

Lockport District 91

Increased In-Person Learning

Spring 2021

Operations

SAFETY PRECAUTIONS

Personal Protective Equipment and Safety Precautions

- Face Coverings:
 - All staff and students will wear 2-ply face masks that fit securely across the nose and under the chin while in district buildings and on school grounds, during arrival and dismissal.
 - Face coverings may be removed when students and staff are outside and socially distanced or when eating lunch while socially distanced.
 - Full face shields are available for any student or staff member upon request. Shields are not to be used in place of masks but rather in addition to a mask.
- Desk and Privacy Shields:
 - Desk shields will be used by all students in their classrooms, in the lunch rooms, and in special education classrooms .
 - Counter sneeze guards will be installed on the main office counters, LRC, secure reception area, on all teacher's desks ,and any other area as needed.
 - Large movable barriers will be used in the band room to separate students and the band instructor.
- Hand Washing and Sanitizing:
 - Staff and students will frequently wash hands using soap and hot water for 20 seconds. Students and staff will wash hands before meals.
 - Hand sanitizer stations will be located in each classroom, at each entrance to the building, and in high traffic areas. Classrooms that contain a sink will also have soap dispensers and paper towels.
- Temperature Checks:
 - All staff will have their temperature checked upon arrival to school.
 - All staff and students **must** complete a self evaluation health screening **before** arriving at either campus.
 - All students will have their temperature checked upon arrival to school. Car riders who present with a fever will be documented and leave campus immediately. Bus riders, walkers, and bike riders with a fever will be escorted to an isolation area to be evaluated by the nurse.
- Additional Safety Precautions:
 - To decrease the risk of contamination, all drinking fountains in each building have been temporarily shut down and will not be available for use. Students are encouraged to bring a reusable water bottle to school each day. Water bottle

fillers have been made available to students to fill their personal water bottles throughout the day. Should a student forget their water bottle, one will be provided upon request.

- Students are assigned specific restrooms for use by grade levels. Restroom use and hand washing breaks have been scheduled/coordinated throughout the day. All high touch areas in the restrooms are cleaned throughout the day. Face coverings are required at all times by staff and students. Physical barriers have been added to all student restrooms between urinals and sinks. All electric hand dryers have been disconnected and paper towel dispensers added for hand drying. Signage is posted in all restrooms reminding everyone of physical distancing, face coverings, and handwashing guidelines.
- In person and remote students are encouraged to pick up breakfast and lunch packs weekly each Wednesday. Meals will be provided as an individual pre-bagged meal for grab-and-go distribution at each school. In person students will be able to receive a free school provided lunch daily, or they may also bring their own sack lunch. Food deliveries will not be accepted by the office. However a lunch drop-off area will be designated outdoors at each building for parent use. Milk will be included with each school provided meal and will be offered for sale for those who bring a sack lunch from home.
- Lunch periods will be designed to ensure six feet of distance between students as they eat. Students will be seated either in a classroom or a designated lunch space and desk/table shields will be used. Hands will be sanitized before mask removal and food consumption. After the meal is consumed, hands will be sanitized, and masks replaced. Each area utilized for food consumption is cleaned and sanitized before the next group is seated.
- The use of lockers, coat rooms, and cubbies by staff and students is suspended until further notice.

Internal Traffic Patterns

- Internal traffic will follow the markings on the floors, i.e. one way arrows, six foot distancing decals, and taped lines. Traffic will be two directional in all hallways. Staff members will enforce social distancing as students are in line and moving through the halls. Additional floor decals will be utilized in large areas such as foyers to enforce social distancing.

Social Distancing

- Social distancing will be enforced during all parts of the school day to limit opportunities for exposure. This includes, arrival, dismissal, meals, outside/inside physical activity time, related arts, and time spent in the classroom.
- Large gatherings, such as family nights, are suspended until further notice by the administration.

Floor Markings and Signage

- Floor markings will be present on all hallway floors. Dots will be used to signal a distance of three to six feet. Arrows will be used to signal the one direction traffic pattern that will

- be used throughout the buildings .Striping tape will be used to delineate walking lanes.
- Signage will be present on hall walls, classroom walls, and outside and inside of restrooms to encourage social distancing, face coverings, and proper handwashing procedures.
 - Floor striping tape will be applied in the front of each classroom to clearly establish social distancing from the teachers to the students.

Medically Fragile Students

- Health plans have been created and followed in accordance with established protocols and laws as suggested by the CDC, IDPH, ISBE, and AAP.

