



Berkeley 87 Blueprint

A Guide to
Reopening Schools

2020
2021

Jefferson Primary
MacArthur Middle
Northlake Middle
Riley Intermediate
Sunnyside Intermediate
Whittier Primary

One District.
One Team.
One Mission.

Based on Guidance from
ISBE, CDC, & IDPH

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Background and Summary

The COVID-19 pandemic has significantly impacted the way our schools operate. Since it began, District 87 has worked collaboratively to prioritize the safety and well being of its students and staff. Using what we learned from the end of last school year, along with guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Health (IDPH), and the state’s five-phase reopening plan, Restore Illinois, the District has prepared educational plans and operational protocols to best provide continuity of educational services.

The District’s Transition Team, consisting of administrators, teachers, and support staff, also utilized feedback collected from our Remote Learning surveys to parents, students, and staff, along with our Return to School survey data, to develop this guidance.

This guide outlines the educational plans and protocols in place for the entire school year, based on which phase the state of Illinois is in at any given time. Due to the uncertainty of the pandemic, it is possible the district will be in several of these phases over the course of the school year. While the 2020-2021 school year may look different than in the past, the District’s commitment to providing a high-quality education to all students remains the same.

The 6 key areas of focus for this blueprint are:

- Health and Wellness
- Finances
- Operations
- Technology
- Human Resources
- Teaching and Learning

Due to the nature of this pandemic, protocols outlined in this guide are subject to change as guidelines evolve.



Phased Approach

Based on the changing circumstances surrounding the public health crisis, District 87 is recommending a phased approach to reopening schools. Through each phase, the District will have time to assess, analyze, and plan for changes throughout the year based on current public health conditions.

Phase 1: Remote Learning for All

District 87 is preparing for the Remote Learning model for all students for the first 9 weeks of school. This recommendation is based on the following:

- Remote Learning provides the safest option to reduce the transmission of COVID-19
- 44% of families selected Remote Learning as their preference on the Reopening Schools Parent Survey
- Teachers and staff have had experience in developing a Remote Learning model
- Allows for the gradual return of students and staff on-site to best meet safety requirements
- Time needed to more fully develop a Hybrid Model plan

The new Remote Learning model will be improved compared to what families experienced in the spring. The new model will provide for the following:

- Equitable access to learning experiences for all
- Daily face-to-face interactions with teachers
- Required attendance
- Training and education for parents and caregivers to support Remote Learning
- Opportunities for on-site experiences to support students with individual learning needs
- Accountability for student work and engagement
- Regular feedback
- Structured daily schedule
- Consistent expectations for students, families, and all staff

During this phase, the District will connect with families to ensure all students have access to the resources necessary for success. Opportunities to collaborate with local resources, such as park districts, to help support families in need of childcare will be considered.

Phase 2: Hybrid Learning Model

The second phase of the plan would provide the option for a Hybrid Model of learning. This would allow smaller groups of students to begin to return on-site for learning experiences.

This model would allow for:

- Assessment of conditions during the first 9 weeks of school to develop decisions regarding on-site learning for the second 9 weeks of school, and the remaining weeks thereafter
- In-person instruction in a rotating schedule with required safety protocols and guidelines

- Parent choice to continue Remote Learning or transition to the Hybrid model
- Returning to full Remote Learning, if necessary or moving forward to full in-person learning, based on current health conditions.

Phase 3: In-Person Learning for All

The final phase would allow for a return to full-time, in-person learning for all students. This phase can only occur once Phase 5 of Restore Illinois is reached.

Throughout all phases, data will be collected and analyzed to continuously guide the District's plan for providing learning opportunities for students.

The following guidelines reference the expectations and procedures that will be followed throughout the 3 phases, specifically those that pertain to students and staff while on-site.

