6 feet is required.

## Student group assignment

Each student will be assigned to a student group or team. Assignment will be determined and communicated by the school. Each student group will have designated school days where they will attend in person for their Homebase, Math, and Language Arts.

Due to the complexity of the middle school master schedule and availability of exploratory teaching staff, all grade levels will not be able to attend in-person instruction at the same time. We understand that this may cause inconvenience for some families.

Sixth and Eighth Grades will attend AM in person learning sessions on their designated team day. Seventh Grade will attend PM in person learning sessions on their designated team day.

Science, Social Studies, Exploratory classes, and PE will continue to be offered remotely using both synchronous and asynchronous instruction at times when students are not attending in person.

A minimum 5 clock hours of educational activity will be provided each day.

### Middle School Team Color Key

Cooper- Green and Gold

Holmes- Maroon and Gold

London- Purple and Silver

### GRADES 6 & 8: MAROON / GREEN / PURPLE TEAM

Team assignment communicated by school.

MON	TUE	WED	THU	FRI
At home Math, LA, Homebase 8-10:40 AM	At school Math, LA, Homebase 8-10:40 AM	At school Math, LA, Homebase 8-10:40 AM	At home Math, LA, Homebase 8-10:40 AM	At home Math, LA, Homebase 8-10:40 AM
At home Social Studies, Science, Explos	At home Social Studies, Science, Explos	At home Social Studies, Science, Explos	At home Social Studies, Science, Explos	At home Social Studies, Science, Explos

### GRADES 6 & 8: GOLD / GOLD / SILVER TEAM

Team assignment communicated by school.

MON	TUE	WED	THU	FRI
At home Math, LA, Homebase 8-10:40 AM	At home Math, LA, Homebase 8-10:40 AM	At home Math, LA, Homebase 8-10:40 AM	At school Math, LA, Homebase 8-10:40 AM	At school Math, LA, Homebase 8-10:40 AM
At home Social Studies, Science, Explos	At home Social Studies, Science, Explos	At home Social Studies, Science, Explos	At home Social Studies, Science, Explos	At home Social Studies, Science, Explos

## GRADE 7: MAROON / GREEN / PURPLE TEAM

Team assignment communicated by school.

MON	TUE	WED	THU	FRI
At home Social Studies, Science, Explos	At home Social Studies, Science, Explos	At home Social Studies, Science, Explos	At home Social Studies, Science, Explos	At home Social Studies, Science, Explos
At home Math, LA, Homepage 12:20-3 PM	At school Math, LA, Homepage 12:20-3 PM	At school Math, LA, Homepage 12:20-3 PM	At home Math, LA, Homepage 12:20-3 PM	At home Math, LA, Homepage 12:20-3 PM

## GRADE 7: GOLD / GOLD / SILVER TEAM

Team assignment communicated by school.

MON	TUE	WED	THU	FRI
At home Social Studies, Science, Explos	At home Social Studies, Science, Explos	At home Social Studies, Science, Explos	At home Social Studies, Science, Explos	At home Social Studies, Science, Explos
At home Math, LA, Homepage 12:20-3 PM	At home Math, LA, Homepage 12:20-3 PM	At home Math, LA, Homepage 12:20-3 PM	At school Math, LA, Homepage 12:20-3 PM	At school Math, LA, Homepage 12:20-3 PM

### Daily In Person Subject Minutes

Language Arts- 60 minutes

Math- 60 minutes

SEL/Home Base- 40 minutes

### School Day schedule

<p><b>6th &amp; 8th grade students</b></p> <ul style="list-style-type: none"> <li>AM arrival on assigned in-person days: No earlier than 7:45 AM</li> <li>AM in-person session: 8:00-10:40 AM</li> <li>AM dismissal: 10:40 AM</li> <li>Mid-day break for cleaning, transportation to home for AM students, lunch, and independent work: 10:40 AM - 12:20 PM</li> <li>PM distance session: 12:20-3:00 PM</li> </ul> <p>Students will be provided with two meals when they leave their learning session: A lunch to eat at home that afternoon and a breakfast for the following morning. On days when students do not attend in person, they may pick up meals at food service sites in the community.</p>	<p><b>7th grade students</b></p> <ul style="list-style-type: none"> <li>AM distance session: 8:00-10:40 AM</li> <li>Mid-day break for cleaning, transportation to school for PM students, lunch, and independent work: 10:40 AM - 12:20 PM</li> <li>PM arrival on assigned in-person days: No earlier than 12:05 PM</li> <li>PM in-person session: 12:20-3:00 PM</li> <li>PM dismissal: 3:00 PM</li> </ul> <p>Students will be provided with two meals when they leave their learning session: A breakfast and a lunch to eat at home the following day before returning to school. On days when students do not attend in person, they may pick up meals at food service sites in the community.</p>
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## Return to In Person Learning - Transition Pacing

