



RETURN TO LEARN PLAN

2020-2021



INSPIRE. EMPOWER. NURTURE.
Enter with promise. Leave with purpose.

July 24, 2020

Our plan to reopen school based on guidance from the CDC, IDPH, ISBE & MCDH.



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Summary

The health and safety of our students and staff is at the forefront as we plan to safely open and return to school this fall. In June, the district formed six Back to School Task Force Teams to meet weekly to discuss how to safely return while providing a high quality high school learning experience centered on student engagement.

D155 Task Force Teams:

- | | | | |
|---|--------------------------------------|---|-------------------|
| 1 | General Considerations/
Oversight | 4 | School Personnel |
| 2 | School Operations | 5 | Academics |
| 3 | Whole Child Supports | 6 | Distance Learning |

Our six Back to School Task Force teams made up of teachers in various content areas, school nurses, an instructional coach and administrators have discussed several scenarios, obstacles and solutions. Our district leadership team has weighed the pros and cons of several scenarios to provide the best education possible in the midst of a pandemic. The plan includes the guidance/mandates from the CDC, Illinois Department of Health (IDPH) and the Illinois State Board of Education (ISBE).

Fall Planning Guiding Principles & Priorities:

The instruction model has been developed based on these seven guiding principles.

- | | |
|--|--|
| 1. Student & Staff Safety
Follow all ISBE, IDPH and CDC guidelines. | 5. Provide daily social emotional, technology and academic support for staff and students. |
| 2. Maximize in-person daily instruction when possible (Zoom used if rotating). | 6. Prioritize daily in-person instruction for special student populations. |
| 3. Maintain a 9 period day to ensure students get the electives they chose during scheduling. | 7. Attendance and engagement is critical. Teachers will be required to engage with students on a daily basis. |
| 4. Create a model that allows for the flexibility to move between delivery models quickly (1-day notice). | |

ISBE Phase 4 Overview

In-person instruction may resume as regions transition to Phase 4. Districts must follow IDPH guidelines, which provide the following:

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

All public and nonpublic schools in Illinois serving prekindergarten through 12th grade students must follow these guidelines.

It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions. School leaders should remain alert for any updates.

Schools and districts are encouraged to provide completely in-person instruction for all students in Phase 4, provided that the school is able to comply with capacity limits and implement social distancing measures.

Schools and districts should also prepare for a return to remote instruction in the event of a resurgence of the virus or a second wave of it in the fall.



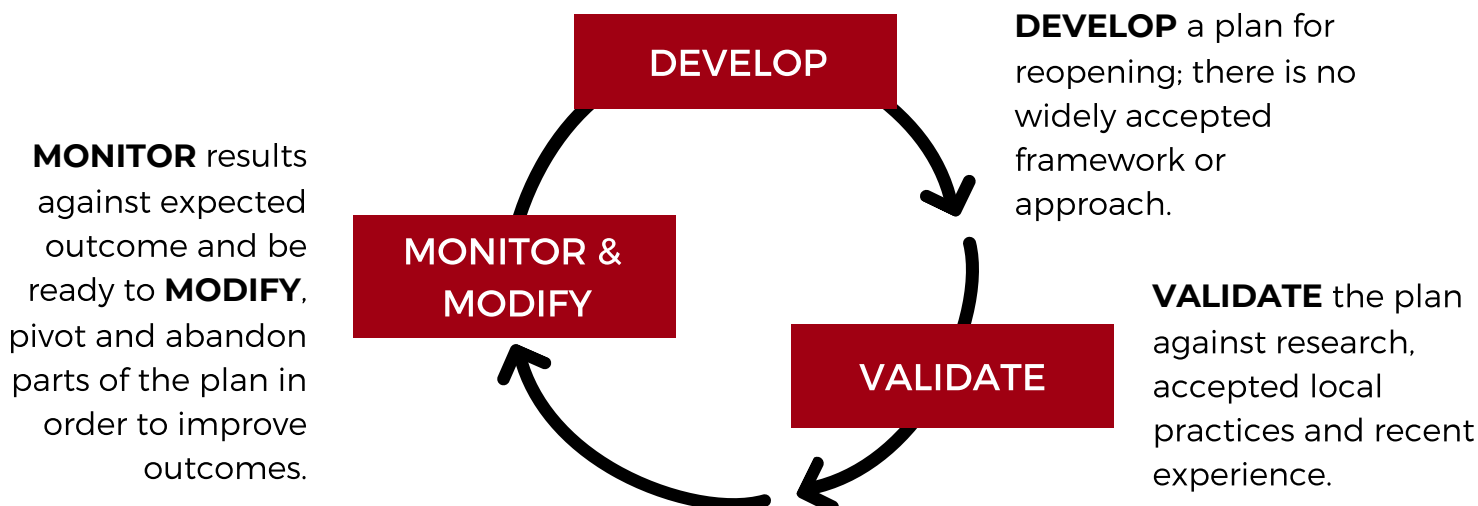
Illinois
State Board of Education

IDPH
Illinois Department of Public Health

Source: ISBE

A region entering Phase 5 requires that a vaccine be developed to prevent additional spread of COVID-19, a treatment option be readily available that ensures health care capacity is no longer a concern, or no new cases reported over a sustained period.