Health and Wellness

Staff and Student Protection Plan

Physical Distancing

District 87 has developed procedures to ensure six feet of physical distance from other persons as much as possible. This expectation pertains to students and staff members in all areas and settings. Visual reminders will be posted throughout school buildings and will be designated (signs, tape, etc.) as indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias). Students will remain with their grade level cohorts to reduce mixing grade levels within the building as much as possible. Schools will stagger bus loading and unloading, hall passing periods, mealtimes, bathroom breaks, etc. to ensure student and staff safety. Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc. Staff break areas will be arranged to facilitate social distancing.

Face Coverings & Personal Protective Equipment (PPE)

District 87 understands physical distancing will not be possible for all circumstances. There is significant evidence that face coverings provide protection and decrease the spread of COVID-19. All individuals in school buildings must wear face coverings at all times, unless they are younger than two years of age, have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. Face coverings must be worn at all times in school buildings even when social distancing is maintained. Face coverings do not need to be worn outside if the social distance is maintained.

District 87 will maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering. Gloves or other PPE must be used as needed when assisting students who require close contact. District 87 will provide (2) reusable masks to each student and employee. Employees and students may also use their own face covering.

For individuals requiring specialized PPE due to medical conditions or other learning accommodations, the District will provide alternative face coverings (individuals may also provide their own coverings that meet safety guidelines). Social distancing must be maintained for students and/or staff who are unable to wear a face mask. All individual accommodations must be pre-approved through the District.

Hygiene

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Staff members must clean hands as often as possible with soap and water for at least 20 seconds. If soap and water is not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. The District will provide approved hand sanitizer for all buildings, students should not bring their own to school. Staff must avoid touching their mouth, eyes, or nose as much as possible. Staff and students must use hand sanitizer upon entering the classroom each time. Hand sanitizer will be placed in common areas throughout each school building. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing, or sanitizing must be done before and after contact with students. It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal. Schools will post handwashing posters in the bathrooms, hallways, all common areas.

Extracurricular Activities

Our primary focus for the start of the 2020-2021 school year will be on safety and providing learning opportunities for all students. Therefore, all extracurricular activities will be suspended until further guidance is available.

Training

Each staff member will be required to complete safety training related to District 87's physical distancing, face covering, and hand hygiene procedures. Each building will provide training to staff that is specific to their unique circumstances. Hand hygiene and physical distancing will be included in the curriculum to help educate students on the importance of proper hand hygiene and personal

safety. Employees will also be trained on the proper way to disinfect their individual workstations as needed.

Health Screening

Only students and staff who are healthy should report for in-person learning. It is important to note, students and staff will not be penalized for missing school and are encouraged to stay home when not feeling well. Students and staff with any of the following symptoms of COVID-19 must remain home:

- Cough
- Fatigue
- Headache or muscle/body aches
- Fever or chills
- Congestion or runny nose
- Sore throat
- Known close contact with a person who has been diagnosed with COVID-19
- Measured temperature of 100.4 degrees Fahrenheit or greater
- Nausea, vomiting, or diarrhea
- Shortness of breath or difficulty breathing
- New loss of taste or smell

Health screenings including temperature and symptom checks will be done for all students, staff, and visitors on a daily basis prior to entering the school or boarding a school bus. Procedures for this process will be documented and communicated prior to the start of school.

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the designated area on campus, following the building procedure. Please inform the school nurse. Students will be provided a face covering and will remain in the quarantine area until a parent or guardian picks the student up, or alternative transportation home is arranged. Staff will remain in the quarantine area until they are able to leave. These individuals must self-monitor and return to school according to the IDPH guidelines. A doctor's note may be required for staff returning to work. Staff who has had contact with someone who is positive for COVID-19 must notify their building principal or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.

Health Offices

All school health offices will, to the greatest extent possible:

- Allow for six feet of distance between students, separate area for sick students, sink for hygiene, appropriate lighting, and proper ventilation.
- Limit the number of individuals allowed in at one time.
- Use plastic barriers around staff desks and between student care areas or curtains and the implementation of two separate entrances to the health office space to allow one to be used by students without illness symptoms and one to be used by students with illness symptoms, in offices that have two doors.
- Provide a supervised quarantine space for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup. Students must

never be left alone and must be supervised at all times while maintaining necessary precautions within the quarantine space.