In order to ensure a successful transition to in-person learning while also providing adequate time for students, parents, faculty, and staff to orient themselves to strict social distancing and health and safety protocols, schools will begin bringing students back in organized waves. This staged return will only cover our initial return in person. As the district potentially transitions back and forth between in-person and distance learning throughout the remainder of the 2020-2021 school year, it is intended that students would make those transitions at the same time and pace.

### **Elementary:**

#### Day 1 of Return to In person:

Pre-K  
K  
Grade 1

#### Day 6 of Return to In person:

Grades 2 and 3

#### Day 8 of Return to In Person

Grades 4 and 5

### **Middle School:**

#### Day 1 of Return to In person:

Grade 6

#### Day 6 of Return to In Person:

Grade 7  
Grade 8

## On-Site Supervision

Due to limited available staff, the CCSD21 on-site supervision program will not be offered in Phases 3 and 4 when in-person instruction resumes.

## Summary of Health and Safety Procedures for In-person learning

A number of new policies and procedures to protect the health and safety of students, staff, and their families are in effect and will continue throughout the course of the COVID-19 Global Pandemic. A detailed description of these are included in this document. A short summary is as follows:

- All parents or guardians are required to complete a **daily certification of health** for their child(ren) before sending them to school. The district is utilizing the CrisisGO certification tool that parents may quickly and easily complete via any internet-enabled device. Students showing any signs of illness may not attend school.



- All CCSD21 staff members are required to complete the same daily certification of health and may not report for duty if they are exhibiting any signs of illness.
- CCSD21 follows the guidance and recommendations of the Cook County Department of Public Health and the Illinois Department of Public Health. Therefore, any student who travels to an area that appears on the [Suburban Cook County Travel Advisory list](#) must self-quarantine for 14 calendar days before they would be allowed to return to school in-person. Parents will certify their child's recent travel status via the daily CrisisGo certification of health. If travel cannot be avoided, parents may make arrangements with their school's principal so that a student may continue to engage in classroom work during the period of quarantine.
- As a secondary screening, school staff will take each child's temperature every day prior to entering school buildings. Parents are still required to complete the separate daily certification of health.
- Face coverings are required to be worn by all students, staff, and visitors at all times while inside a school. Those students or staff with specific medical conditions that would prevent the wearing of a face covering must provide a doctor's note that specifically describes the condition and reason for exemption. Students are asked to provide their own cloth face covering, but the district will provide a single day use face covering for any student who may require one. Parents with students who are unable to tolerate the wearing of a face covering or who have underlying medical conditions preventing wearing one are encouraged to consider enrolling their child in the district's full time Distance Learning Academy.
- Face coverings may be removed only while outside and appropriately socially distanced. While inside a school building, students and staff may only remove their face covering while eating a meal or a snack and while drinking.
- All CCSD21 classrooms will be socially distanced to ensure 6 feet of social distance. Student work stations will be spread apart and students will not be facing any other student in their seating arrangement. In classrooms where tables are present, the district will install plexiglass shields separating the students seated there. Classroom furnishings will be minimized to ensure as much space for social distancing of 6 feet.
- Movement of students will be minimized to the greatest extent possible with teachers moving to students' classrooms to provide instruction. Lockers and locker rooms will be closed and at the middle school level, students will not change for PE.
- A specific focus on hygiene will be part of each school day. All students and staff will wash their hands and use provided hand sanitizer frequently and at regular intervals throughout each day. Students will be instructed on proper hand-washing techniques and will be encouraged to avoid touching their face or engaging in other behaviors that may increase the risk of COVID-19 infection.



- All CCSD21 schools will follow detailed and strict cleaning and disinfection protocols at all times.

Additional information and details are contained within this document.

Any parent or guardian with a question is encouraged to email or call their child(ren)'s school principal.