Return to Learn Planning Process:



Safety Precautions: Health & Wellness

ENTERING THE BUILDING SAFELY:



FACE MASKS

As required by IDPH, masks must be worn at all times in school buildings, even when social distance is maintained, except while eating and during band. All individuals in a school building must wear a mask unless they have a medical contraindication. All students and staff will be supplied with a cloth mask from D155.



SYMPTOM SCREENING

Students and staff are required to self-screen for symptoms prior to boarding the bus and entering each building. Thermal scanners are placed at the entrances of all buildings to monitor student and staff temperatures upon entry. If a student is experiencing a fever of 100.4°F or higher before entering the building, they should stay home. Students experiencing a fever or symptoms during the day will be sent to the school nurse.



HAND HYGIENE

Frequent and proper hand hygiene should be performed multiple times throughout the day, including before and after food consumption, after contact with a high-touch surface and after restroom use. Hands should be washed for 20 seconds with soap and water. If hand washing is not feasible, hand sanitizer with 60% alcohol should be used.



HAND SANITIZERS

A hand sanitizing dispenser will be located in each classroom. Additionally, over 20 hand sanitizing dispensers have been mounted strategically throughout each building near restrooms, drinking fountains, gymnasiums, entrances and exits. Supplies for hand hygiene will be readily available in all buildings.



CLASSROOM CLEANING

Each classroom will be equipped with a sanitizing kit, including reusable gloves, paper towels and a spray bottle filled with an EPA approved sanitizer. Additionally, each school will have 10 battery powered sanitizing sprayers which will help our custodians cover more ground. Custodial staff will sanitize high contact surfaces between classes.



CUSTODIAL STAFF

Two additional custodians will be added to the staff for each building during the day to satisfy cleaning needs. Deep cleaning and disinfecting will take place every day. Second shift custodians will perform increased cleaning and sanitizing daily when students and staff have left the building. During the school day, custodians will clean & sanitize high contact surfaces and areas of high traffic.



SOCIAL DISTANCING

Social distancing must be observed as much as possible while in the buildings. Seating charts will be utilized to ensure social distancing in the classrooms. Students are also encouraged to follow posted signage throughout the buildings and keep 6 feet of distance in common spaces to the extent it is possible.

Safety Precautions:

Building Operations & Logistics

TRAFFIC FLOW



Areas of high traffic flow in each building will be marked with appropriate signage to encourage new traffic patterns and restrict movement before school, after school, and during passing periods.

RESTROOMS



Restroom facilities will be sanitized with EPA approved disinfectants multiple times each day in accordance with the movement of students from class to class.

SHARED ITEMS



Sanitizing kits will be available in each classroom to clean shared items with EPA approved sanitizer.

POINTS OF SERVICE



Plexiglass barriers are installed at point of service locations between students and staff or visitors. This includes main offices, administrative offices, student services, media centers, cafeterias, technology support centers, and security touchpoints.

DRINKING FOUNTAINS



Students and staff are encouraged to bring reusable water bottles to refill at the available touch-less bottle filling stations. Drinking fountains will be disabled in all buildings.

VENTILATION



HVAC units and the opening of windows when possible will be utilized throughout buildings to introduce as much fresh air as possible. Our maintenance team will regularly check building systems for optimal performance.



LUNCH HOURS

Meals will be distributed in a grab-and-go style. All lunches will be bagged and students will line up 6 feet apart to collect their meals. Students will eat in designated areas of 50 or fewer students. Meal payment will take place at cashier stations with Plexiglass barriers, where students will scan their ID to facilitate touch-less transactions (no cash or checks accepted in lunch line). Lunches can also be brought from home. 10-12th grade students will have open campus lunch hours.



STUDY HALLS

Study halls will be limited to 50 or fewer students and staff per location. Media centers, math & literacy centers, open classrooms, and other designated locations will be open for 1st and 9th hour study hall. Attendance during 1st and 9th hour study hall is not required for 9-12th grade students. Students will be asked to use only personal items to limit the use of shared items, textbooks, loaned Chromebooks, etc.