- Disinfect a space after it is occupied by a student and deep clean daily.
- Require students exhibiting COVID-19-like symptoms wear a face covering unless medically contraindicated.
- Per CDC guidance, close off areas used by a sick person; do not use these areas until after cleaning and disinfecting. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Supply school nurses and/or the administrator/designee working with individuals with illness symptoms with appropriate PPE. School nurses should use PPE, including gloves and face coverings, when interacting with students and staff. Appropriate PPE should be used in conjunction with appropriate hand hygiene and standard precautions.
- Require personal care aides working with medically fragile students wear PPE (e.g., face shields, face masks, and gloves).
- Implement strategies to reduce unnecessary visits from students, staff, and visitors; reduce health office congestion; reduce exposure to infection, and allow for separation.
- Treat healthy students reporting to the health office for medical management, such as medications, tube feeding, assessment of injury, or first aid, in a separate clean designated area inside or outside the health office to prevent contact with potentially ill children.
- Perform daily cleaning of high-touch surfaces in the health office with a disinfectant noted to kill the coronavirus.

Persons with common health conditions or those who need basic first aid should not report to the health office but may be managed in the classroom/alternate setting. Parents, guardians, or other authorized individuals should pick up ill students within a reasonable amount of time; students should not be allowed to utilize the school bus or public transportation for the return home. In the absence of a nurse, each school district's administrators must determine who will be responsible for meeting the health-related needs of students and staff.

Recommendations for Families

- State of Illinois mandated health examination and vaccine requirements will be due by October 15th, not September 1st.
- Please make sure all emergency contact information is up to date.
- All students should stay home if they are sick, with any illness symptoms.
- The CDC recommends everyone 6 months of age and older get vaccinated every flu season with rare exceptions. Flu symptoms overlap with coronavirus symptoms.
- When reporting illness absences, be sure to report if your child
 - Has been in close contact of someone with a positive COVID 19 test
 - Has signs of coronavirus
 - Has been diagnosed with coronavirus
 - Has been diagnosed with influenza (respiratory flu).
- For students with asthma, no nebulizer treatments will be given at school during the pandemic.
- Asthma action plans should reflect the use of asthma inhalers and spacers.

- Please send your child with extra clothing in case a change is necessary as there will be limited clothing stored in the nurse's office.

What to expect if there is a confirmed case in school

- We will immediately notify local health officials. They will help administrators better determine a course of action for the school.
- Persons identified as being in close contact with the individual will be asked to stay home and isolate and be alert for symptoms for Covid-19.

Returning to school after having had coronavirus

- Please call the school nurse prior to returning to school. Upon return to school, but before returning to the classroom, there will be a check in with the school nurse to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met.
- Students will stay home for at least 10 days and must be fever free for 72 hours after symptoms have resolved OR have two negative Covid-19 tests in a row, with testing done at least 24 hours apart.
- As new guidance emerges, **guidelines may change**.

Visitor Guidelines

Visitors must be restricted to authorized personnel only. Higher discretion will be given while inviting visitors to schools. Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening, which includes a temperature check. Visitors will remain in the main office or other designated area for the duration of the visit.

Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have access to the building in general to maintain physical distancing. This will be in addition to the normal sign-in procedures.

All visitors entering the building must be asked the following questions:

1. Has the individual washed their hands or used alcohol-based hand sanitizer on entry?
 - a. Yes - proceed to question #2
 - b. No – please ask them to do so and then proceed to question #2
2. Ask the individual if they have any of the following symptoms
 - a. Cough, Shortness of breath
 - c. OR at least TWO of these symptoms
 - i. Fever, Shaking with chills, Headache, Loss of taste or smell, Muscle Pain, Sore Throat, Vomiting, Diarrhea

If YES, restrict them from entering the building
If NO to all, continue to step #3
3. Check temperature, looking for a fever of 100.4 or higher