Emergency Drills

- Emergency drills will be conducted as required with modifications and utilizing social distancing when exiting the building or waiting in line.

Classroom Setup

- Classrooms will be set up to encourage social distancing at the furthest possible distance while maintaining the integrity of the learning atmosphere.
- Students will have an assigned seat in the classroom. Desks will face one direction as feasible. Students seated at tables will be socially distanced as feasible and face one direction.
- All student desks will be equipped with a three sided desk shield which will be sanitized twice daily and hand cleaned weekly.
- Students should not share materials. Students should have individual supply boxes. Classroom materials that are assigned to each student will be stored separately. Those instructional materials that must be shared will be disinfected before being distributed to the next student.
- Materials, such as books, that cannot be disinfected must sit for 72 hours before redistribution. The media center and classrooms have assigned locations for this process. There will also be lined boxes at each entrance for students to return their borrowed materials from the LRC.
- Student electronic devices will not be shared. Parents are being asked to disinfect each student's Chromebook every day at home.
- Book bags will be stored separately. Students should not bring additional items from home unless for instructional purposes.

Visitors

- Visitors and volunteers are not permitted in the building until further notice or unless prearranged with the administration.
- Spectators will be allowed for extra curricular activities. This will be limited to adults only who must present a district issued entrance pass. No siblings of participants, unless of adult age, will be allowed. All attendees will be temperature screened before entrance to the building, must wear a face mask, maintain social distancing, and sit only in the designated marked seats. A maximum of 50 spectators will be allowed at each event unless guidance from ISBE and IDPH is changed.

Student Sign-In and Sign-Out

- For late arrivals, students should come to door G at Milne Grove and door #2 at Kelvin Grove and press the buzzer to be allowed entrance to the building. The student(s) will be met by the secretary/receptionist, temperature scanned and logged in as tardy.
- For student pickup before dismissal, parents, guardians or pre-approved person should park and then proceed to door G at Milne Grove and door #2 at Kelvin Grove and press the buzzer. The receptionist will inquire the purpose of the visit and escort the child to the door. Parents are not allowed to enter the building
- Parents are asked to wear face coverings and to socially distance.

Cleaning and Disinfecting

- Surfaces and common spaces will be cleaned and disinfected throughout the day.
- Classrooms will be disinfected while vacated during lunch periods.
- Classrooms will be cleaned and disinfected each day after students are dismissed.
- Teachers will disinfect their own work areas during the instructional day during transitions.
- Student desks and tables will be cleaned before and after meals.
- Classroom restrooms will be disinfected at least twice each day.
- Hall restrooms will be cleaned and disinfected more frequently throughout the instructional day.
- The cafeteria will be cleaned and disinfected in between classes that use this space for meals or working. Students will be socially distanced and will be seated at assigned tables. Some classes will eat meals in the classroom.
- The use of playground equipment, due to social distancing concerns, will not be utilized until further notice by the administration.

HEALTH AND WELLNESS

Metrics

- We will closely watch internal and external metrics for positivity rates. Should the rates substantially increase, the District may announce the need to return to a hybrid schedule until such time that the positivity rates decrease again.

Daily Health Certification and Symptom Reporting

- Each day a student is scheduled to attend school in person, parents **must** complete the COVID symptom certification via Parent Square between the hours of 7:00 pm (the night prior) and 7:30 am (the day of attendance). Certification must be completed for each child in the household. Students will not gain entrance to the building without a completed symptom certification. Students arriving without the verification form completed will be isolated until such time as the parent returns to the school to complete the form.

Exposure and Symptomatic and/or Positive Cases

- School District 91 will be using the exclusion guidance provided by IDPH to determine quarantine and isolation procedures. This information can be found on their school guidance webpage:
 - <https://www.dph.illinois.gov/covid19/community-guidance/school-guidance>Written communication to staff and families will follow district protocols; please note that we will only be notifying you if your student was a close contact of a positive COVID case. We will not be notifying you of COVID-like symptoms, only positive cases. If your child is showing symptoms of illness in the morning, please keep your child home. Contact the school school nurse at either building to get further instructions on when your child can return to school.