Option #1: Hybrid Instruction

IN - PERSON :

Your student(s) will spend 2-3 days per week learning in-person



In-person classroom instruction, including lectures, lessons and assessments



Real-time learning, such as class discussions, exams, presentations and in-class activities



Science labs, demonstrations by teachers, and data collection take place in the classroom



Canvas is a common platform for students and staff to connect online, share discussions, post and submit assignments, access feedback and see daily schedules at school and at home.



AT HOME :

Your student(s) will spend 2-3 days per week learning at home



1:1 Chromebooks give all students the ability to view online lessons, practice key concepts and demonstrate understanding at home



Asynchronous options, such as practice problems, lab reports, online discussion forums and at-home projects



Students can utilize streaming services to participate in classroom instruction in real time, access screencasts and ask questions



Canvas is a common platform for students and staff to connect online, share discussions, post and submit assignments, access feedback and see daily schedules at school and at home.

NEW CLASS SCHEDULE :



1st Hour:

2nd Hour:

3rd Hour:

4th Hour:

5th Hour:

6th Hour:

7th Hour:

8th Hour:

9th Hour:

Teacher Office Hours:

7:25 a.m. - 8:05 a.m.

8:10 a.m. - 8:50 a.m.

8:55 a.m. - 9:35 a.m.

9:40 a.m. - 10:20 a.m.

10:25 a.m. - 11:05 a.m.

11:10 a.m. - 11:50 a.m.

11:55 a.m. - 12:35 p.m.

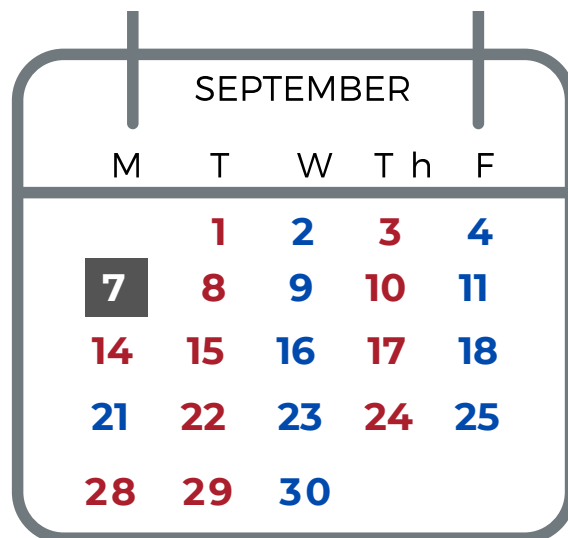
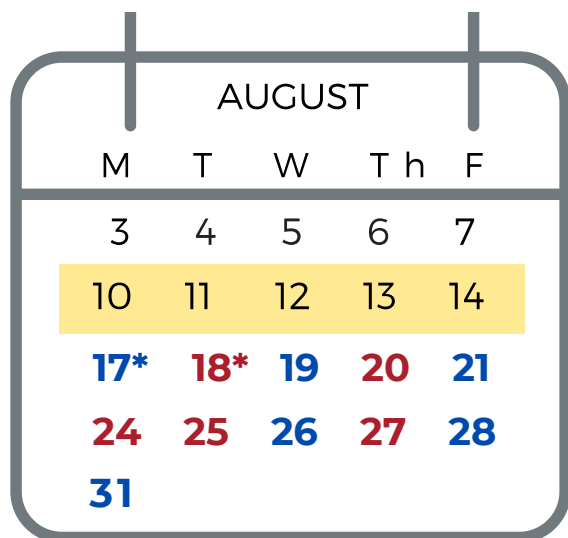
12:40 p.m. - 1:20 p.m.

1:25 p.m. - 2:05 p.m.

2:10 p.m. - 2:55 p.m.

Hybrid Instruction Model Schedule

- Students with last name **A - K** will be in the **Red Group**. They will have in-person instruction on Tuesdays, Thursdays, and every other Monday.
- The first day of school for Red Group will be **Tuesday, August 18***.
- Students with last name **L - Z** will be in the **Blue Group**. They will have in-person instruction on Wednesdays, Fridays, and every other Monday.
- The first day of school for Blue Group will be **Monday, August 17***.



- The school day will follow a reduced time schedule: **7:25 a.m. to 2:05 p.m.** with teacher office hours from 2:10 p.m. to 2:55 p.m.
- Teachers will be at school with students every day.
- Students are expected to follow their current schedule and synchronous/asynchronous expectations will be in place during at-home learning.
- Attendance will be taken **every day** for all students in Skyward and traditional grading will apply to in-person and remote instruction.
- The attendance criteria for specialized programs, including FLS, FCS, Life Skills and STRIVE, is currently under review. Adjustments to individualized attendance will be determined by the Special Education Team.