If YES, restrict them from entering the building

If NO to all, continue to step #4

4. Allow entry to the building and remind the individual to:
 - a. Wash their hands or use hand sanitizer throughout their time in the building
 - b. DO NOT shake hands with, touch or hug individuals during their visit

General Classroom Guidance

Pre-Kindergarten (PK) Classroom Guidance

- ✓ Clearly mark classroom areas to show where to sit, stand or line-up for six feet spacing
- ✓ Students will remain with the same classroom group throughout the day, services will take place in the classroom when feasible
- ✓ Clearly mark common areas to show where to stand or line-up for six feet spacing
- ✓ Maximize schools ventilation systems
- ✓ Schedule/coordinate restroom and hand washing breaks throughout the day
- ✓ Schedule/coordinate recess by the classroom to minimize student mixing
- ✓ Sanitize hands whenever anyone enters the classroom
- ✓ Clean classrooms after each use or at least daily
- ✓ Building staff must review student pick up and drop off procedures

Kindergarten-Grade 5 Classroom Guidance

- ✓ Arrange seating six feet apart and face the same direction as feasible. It is recommended teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- ✓ Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing
- ✓ Students will remain with the same classroom group throughout the day
- ✓ Schedule/coordinate restroom and handwashing breaks throughout the day
- ✓ Schedule/coordinate recess by grade level to minimize mixing student groups
- ✓ Sanitize hands whenever anyone enters the classroom
- ✓ Do not share school supplies between students or staff
- ✓ Clean classrooms daily

Grades 6–8 Classroom Guidance

- ✓ Arrange seating six feet apart and face the same direction as feasible. It is recommended teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- ✓ Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible
- ✓ Limit and/or stagger transition times and review schedules
- ✓ Encourage hand washing throughout the day.
- ✓ Schedule/coordinate activities by grade level to minimize student mixing
- ✓ Sanitize hands whenever anyone enters the classroom
- ✓ Do not share school supplies between students or staff
- ✓ Clean classrooms daily

Hallways, Main Office, and Common Areas

- ✓ Maintain six feet physical distancing when possible
- ✓ Require face coverings for staff and students
- ✓ Clearly mark areas to indicate safe distancing for students
- ✓ Perform health screenings for visitors
- ✓ Display visible signage reminding everyone of physical distancing and face covering usage at entryways, hallways, classrooms, and common areas
- ✓ Provide access to school buildings to authorized personnel only. Visitor access will be as needed only and will be restricted to the main office area (clearly visible signage at each entryway)
- ✓ Restrict students to specific areas as identified by the building principal
- ✓ Clean high touch areas throughout the day
- ✓ Suspend the use of lockers

Cafeteria

- ✓ Maintain six feet physical distancing
- ✓ Develop a meal procedure plan
- ✓ Clean cafeteria in between uses
- ✓ Clearly mark areas to indicate safe distancing for students
- ✓ Require staff and student face coverings (if not eating)

Restrooms

- ✓ Maintain six feet physical distancing
- ✓ Require face coverings for staff and students
- ✓ Clearly mark areas to indicate safe distancing for students
- ✓ Display clearly visible signage reminding everyone of physical distancing and face coverings
- Schedule/coordinate restroom and handwashing breaks when possible
- ✓ Clean high touch areas throughout the day
- ✓ Assign restrooms to student groups when possible

Shared Objects

Students and employees are restricted from borrowing or sharing of any items. The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared. Electronics, including, but not limited to, iPads, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., should be cleaned before and after use. Items that must be shared or communally used, must be cleaned after each use and individuals must perform hand hygiene between use. Utilizing hand sanitizer before and after the use of books or library material is recommended. Do not use items like play food, dishes, and utensils. Instead use materials that can be thrown out, cleaned after one use, or labeled for individual child use. Machine-washable cloth toys should be used by one individual at a time and cleaned in between uses or not be used at all.

Materials used for special purposes (e.g., iPads in STEM, art materials, instruments, etc.) will be used on a limited basis. Cleaning procedures for before and after use of these materials will be developed and shared for each content area affected.