Health Clinic and Isolation Room

- Any student or staff member who begins to exhibit COVID-19 like symptoms must report to a designated isolation area to be evaluated by health office personnel. Symptomatic students will be provided a new face covering and will remain in the quarantine area until a parent or guardian picks the student up or alternative transportation home is arranged. Symptomatic staff will remain in the quarantine area until they are able to leave. Students must be picked up within one (1) hour by a parent/guardian. Students are not allowed to walk home without a parent/guardian. The building nurses will work with individuals on a case by case basis to determine a path to return to school/work.
- Anyone who has been in close contact (with or without a mask within 6 feet distance for more than 15 minutes within a 24 hour period) with someone who has tested positive will be excluded based on guidance from IDPH and consultation with the Will County Health Department.
- A tracking process will be instituted to maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine.
- Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism will occur through collaboration of those taking absence reports and school nurses/school health staff. Employees and student families must be encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.
- COVID-19 testing is available in both buildings. This is only for symptomatic staff or students. An authorization form must be completed by the parent/guardian prior to the **BinaxNow** test being administered. Appointments for those who become symptomatic before or after the school day must be made directly with the nurse at either building. Students who arrive at school symptomatic will be sent home until an appointment time is arranged.

DAILY SCHEDULES

Student Attendance (Hybrid/Remote)

- Beginning Monday, April 12, all hybrid students will attend school in-person, full time four days per week (Mon, Tue, Thur, Fri) with Wednesdays being a remote learning day. School hours will be 8:30am-3:00pm every day.
- Remote students will attend school, Monday - Friday, using Google Meet video conferencing. School hours will be 8:30am-3:00pm every day.
- Class times will occur on a consistent schedule throughout the week. Remote students must be present in the Google Meet during the scheduled class time to be counted as present for instruction.
- Students that are not present in school (excused or unexcused) are considered absent and all work that is missed must be completed according to our student handbook policy. Only students that are absent due to quarantine will be allowed to attend school remotely during their quarantine period.
- All students attending in person must bring the following items each day: Chromebook (fully charged), mask, earbuds, personal water bottle, lunch (if providing their own), books/materials in backpack, gym shoes, and jacket (if needed). Please make sure all other personal items are left at home.

Student Arrival (8:15am-8:30am)

- Families are encouraged to drop off at Kelvin Grove FIRST and then head to Milne Grove.
- Students must wear facial coverings before exiting vehicles or coming onto school property. Students may not arrive on school property prior to 8:20am. Parents are encouraged to remain in their vehicles or leave school grounds after escorting their child to the school building. Social distancing and masks are required for EVERY person on school grounds.
- Students will enter buildings at assigned doors based upon their grade level; see list below. Students should not play on playgrounds or congregate outside the buildings.
- Students shall stand on designated markings to maintain appropriate social distancing of at least 6 feet between students.
- Students will have temperature checked by infrared thermometer by a staff member; if temperature is within normal limits, they will proceed straight to their classroom upon arrival (after screening). If an elevated body temperature is detected, the student will be referred to the building nurse for further evaluation.
- Students will be required to sanitize their hands after having their temperature checked by a staff member.
- Upon entering the classroom, students shall place their backpacks and coats/jackets on their assigned chair or desk.
- Students must report directly to their homeroom classroom and will not be allowed to gather or socialize with peers in the hallway. Students must walk on the right hand side of the hallway or stairwell, following the directional markings on the floor.

At Milne Grove ([CLICK HERE TO VIEW THE DIAGRAM FOR MG](#)), all students are dropped off at the front of the school and will walk to the designated entry door. Walking parents must leave their child at the queue.

Student entry doors by grade level:

- K- Door C (rear, east corner of building)
- 1- Door B (front, east corner of building)
- 2- Door G (rear, west corner of building)
- 3- Door A (front, west corner of building)
- Specialized transportation - Door B

At Kelvin Grove ([CLICK HERE TO VIEW THE DIAGRAM FOR KG](#)), parents may drop off using one of the three parking lots on campus. Student entry/exit doors by grade level:

- 4-Door #1
- 5-Door #3
- 6-Door #4
- 7-Door #5
- 8-Door #18 (between Door 4 and 5 - Old Oasis Entrance)
- Specialized transportation-Door #11

Parents, or an authorized adult who is listed on the Emergency Form, must be available to return to school immediately if their child(ren) is exhibiting any of the COVID related symptoms upon arrival to school.

- Students that arrive later than 8:30 am will enter through Door G (MG) or Door #2 (KG). No visitors will be permitted until further notice. Staff members will be present on duty at each major intersection within the building to encourage social distancing and assist students when walking to classrooms.
- Bike riders and walkers:
 - Bikes should be parked at the school bike racks. Bike riders and walkers will enter the building through the designated doors with their facial coverings properly in place.
 - A staff member on duty will conduct temperature checks at the entrance.
 - Staff members will encourage social distancing as students walk into the building and to class.
- Bus students:
 - Students who receive transportation services as a part of their IEP will have assigned seats on the bus. Social distancing will be used as feasible.
 - Bus students will unload one bus at a time. Staff members on duty will conduct temperature checks as students exit the buses or before they enter the building.
 - Staff members will encourage social distancing as students walk toward and into the building and to class.