INSTITUTE & REMOTE LEARNING PLANNING DAYS

- August 10 - 14 will be used to support teachers and prepare classrooms for students.
- Safety Guidelines & Expectations and Canvas trainings will take place.



OPEN CAMPUS

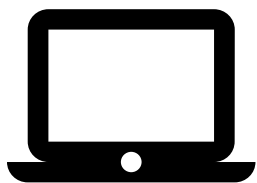
- Available for students meeting discipline and grade requirements with a signed release from parents.
- 9-12th grade students are not required to attend 1st or 9th hour study hall.
- 11-12th grade students have open campus for all study halls.
- 10-12th grade students have open campus for lunch.
- Students will be required to wear their ID at all times.



OFFICE HOURS

- Held by teachers during their planning periods.
- Teacher Office Hours will be held daily from 2:10 p.m. to 2:55 p.m.
- Teachers may engage students online during class periods.
- Teachers are NOT expected to engage with students after 4:00 p.m. daily.

Option #2: Full-Time Remote Learning



Full-time Remote Learning is an option for **ALL STUDENTS**.

Improved resources, including new software, hotspots, and extensive staff training will ensure remote learning is a viable option for all students. **Please know, we may not be able to accommodate your student(s)' full schedule due to varying hands-on learning requirements in some classes.**

DAILY EXPECTATIONS:



Attendance

Student attendance will be mandatory and recorded.



Grading

Traditional grading of assignments, projects and assessments.



Schedule **See Below**

Students participating in Remote Learning will follow the same 9 period schedule and access synchronous and/or asynchronous activities during their scheduled periods.



Assessments

Both formative and summative assessments will be administered to gauge, support and identify learning. These tests will be part of the semester grade.



Learning Management System

One Learning Management System (Canvas)



Curriculum & Instruction

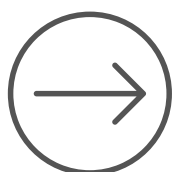
Synchronous and asynchronous activities will occur each week with synchronous activities required for each class.

Specialized Educational Services



District 155 places a high priority on providing in-person instruction and related service delivery for students serviced through Individualized Education Plans (IEPs) while being mindful of health and safety precautions. Daily case manager and weekly related service contact is paramount for delivery of service. Students serviced through a Section 504 plan are linked to their school counselor case manager. Accommodations, modifications, and services may require adjustment to vacillate through hybrid, remote, and in-person instructional models. The District houses a full bench of related services. Assignment of services is dependent on individual student evaluation outcomes through the context of a Section 504 or IEP plan. Services are delivered via group, individual, or in a blended structure as determined by the student's educational team. Related service delivery may be presented in a remote, hybrid, or live in-person modality during this time.

NEW CLASS SCHEDULE:



1st Hour:

7:25 a.m. - 8:05 a.m.

2nd Hour:

8:10 a.m. - 8:50 a.m.

3rd Hour:

8:55 a.m. - 9:35 a.m.

4th Hour:

9:40 a.m. - 10:20 a.m.

5th Hour:

10:25 a.m. - 11:05 a.m.

6th Hour:

11:10 a.m. - 11:50 a.m.

7th Hour:

11:55 a.m. - 12:35 p.m.

8th Hour:

12:40 p.m. - 1:20 p.m.

9th Hour:

1:25 p.m. - 2:05 p.m.

Teacher Office Hours:

2:10 p.m. - 2:55 p.m.

Selecting Your Student's Plan

A Return to School selection form will be available in Skyward for each student. Please log into your Skyward account and complete the following steps:

The screenshot shows the Skyward Online Forms page. The 'Online Forms' link in the left sidebar is highlighted with a red box. In the main content area, under the 'Instruction Option' section, the 'Fill Out Form' button is highlighted with a red box and a red arrow pointing to it. A message at the top says 'Missing Email Address! You currently do not have an email address entered. Either go to your Account to enter an email address or contact your building registrar to not provide an email address at this time.'

STEP 1

1. Click "Online Forms" and "Fill Out Form" (Must be completed for each student)

The screenshot shows the 'Step 1. Custom Form (Required)' page. The 'Full-time Remote Learning' option is selected and highlighted with a red box and a red arrow. The 'Complete Step 1 Only' button at the bottom is also highlighted with a red box. The page title is '2020-21 Fall Instruction Plan Selection'.