Preparing for When a Student or Staff Member Becomes Sick

District 87 will communicate with families and staff that any individual who tests positive for COVID-19, or who shows any signs or symptoms of illness, should stay home. Families and staff should also report possible cases to the school where the individual attends school or works, to initiate contact tracing. Attendance personnel should request specific symptom reporting when absences are reported, along with COVID-19 diagnoses and COVID-19 exposure. Information will be documented and shared with the health staff or other appropriate personnel and the local health department. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met the criteria to return.

District 87 will use a symptom checklist for families and staff to determine if they are well enough to attend that day. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from the resolution of fever without fever-reducing medication and 10 days must pass after symptoms first appeared. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Students or staff returning from illness related to COVID-19 should call to check in with the Human Resources Department following quarantine. Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home. If emergency services are necessary, call 911.

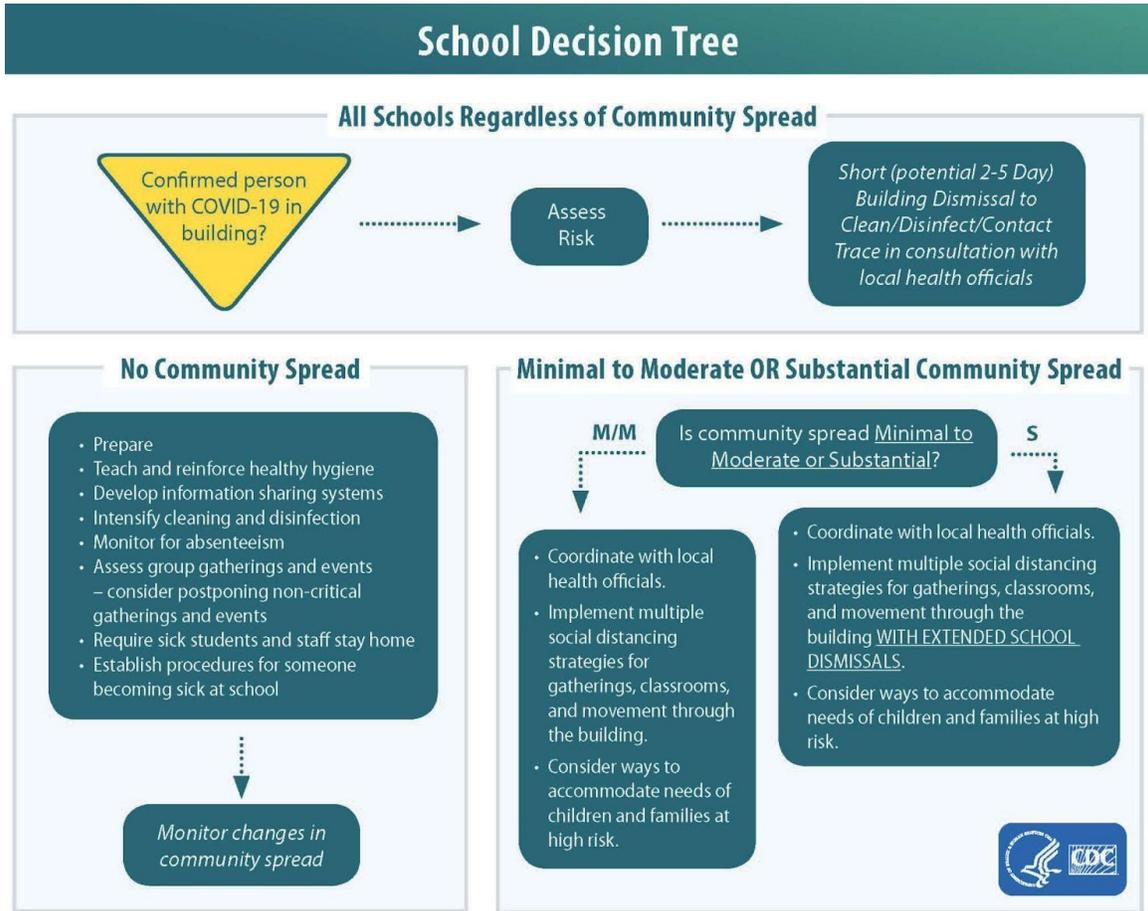
When interacting with students or staff who may be sick, school nurses and personnel should follow CDC guidance on standard and transmission-based precautions. Students should never be left alone and must always be supervised while maintaining necessary precautions.