Student Dismissal (3:00pm-3:15pm)

Students will gather their materials and upon leaving the classroom, students will sanitize their hands at the sanitation station.

Staff will monitor students' exit from the building. As they exit, students must maintain 6 feet of social distance between their peers as they await the arrival of a parent or guardian. Students that are walking will not be allowed to congregate and are expected to leave school grounds immediately. Masks must continue to be worn outside, as movement is not directed and may lead to close contact with others, until students are inside their vehicles or off school grounds.

Students will proceed to their assigned exit door by walking on the right side of the hallway.

At **Kelvin Grove**, the doors for entrance and exit will be the same.

At **Milne Grove**, dismissal will be incremental and the plan may be further differentiated by grade level and mode of transportation.

ALL SIBLING PAIRS WILL MEET OUTSIDE THE OFFICE AND DISMISS THROUGH THE GYM TO THE BACK CAR LINE - THIS IS REGARDLESS OF GRADE ASSIGNMENT BELOW.

MG Car Riders:

3rd grade will exit out Door A to the front pick up line (west side)

1st grade will exit out Door B to the front pick up line (east side)

2nd grade will exit Door F to the rear pick up line

PK and K will exit Door E to the rear pick up line

MG Walkers:

Families that plan to meet their children on foot must not congregate at the exits. Instead, please wait on a yellow line on the sidewalk between Doors A and B at the front of the school.

Students who are walking alone will exit Door A or B depending on whether they are walking east or west on 7th.

- Bike riders and walkers:
 - At Kelvin Grove, these students will be dismissed from the assigned grade level door. Bike riders should walk bikes while on campus.
- Bus students:
 - Staff members will encourage social distancing as students are loading buses.
 - Students will load their assigned bus and report directly to their assigned seat.

Meals

- At MG, lunch will be eaten in the gym / cafeteria. At KG, lunches will be eaten in the assigned gymnasium and other designated areas as needed. Students will have assigned seats that coordinate with their homeroom cohort.
- Tables/desks will be cleaned before and after meals.
- Students may bring lunch in a bag or lunchbox or receive a no-cost lunch through the school lunch program (see below). Sharing of food should not occur.
- No other outside food will be permitted. This includes all food items for celebrations.

Through the SFS Program, ALL D91 students eat for FREE REGARDLESS OF INCOME.

Options include:

- In person meals on blended attendance days AND/OR
- Meals to pick up for at home / remote learning days

Meals can be picked up on Wednesdays from 11:30am-12:30pm at either building. At MG, cars should drive around the rear of the school to receive meals. At KG, cars should drive to door #9 for meal pick up.

THE MEALS ARE 100% FREE OF CHARGE FOR ALL PARTICIPANTS - All you need to do is OPT IN by contacting your food service manager, Mrs. Dennis at MG extension 2117 or Mrs. Latham at KG extension 1164.

Physical Activity Time

- K-5th grade classes will be scheduled outside recess time daily as weather permits.
- Mask and movement breaks may be scheduled throughout the day. Mask breaks must occur outside with 6 feet of social distancing between students.

Specials/Exploratory Classes

- Students will participate in specials/exploratory classes each day. These classes will take place within the homeroom class to limit transitions within the building. PE will be in the gymnasium(s).

Instructional Model

- Students will receive instruction in their homeroom classroom daily. All core content instruction will be provided by homeroom teachers (K-5) to limit exposure. In grades 6-8, content area teachers will rotate between the classrooms to provide instruction.

Special Education Services

- Students will receive special education services according to their Individualized Education Programs (IEP).

- Special education teachers may provide resource services inside general education classrooms when possible. Resource students may receive some instruction and/or work in a resource classroom.
- Related services, such as speech, OT, PT, etc. will be provided according to student IEPs.

Intervention Services (RTI/MTSS)

- Identified students will receive intervention services in the area of need. Classroom interventions will be delivered by the classroom teacher or interventionists. Those students needing more intensive intervention service may receive intervention in an intervention room.

Child Care

- No morning or after school child care programs are available within the district during the 20-21 school year.