STEP 2

2. Select an Instruction Method and press "Complete Step 1 Only" Button

The screenshot shows the 'Step 2. Complete Instruction Option' page. The 'Next Step' button is highlighted with a red box and a red arrow. The page title is 'Instruction Option'.

STEP 3

3. Press the "Next Step" button

The screenshot shows the 'Step 3. Review Instruction Option Steps' page. The 'Submit Instruction Option' button is highlighted with a red box and a red arrow. The page title is 'Instruction Option'.

STEP 4

4. Press the "Submit Instruction Option" button

**If you are unable to log into your Skyward account, please contact your student(s)' building registrar. This contact information can be found on the building websites on the Student Services page.*

DEADLINES :

- Your selection is due by: **11:59 PM WEDNESDAY, JULY 29**. Please be aware you must submit a selection form for *each individual student*.
- If you do not select a plan by July 29, your student(s) will be placed in Option #1, the Hybrid Instruction plan.
- If you have not done so already, please be sure to register your student(s) for the 2020-21 year. Registration information can be found on our website [here](#).

Special Education & Related Services

Specialized Educational Services (SPED, 504, ELL)

District 155 places a high priority on providing in-person instruction and related service delivery for students serviced through Individualized Education Plans (IEPs) while being mindful of health and safety precautions during this unprecedented time. Daily case manager and weekly related service contact is paramount for delivery of service. Inquiries regarding your student's program should be directed to the building special education division leader.

SPECIAL EDUCATION DIVISION LEADERS:

Cary-Grove High School - Dona Taylor
Crystal Lake Central High School - Lorrie Brandwein
Crystal Lake South High School - Larry Boberg
Prairie Ridge High School - Matthew Collins
Haber Oaks Campus - Julie Duncan - Coordinator of Off Campus Programs

dtaylor@d155.org
lbrandwein@d155.org
lboberg@d155.org
mattcollins@d155.org
jduncan@d155.org

Students serviced through a Section 504 plan are linked to their school counselor case manager. Accommodations, modifications, and services may require adjustment to vacillate through hybrid, remote, and in-person instructional models. Families are encouraged to contact their student's building student service coordinator with inquiries.

English Learners (ELs) identified in District 155 receive a myriad of services as determined by their level of need. This may include daily language service, supported resource period(s), and/or self-contained programming. The district has developed levels of support unique to hybrid, remote, or live in-person instruction models. Individual student inquiries should be directed to the building student service coordinator.

Instructional delivery for specialized programming and individual student plans are considered on a case by case basis to the extent possible.

STUDENT SERVICES COORDINATORS:

Cary-Grove High School - Hank Harvey
Crystal Lake Central High School - Steve Greiner
Crystal Lake South High School - Carson Sterchi
Prairie Ridge High School - Sarah Schwartz

hharvey@d155.org
sgreiner@d155.org
csterchi@d155.org
sschwartz@d155.org

Related Services Support

District 155 hosts a full bench of related services including: counseling, speech-language, hearing, vision, orientation mobility, occupational therapy, physical therapy, behavioral therapy, and psychiatric consultation. Assignment of services is dependent on individual student evaluation outcomes through the context of a Section 504 or Individualized Education Plan (IEP). Services are delivered via group, individual, or in a blended structure as determined by the student's educational team. Related service delivery may be presented in a remote, hybrid, or live in-person modality during this unique time. Health and safety are uppermost for all stakeholders. Services provided in a live format keep in consideration social distancing and personal protective equipment (PPE).

Questions regarding your student's related service delivery should be directed to their related service provider(s).

Technology

Technology has become an integral part of the education process. The District 155 Technology Department provides support for the operational and educational needs of the district and our schools.



DEVICES

District 155 offers its students a 1:1 technology program. This program provides a Google Chromebook device to each student so that it is available to him/her every period of the school day and at home.

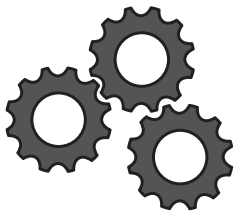
Incoming freshman (Class of 2024) will receive their assigned Google Chromebook device during their scheduled Distribution Day in August.



HOTSPOTS

Hotspots for increased connectivity from home will be available for families who demonstrate financial need.

To request a hotspot see the principal's secretary.



TECHNOLOGY SUPPORT

- If a student requires a Chromebook replacement, an email should be sent to chromebookhelp@d155.org. The email can be sent from the student or guardian's email account. Please include the student's name, school, and a phone number to call to coordinate a replacement.
- If a student requires a password change, an email should be sent to passwordhelp@d155.org. The email can be sent from the student or guardian's email account. Please include the student's name, school, and a phone number to call to coordinate the change.