## Districtwide School Day Procedures

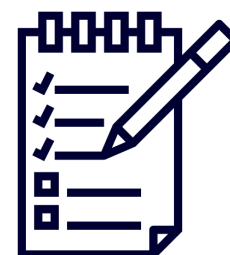
Based on [IDPH and ISBE Guidelines](#) the following school day procedures will be adhered to at all times while in Illinois COVID-19 Recovery Plan Phase IV:

### Daily Certification of Health

CCSD21 is utilizing the CrisisGO system for the completion of daily certifications of health. This quick and easy process may be completed with any internet enabled device.

Certification of health can occur through CrisisGo via daily email link, or by accessing the website URL at <https://student.safetyipass.com/>. All parents and/or guardians will receive a daily email at 4 AM with a link to certify their child **every** day. The preferred method of certification is via email link.

Step by step instructions on how to certify via email or website URL, can be found in the [CrisisGo Health Certification Guidance](#). Please note that students showing any signs of illness may not attend school.



### Transportation

Per Illinois School Code, bus service is provided to households that meet certain criteria (i.e., distance from school). Bus service will continue for the 2020-2021 school year with modifications:

- Bus capacity will be limited to 50 individuals, including a bus driver and bus aide.
- Students will be seated using a back to front pattern (first student on board proceeds to the rear of the bus and seats are occupied forward from there.) Children from the same household will be seated together.
- Social distancing will be practiced to the greatest extent possible. All individuals on the bus will be required to wear a face covering.
- The district has prepared transportation routes for all families who are currently eligible for bus service in CCSD21. If you do NOT wish to have transportation provided for your student(s), PLEASE notify the District's Transportation Coordinator, Sandi Carothers ASAP so that the District possesses an accurate understanding of how many students will be

utilizing bus transportation on a daily basis. Ms. Carothers can be contacted via email at [sandi.carothers@ccsd21.org](mailto:sandi.carothers@ccsd21.org).

### Arrival/Beginning of in person learning day

- No Early AM Activities will be permitted other than before school care programs.
- Elementary school students in the AM session may not arrive on school grounds earlier than 8:45 AM unless enrolled in a before school care program or 1:00 PM for the afternoon session.
- There will not be early morning or afternoon access to Elementary playgrounds or playground equipment.
- Schools will assign adequate outside and hallway supervision to support student social distancing during arrival and dismissal times.
- Schools will designate multiple student entry points to provide for adequate social distancing and minimizing “bottle necks” of students at each entry point.
- Prior to entering the school all members of the staff and students must put on a face covering (unless medically exempted). If a child does not have a face covering, they will be provided with a disposable single use face covering for that day.
- Upon entry to school buildings, students will use hand sanitizing stations that have been installed at all designated points of entry.
- All students are to immediately report to their classroom. No congregating in hallways will be allowed. At the middle school level, student lockers and locker rooms will not be in use. Students shall be allowed to carry backpacks and may place their coats either in their backpack or on their chair.
- Student supplies and materials will be individually stored at the student’s work station. Supplies and materials may not be shared.
- Social distance signage and floor markings will be displayed throughout each school building including classrooms, hallways, and bathrooms.
- Where possible, schools will implement one-way hallways and dedicated up or down staircases.
- Student movement outside of their classroom will be minimal. When classes are being taught by someone other than the homeroom teacher, those staff members will come to students in their classroom to the extent possible.

## Wearing of Face Coverings

- By order of the Illinois State Board of Education and the Illinois Department of Public Health, face coverings must be worn by all students and staff (unless there is a documented and specific medical need preventing it) at all times while inside of a CCSD21 school.



- A physician's order will be required for any student or employee seeking to be exempted from wearing a face covering. The order must specifically identify the medical reason for the exclusion and be verifiable with the ordering medical professional. All those with a medical exception will be encouraged to wear a face shield as they are able.
- All visitors are required to wear a face covering at all times while inside a school building. No visitor will be admitted to any school building without a face covering.
- Parents or guardians who are unable or do not wish to wear face coverings while visiting school will be invited to attend conferences and meetings regarding their child's education via video conference or phone.
- For students in certain special programs such as Life Skills and Structured Teaching, every attempt should be made to instruct students in the importance of wearing a face covering and 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 face covering on at all times.
- Students are asked to bring their own cloth face covering each day; however, a single use face covering will be distributed to any student requiring one. The district will provide guidance for parents and guardians on the effective care and laundering of cloth face coverings.
- Teachers and Principals will seek the assistance and cooperation of parents and will work with students who refuse to wear face coverings without a valid and verifiable medical excuse to support them in compliance, however the wearing of face coverings is mandated by state order and Board of Education policy. Students who continue to refuse to wear face coverings without medical excuse may be subject to disciplinary action up to exclusion from daily attendance.