Substitutes

- A permanent substitute teacher will be present in the District to help in classrooms when teachers are not present.
- Other staff members, such as instructional assistants and administration, will help in classrooms as necessary.

Extra-Curricular Activities

- At this time, after school activities and athletics are offered on a limited basis. At KG, the following after school activities are scheduled:
 - Student Council-Mondays 3:15-4:00 pm
 - Choir-Tuesdays 3:15-4:45 pm
 - Nature Club-Thursdays 3:15-4:30 pm
 - Debate Club-Fridays 3:15-4:15 pm
 - Drama Club-Fridays 3:30-5:00 pm
- Spring athletics include: Boys and Girls Basketball, Boys and Girls Volleyball, and Boys and Girls Track.

COMMUNICATION AND ENGAGEMENT PLATFORMS

Parent Communication

- ParentSquare will be used for parent communication by the district.
- Parents will be contacted via email or ParentSquare by the teachers regarding student progress.
- Parent conferences will be conducted via Google Meet or telephone.
- Parents will be invited to participate in Individualized Education Program (IEP) and Section 504 Plan meetings via video conferencing or telephone.

Student Engagement Platform

- Google Classroom will be used by all students in kindergarten through eighth grade. Teachers will post content and assignments in Google Classroom.
- Synchronous classroom sessions will be conducted using Google Meet for fully remote learners.

Academics

CURRICULUM AND INSTRUCTION

Standards

- Instruction will be based on the Illinois Priority Standards.
- Teachers will use NWEA MAP to determine proficiency levels and make instructional adjustments.
- Instruction will be delivered at grade level using appropriate, adopted tools and content.

Instructional Model

- Students will receive 300 minutes of content daily
- Students will receive a minimum 60 minutes daily of ELA and math. Teachers will utilize additional minutes for these core subjects as each day allows.
- Students will have PE daily and one of three specials several days a week.

Assessments

- State and district mandated assessments will be prioritized.
 - 5th and 8th - ISA
 - 3rd-8th IAR
- School assessments including SAEBRS will be administered in the Spring

VIRTUAL INSTRUCTION

Student Engagement Pathways

- Virtual instruction will be live streamed from the classroom using Google Meet based on the building/classroom schedule.
- Teachers may use a variety of additional virtual technology platforms to supplement instruction including PearDeck, IXL, Discovery education, Happy Numbers, Go Math, Superkids, CommonLit, and several others.

Full Remote Daily Schedule

- Students participating in Full remote will participate in a full 300 minutes instructional day
- Teachers will establish a daily schedule that includes live streaming instruction for all core content areas.
- Students will participate in PE daily
- Breaks away from the computer will be scheduled for lunch, physical activity time, and independent work as appropriate.
- Teachers will post the synchronous daily class schedule in Google Classroom and in ParentSquare.

Student, Family, and Staff Support

ASSESSING IMPACT & ADDRESSING NEEDS

Surveys

- District administration has engaged stakeholders in surveys and polls throughout the academic year to determine needs, design programs and offer choice in learning models.
- SAEBRS (Social, Academic, and Emotional Behavior Risk Screener) was administered to students (K-8) this school year for intervention planning.
- Staff and teachers have been surveyed regarding their social emotional needs.
- Data from all surveys and diagnostics has been used to create programs to serve individual and group needs, such as the Bridge program, summer learning camp, tutoring, food services, and other supportive programming.

School Social Workers

- COVID-19 has had a substantial impact on the physical, emotional, and mental health of students and their families. The well-being of students will be closely monitored and intervention/resources provided as needed.
- Access to school social workers and supports are readily available and continue to be communicated to students.
- The RTI teams in each building meet weekly to determine social emotional needs of individual students. School social workers and building administrators, along with the RTI team and social work interns will assess the needs by reviewing SAEBRS data, dialoguing with individual students and their parents, and communicating with teaching teams.
- Counselors will connect staff, students, and parents with resources as needs arise.

- Institute Days and professional development days provide an opportunity for teachers to have their social emotional needs met and to provide them training regarding how to meet the needs of students.

Social Emotional Learning

- SEL curricula and additional supplementary services will continue to be provided for students and staff through the Second step program, advisory time, and SEL classes weekly. Teachers will continue to implement the SEL curriculum with supplementary resources with an intentional focus on student's emotional health who may have been or continue to be impacted by COVID-19. We recognize that the impact of Covid 19 goes beyond having suffered illness, loss of wages, or loss of family connectedness. As we learn more about these impacts, we continue to adjust our curriculum and support in place for SEL education.