Athletics & Extracurriculars

District 155 will continue to follow IHSA guidelines to determine fall athletic programs. We will continue to follow ISBE guidelines regarding all other extracurricular activities. Students who select Option #2: Full-Time Remote Learning will be eligible to participate in athletics and extracurriculars.

Transportation & Food Service

Riding the Bus

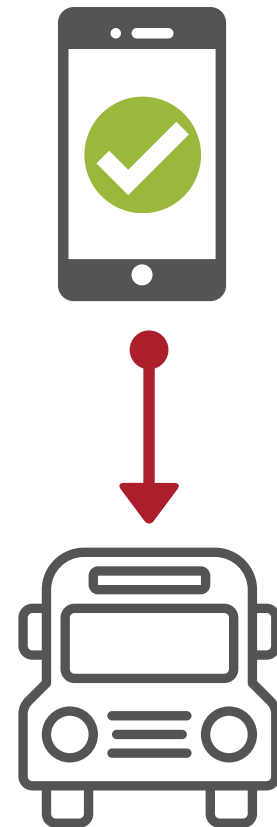
District 155 will comply with ISBE and IDPH guidelines to ensure the safety of students and staff who ride the bus.

Prior to boarding the bus, parents will need to complete a symptom self-certification for their student(s). This includes symptom and temperature checks. Parents will use an app to verify their student(s) is free of symptoms. The student will show the app prior to boarding the bus.

- All individuals on a bus must wear a face covering, unless they meet a face covering exception. No more than 50 individuals may be on a bus at one time.
- Allow as much space as possible between each individual on a bus and maintain social distancing as much as possible.
- It is recommended that students from the same household sit together on a bus.
- Students will be assigned a seat on the bus. Once students arrive at school they will need to complete a temperature screening before entering the building.

Drivers and monitors must wear approved and appropriate PPE, perform regular hand hygiene and must undergo symptom and temperature checks.

Buses will be disinfected with a spray disinfectant between each route. Each night the bus will be sprayed with an electrostatic sprayer.



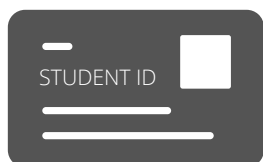
Meal Distribution



Grab-and-go meals will be provided for students during their lunch hour. Groups of 50 or fewer students will be asked to line up 6 feet apart to purchase their meals. Students will need to scan their ID to pay for lunches; no cash or checks will be accepted in the lunch line in order to facilitate a touch-less transaction.



Students will be arranged in groups of 50 or fewer and assigned to eat in designated areas throughout the building, including cafeterias, gymnasiums, classrooms, and alternate locations for meal consumption. Students may also bring their own lunch from home to eat during their lunch hour.



10-12th grade students will have the option of an open campus lunch hour and will be permitted to leave the building during this time.

COVID Updates



Due to the fluidity of the situation, the district will continue to provide timely updates via email to staff, parents and students regarding health considerations, academics, and extracurriculars.



The most up to date information will be available on the district website. Visit our website here: d155.org.

COVID Concerns



Questions and concerns about District 155's Return to Learn Plan can be directed to distmail@d155.org. Our staff works consistently with the McHenry County Department of Health to answer questions relating to COVID-19.