- The Illinois Department of Public Health does not recommend that a face shield be worn as a substitute for a mask, however a staff member may use a face shield in the course of instruction or interaction with students provided that there is adequate social distancing observed.
- The CDC does not recommend the use of athletic style face coverings or neck warmers as they do not appear to be effective in containing aerosol by exhalation from the mouth and nose.

### Classroom Configuration

- Classrooms will be configured to provide for appropriate social distancing of six (6) feet.
- Students will not be seated facing each other and socially distanced interaction with peers in the learning environment will be supported.



- For classrooms with tables, the district will install clear plexiglass dividers to support additional protection for students seated at those tables.
- Classroom furnishings other than student desks and a teacher work station will be kept to the minimum necessary to provide a safe and healthy learning environment.
- To the extent possible, use of paper will be minimized. Passing of papers, other supplies, and equipment across the classroom is prohibited.
- Teachers will be encouraged, weather permitting, to make use of outdoor spaces for learning. At the direction of each school principal, school wide processes and procedures for conducting outdoor learning will be in place and observed to ensure safety and adequate social distancing while outside.

### Breakfast and Lunch System

- While utilizing a hybrid schedule, the district will be using a “grab and go” system.
- While utilizing a hybrid schedule, the district will distribute meals at dismissal for students to eat at home that day and/or before returning the next school day.
- In circumstances where students eat in the classroom, proper handwashing and area

sanitization will be conducted before and after eating meals.

- Parents should contact their school's main office for additional information.

### Rest Rooms/Hand Washing/Hydration

- A schedule of rest room usage will be developed and adhered to by each school to ensure minimal movement, hallway/facility congregation or crowding, and following social distancing guidelines.



- Each classroom will have hand sanitizer pumps for use by students and staff. In addition, additional hand sanitizer stations will be installed throughout each school building.
- Each school will adopt a specific handwashing schedule and make use of available hand sanitizer between hand washing periods.
- **The use of the rest room is a human right.** If a child requests to use the bathroom at a time other than the scheduled time for the class, that request will be granted as soon as possible.
- Each child is encouraged to bring a water bottle each day for their personal use. Students will be reminded that no one else should touch or use their water bottle.
  - Communal water fountains will be shut off. Water refill stations will remain in operation and additional refill stations have been installed in each school.

### Dismissal Procedures

Each school shall adopt specific dismissal procedures to ensure an appropriately socially distanced and safe departure from school.

### Before School

For the 2020-2021 school year, no early AM activities will be permitted other than before school care programs.

## After School

- At the determination of the school principal, after school activities may be allowed to operate as long as all health and safety guidelines are strictly adhered to.
- After school care programs will be allowed to continue.
- Only those activities that may be successfully conducted while socially distanced or virtually are allowed.
- Decisions on holding team sports will be made on a season by season and sport by sport basis ensuring ISBE and IDPH guidance is followed. The district understands the desire for the resumption of team sports, however it must be done with the health and safety of participants in mind.

## Large Group Events/Gatherings

Due to the health and safety restrictions placed on schools, traditional school based events, like school supply drop-off, curriculum night/open house, concerts, plays, movie nights, will not be permitted until the State of Illinois reaches Phase 5 of the COVID-19 Recovery Plan.

The district understands the importance of school events in the life of a school community and encourages Principals and PTOs to consider hosting virtual events when possible.

## Health and Safety Protocols in the event of a possible COVID-19 Exposure or Confirmed Case inside a CCSD21 School

In addition to all of the health and safety procedures described above, CCSD21 will follow ISBE and IDPH guidelines when responding to a possible exposure or confirmed case of COVID-19 in a school.

Any employee who becomes ill during the course of a school day will be immediately sent home.

Any student becoming ill during the course of a school day will be moved into a supervised and isolated health area until parents or designated emergency contacts are able to arrive and take the child home.

Students and staff suspected to be infected with COVID-19 will only be allowed to return to school once they have successfully met all health and safety requirements as determined by the Cook County Department of Public Health.

Siblings and other members of the household where a student presents with COVID-19 symptoms will also need to quarantine until additional information is available (diagnostic testing and/or clinical evaluation, etc.).

Areas within a school building that were used by a sick person will be immediately closed and will

not reopen until the area has been deep cleaned and disinfected. In the case of a classroom or other area acting as a classroom, the students assigned to another available space and based on the specific circumstances may be asked to engage in distance learning until the area is able to reopen.

Students who need to quarantine at home due to COVID-19 will be able to engage in distance learning for the entirety of their time away from school.

The parent or guardian of any student who was in close contact (6 feet or less for 15 minutes or more throughout the day) or in the same classroom with another student or staff member with a confirmed or probable COVID-19 case will be contacted by the school's nurse or the District's COVID-19 internal contact tracer and provided with additional information and guidance.

It will not be the practice of the district to close an entire school building due to a possible or confirmed case of COVID-19 unless that course of action is specifically recommended by public health officials. In all cases of suspected or confirmed COVID-19 exposure, deep cleaning and disinfection of all impacted surfaces and areas will occur prior to those areas being occupied.

While in Phase 3 and 4 of this plan, the district will closely track cases of employee and student COVID-19 positive infections. Utilizing methodology established from the *Covid Act Now epidemiology model*, if any CCSD21 school experiences a positive COVID-19 infection rate for students and staff of 3% or higher during a rolling 14 day period, that school will immediately revert back to full distance learning for a period of at least 14 calendar days.

The Cook County Department of Public Health will be immediately contacted for all suspected cases of COVID-19 in the district. Additional guidance or direction given by the department will be followed by the district.

It is important to note that while CCSD21 staff are planning for multiple contingencies it may not be possible to outline a specific response for every scenario. Response protocols are being developed using guidance provided by public health authorities and will use the best science and practice available. Facts on the ground in each circumstance will determine specific response and action.

Parents and guardians are encouraged to contact their school principal or email [covidquestions@ccsd21.org](mailto:covidquestions@ccsd21.org) with specific questions.

## Structure of School Day

As highlighted in the introduction to this reopening plan, our primary goals for the return to school are as follows:

1. Implement and adhere to all relevant health and safety recommendations/requirements of the Illinois Department of Public Health and the Illinois State Board of Education.
2. Provide a quality distance learning option for families who may not be ready or are able to enroll their children in an in-person environment.
3. Ensure a heavy focus on social emotional learning and the health (physical and mental) and safety of everyone.
4. Maximize instructional focus to ensure students are mastering critical learning skills, specifically in Mathematics and Literacy.
5. Creatively problem solve to provide a balanced learning environment which includes exploratory learning to the extent possible and practical.
6. Work and plan to seamlessly transition from in-person to distance learning as necessary.

Significant changes to the learning environment and thus the school day will need to be implemented to successfully and safely achieve the goals listed above. As the situation evolves it is likely that our response and planning will continue to change to accommodate the facts on the ground. The understanding, flexibility, and adaptability of all members of the CCSD21 community will be critical to our success.

“Letter Days” (A-B-C-D-E calendar) as we have known them will not be in effect for the 2020-2021 school year.

All school day structures are subject to change based on the need to react to the uncertainty which will be part of the coming school year.

## CCSD21 Pre-Kindergarten Programs

Upon returning to in-person instruction, pre-kindergarten will resume, with students attending a hybrid schedule of in-person instruction two days per week for 2 1/2 hours a day and distance learning three days per week. The AM session is from 9:00-11:30 and the PM session is from 1:00-3:30. Bus service will be provided for those who qualify for busing.

As always, we want to provide a safe, healthy and developmentally appropriate environment for our pre-kindergarten learners. Developing a schedule and routines is important for our children to adjust to the school environment. While pre-kindergarten will look a bit different for a time, we are adjusting the environment and our practices to ensure students will engage in play in order to develop their language, concepts and motor skills as well as nurturing their social emotional development.