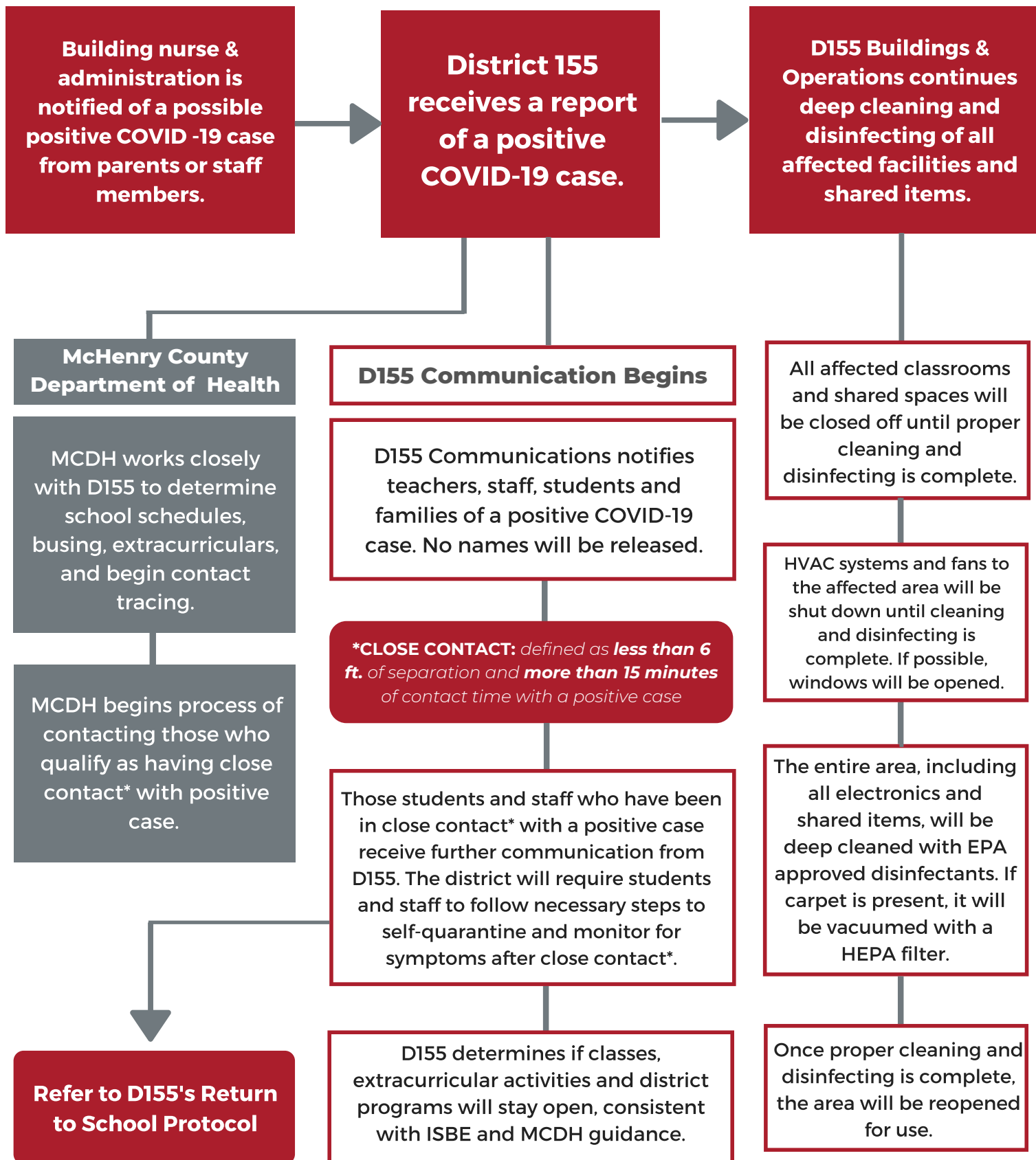
Notification of School Closure/Remote Learning Days



The district will continue to work closely with the McHenry County Department of Health (MCDH) to prioritize the health of our students and staff. If the district transitions to Remote Learning, the district will utilize its mass notification system. An automated phone message, text message, and/or email will be delivered to parents and staff. Please be sure that you have included the correct phone numbers in Skyward. For more information about the district's mass notification system, please visit: <https://d155org.finalsite.com/departments/communications/massnotificationssystem>.

COVID-19 Communication Protocol:

Positive Case



**This document is subject to change based on CDC, IDPH, ISBE & MCDH guidance*

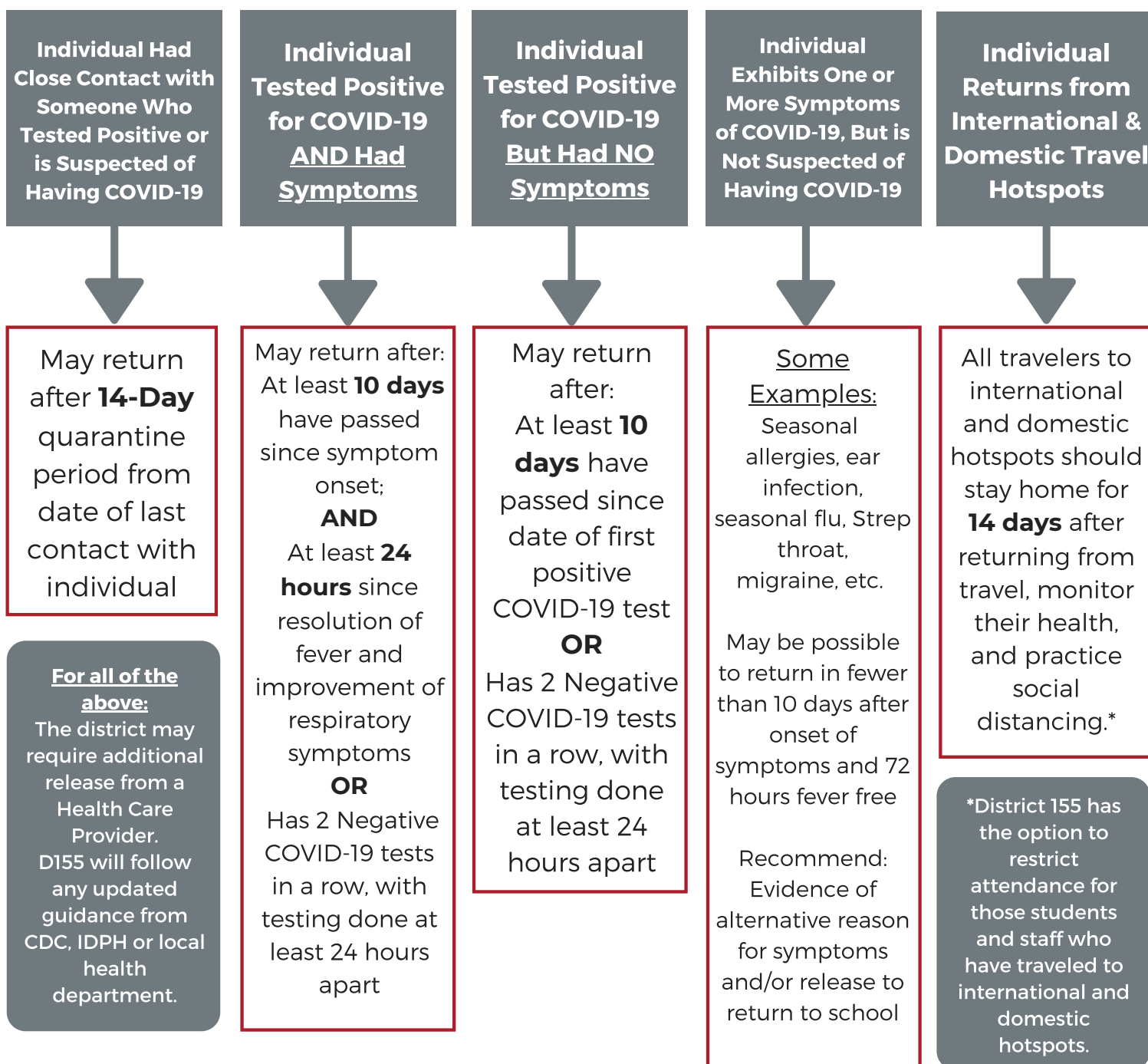
Return to School Protocol: Following a COVID-19 Related Absence

Necessary periods of **isolation*** and/or **quarantine*** and return to school protocols are determined by the McHenry County Department of Health based on guidance from the CDC and IDPH. District 155 requires that its students and staff comply with these guidelines.

***Isolation** is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

***Quarantine** is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>



*This document is subject to change based on CDC, IDPH, ISBE & MCDH guidance

WATCH HOW TO ENTER THE BUILDING SAFELY:

- Appropriate use of a face masks
- How to use thermal scanners for temperature screening
- Safe hand hygiene
- Other safety measures in our buildings



Come Back With Care 2020

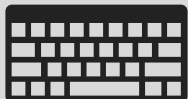
Entering the Building Safely



District 155 Resources



District 155 has created a video detailing the process of [Safe Entrance to Our Buildings](#). Visit our website to view more videos in our *Come Back with Care 2020* series.



District 155 has compiled all COVID-19 related communications, resources and updates on our website. Visit d155.org for the latest information and for more D155 news. Visit [Skyward](#) to make your student(s)' selection for the Fall 2020 semester.

CDC Guidance & Recommendations



Visit the Centers for Disease Control & Prevention COVID-19 website [here](#) and/or access these CDC video resources below:

- [How to Wear a Cloth Face Covering](#)
- [Key Times to Wash Your Hands](#)
- [Social Distancing](#)
- [Symptoms of COVID-19](#)

MCDH, ISBE, IHSA Guidance & Community Resources



- Visit the [McHenry County COVID-19 Dashboard](#) for the latest COVID-19 data for McHenry County.
- Access ISBE's [Starting the 2020-21 School Year - Transition Joint Guidance](#) and latest [Fall 2020 Learning Recommendations](#).
- Access the IHSA's [Phase 4 Return to Play Guidelines](#) regarding workout protocols, cleaning facilities, personal protective equipment and more.
- 24/7 Crisis Line: If you need someone to talk to immediately or would like help to work through a crisis, please call **800-892-8900**.
- Get quick access to critical and vital McHenry County support by downloading the MCHelp app via Google Play, Apple's iTunes, or App Store.