We understand that our pre-kindergarten students may have difficulty understanding and complying to social distancing and wearing facial coverings. With that in mind, we will be structuring the pre-kindergarten classroom to accommodate our young learners:



### Physical Environment & Social Distancing Practices

- Students will be oriented to the prekindergarten daily schedule and routines, highlighting some differences in what we are able to do in the prekindergarten classroom at this time.
- Teachers will model social distancing and will wear facial coverings.
- Students will be given verbal reminders and visual cues to help learn about and comply with social distancing practices.
- Social stories and role playing around social distancing practices will be utilized.
- The classroom will be divided into spaces for students to work and play individually. We will have visual parameters to define areas of the classroom (using tape/yarn as visual boundaries for students). This allows students to see each other from a distance. Whole class and small group instruction will be at a distance, utilizing technology and individual materials.
- We will utilize outdoor space whenever possible, allowing students to have large motor movement and more room to move.
- Students will be given their own materials to use.
- Classrooms will be disinfected between the morning and afternoon sessions.
- Disinfecting of bathrooms will be conducted between uses of students in the classroom, related to diaper changes, bathroom use, etc.

### Health and Safety

- Teachers will be instructing students as to why sharing food, toys, and other materials is not healthy at this time.
- Instructions on handwashing, use of tissue and coughing into one's elbow will be taught and practiced through the use of songs, rhymes and gestures.
- Books and other songs, poems and visuals regarding health and safety will be read (i.e., *Germs are not for Sharing*).

### Pre-K Distance Learning

- Should the need arise for us to return to distance learning at some point during the school year, materials will be sent home. We have reworked our curriculum to ensure that should the need arise to return to remote learning, skills and concepts being taught in the classroom will continue during distance learning.

For questions regarding pre-kindergarten practices, contact Lynne Duffy, Director of Early Childhood, at 847-520-2617 or [lynne.duffy@ccsd21.org](mailto:lynne.duffy@ccsd21.org), or your building principal.

### **Kindergarten**

Kindergarten will be provided in all elementary schools using the elementary level hybrid schedule of in person and distance learning.

Kindergarten teachers from all schools have been engaged in ongoing professional learning and dialogue related to developmentally appropriate practices for kindergarten. This includes the establishment of protocols around how to provide developmentally appropriate instruction and promote purposeful play as a way of learning while maintaining social distancing to keep students healthy and safe.

Social distancing in Kindergarten will include:

- Teachers will model social distancing and will wear facial coverings.
- Specific instruction on health, safety and social distancing protocols will be provided. This will include online videos provided to families to watch with students prior to the start of the school year to preview expectations before students begin school. Students will be given verbal reminders and visual cues to help learn about and practice social distancing.
- Social stories and role playing around social distancing practices will be utilized.
- Students will be assigned individual spaces within the classroom. Whole class and small group instruction will be at a distance, utilizing technology and individual materials. The classroom will be divided into spaces for students to work and engage in exploration, investigation and play individually. Visual parameters will define areas of the classroom.
- Students will be given their own materials to use including writing materials, art supplies and math manipulatives. Students will have individual book bags or bins in their own work space. Any items typically shared such as books and puzzles will be given to specific students for individual use for a period of time and sanitized before being reassigned to other students.
- Whenever possible, outdoor learning spaces will be utilized to allow for increased movement for students.

For questions regarding kindergarten, please contact Lynne Duffy, Director of Early Childhood, at 847-520-2617 or [lynne.duffy@ccsd21.org](mailto:lynne.duffy@ccsd21.org), Amy Breiler, Curriculum Coordinator, at 847-419-3062 or [amy.breiler@ccsd21.org](mailto:amy.breiler@ccsd21.org), or your building principal.

### **Students with IEPs and 504 Plans**

CCSD21 is committed to ensuring that our students with Individual Education Plans (IEPs) and 504 Plans are provided their educational services in compliance with all state and federal safety guidelines related to the COVID-19 Global Pandemic. We are committed to providing a free and appropriate public education (FAPE) pursuant to your child's IEP, regardless of how school looks during the various state phases.

Schools will ensure:

- That any schedule modifications, necessary to comply with Illinois State Board of Education and Illinois Department of Public Health guidelines, will not negatively impact the delivery of special education services to our students with IEPs.
- Maintaining the proportionate percentage of students with IEPs in the general education classroom and approved age range when considering any class modifications.
- Contingencies are in place so that in the event that a teacher or related service provider must quarantine, IEP services will still be delivered by appropriately licensed providers.
- Movement plans are developed for students who require services outside of the general education classroom so that students can safely transfer within the building and maintain social distancing whenever possible.

For purposes of scheduling, please note that the Academic Instructional Program will follow the elementary and middle school schedules.

Scheduling for Educational Life Skills, Structured Teaching, and Social Emotional programs will continue to be designed according to each student's IEP goals.

### **Music Related Programming during COVID-19**

Music related programming in CCSD21 will look very different during the 2020-2021 school year. The district continues to study ways it may be able to offer music related programming safely for our students and will release additional information when available. General music classes will continue, however the curriculum will be modified to remove choral and singing activities and use of instruments and manipulatives will be limited.

From the ISBE-IDPH Part 3 Joint Transition Guidance:

“There is documented evidence of substantial spreading of the coronavirus during musical events caused by the possibility of droplet or fomite (objects or materials likely to carry infections) transmission.”

## **Open Enrollment Distance Learning Academy (For 2020-2021 school year only)**

An open enrollment option for parents to enroll their children in a distance-only based school for the coming year.

- All instruction conducted by CCSD21 teachers.
- Instructional minutes and learning schedules are consistent with the number of minutes for students attending in person.
- Aligned curriculum and assessments with that of in-person programming.
- Staff assigned to the Distance Learning Academy will conduct their instruction in district and maximize the use of live instruction utilizing available platforms.
- Students in the distance learning program may occasionally participate in live streaming subject matter or SEL instruction and activities with their in-person learning peers.
- English Language Learning and IEP services will be provided.
- Parents or guardians enrolling their children in the Distance Learning Academy are asked to make a trimester (12 week) commitment before seeking to return to an in-person school setting.
- This is a district-level program and students enrolled will not necessarily be assigned to a teacher from their home school.

## **CCSD21 2020-2021 Revised School Calendar**

### **Classes Begin:**

Grades 1-8: Thursday, August 20, 2020

Kindergarten: Friday, August 21, 2020

### **Teacher Planning Day (Students not in attendance):**

Friday, September 11, 2020

### **Labor Day Holiday (Schools Closed)**

Monday, September 7, 2020

### **Yom Kippur Not in Attendance Day (Schools Closed)**

Monday, September 28, 2020

### **School Improvement Day (Student Half-Day Attendance)**

Friday, October 9, 2020

### **Teacher Planning Day (Students not in attendance):**

Monday, October 12, 2020

### **Election Day (State Holiday- Schools Closed)**

Tuesday, November 3, 2020

### **End of Trimester One/ Teacher Planning Day (Students not in attendance)**

Friday, November 13, 2020

### **Parent-Teacher Conferences (Students not in attendance)**

Monday and Tuesday, November 23 and 24, 2020

### **Thanksgiving Holiday (Schools Closed)**

Wednesday-Friday, November 25-27, 2020

### **School Improvement Day (Student Half-Day Attendance)**

Friday, December 11, 2020

### **Winter Break (Schools Closed)**

Monday, December 21, 2020-Friday, January 1, 2021

### **Teacher Institute (Students not in attendance)**

Monday, January 4, 2021

### **Classes Resume for all students**

Tuesday, January 5, 2021

**Dr. Martin Luther King Jr. Birthday Holiday (Schools Closed)**

Monday, January 18, 2021

**Presidents' Day Holiday (Schools Closed)**

Monday, February 15, 2021

**End of Trimester Two/ Teacher Planning Day (Students not in attendance)**

Friday, February 26, 2021

**Spring Break (Schools Closed)**

Monday, March 22- Friday, March 26, 2021

**Good Friday Not in Attendance Day (Schools Closed)**

Friday, April 2, 2021

**School Improvement Day (Student half-day of attendance)**

Thursday, May 20, 2021

**Teacher Institute Day (Students not in attendance)**

Friday, May 21, 2021

**Last Day of School**

Thursday, May 27, 2021 (If no emergency days are needed)

Friday, June 4, 2021 (If all emergency days are used)

**Memorial Day (District Closed)**

Monday, May 31, 2021

## Links to Resources for Parents and Guardians

[CCSD21 Website](#)

[Illinois State Board of Education COVID-19 Resource Page](#)

- [Guidance: Starting the 2020-2021 School Year](#)

[Center for Disease Control \(CDC\) COVID-19 Resource Page](#)

[Northern Illinois Public Health Consortium](#)

[Harvard Global Health Institute](#)

- [Harvard Global Health Institute Key Metrics](#)
- [Harvard Global Health Institute Return to school briefing](#)

[Northwestern Medicine COVID Dashboard](#)

[Illinois Department of Public Health COVID Data](#)

[Cook County Department of Public Health COVID Data](#)

[COVID Act Now](#)