Close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed. Open windows to increase air circulation in the area. It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as possible. Clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick. Ensure cleaning products are stored and used a safe distance away from children and staff.

Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection. Those who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor symptoms for 14 days. Close contact means the individual was within six feet of the individual with symptoms for more than 15 minutes. Additional cleaning and disinfection is not necessary if more than seven days have elapsed since the person who is sick visited or used the school. Continue routine cleaning and disinfection. This includes everyday practices that schools normally use to maintain a healthy environment.

School Closure Plan

District 87 must be prepared for possible short-term closure, regardless of community spread, if an infected person has been in a school building. If this happens, the CDC recommends the following procedures regardless of the level of community spread.



Finances

Additional Expenses

The District has incurred additional expenses related to the transition:

- Sanitizing and disinfectants
- Technology devices for students and support staff to support remote learning
- WiFi hotspots to provide students with internet access for remote learning
- Sanitizing supplies for shared technology during onsite learning
- PPE - masks for students and staff, medical masks for health office staff, gloves, face shields,

- Food Service - bags, packaging etc for non-congregate feeding/meal distribution, transport bags, cleaning/sanitizing for additional meal serving areas
- Plexiglass dividers
- Social distancing spacing floor/wall identifiers

Grants

The District has applied for FEMA emergency funds and has been awarded ESSER - CARES grant funding. The district will continue to explore sources of funding to help offset the costs related to the preparation and implementation of safe practices for the return of staff and students to school.

Operations

Nutritional Services

For the start of the school year, District 87 will limit the consumption of food by students while on site as a safety measure for both COVID-19 and allergies. Both breakfast and lunch will be provided, as in the past; however, these meals will be served in a grab-and-go format. Meals will be individually plated or packaged for students to take with them. Non-disposable food service items will be handled with gloves and washed with dish soap and hot water or in a dishwasher. Areas, where students consume meals, will be thoroughly cleaned and disinfected. Food service personnel will use appropriate PPE, including gloves and face coverings while preparing and distributing food.

If it is determined that meals should be served and consumed while on site, additional serving and/or seating areas will be established both indoors and outdoors, and students will be encouraged to go outdoors whenever possible. Access to serving areas will be staggered where possible to promote social distancing. Groups will be limited to the maximum gathering size per the Restore Illinois plan.

Hand hygiene will be promoted prior to and after eating a meal or consuming any food items, and hand sanitizer will be available at food service locations. Mealtimes expectations will be shared with students and staff.

All Food and Nutrition Services employees will follow cleaning and disinfecting protocols aligned with Centers for Disease Control (CDC) Cleaning/Disinfecting School Guidance and will wear face coverings during food preparation and service.

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

In addition, there will be guidance and procedures from the local Department of Health.

Transportation

District 87 is working closely with Westway to ensure procedures are in compliance with all applicable expectations under state and federal guidelines. All individuals on a bus must wear a face

covering, no more than 50 individuals will be on a bus at one time, and social distancing will be maintained to the greatest extent possible. Students must undergo symptom and temperature checks before boarding a bus. Students and families should be aware of procedures and expectations regarding transportation. Drivers and monitors will wear approved and appropriate PPE and perform regular hand hygiene. Before the start of each workday, drivers and monitors will undergo symptoms and temperature checks to verify that they are free of symptoms. Drivers and monitors who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or symptoms of COVID-19 will not work. Drivers and monitors who become ill during their route will contact their supervisor immediately.

The CDC recommends that entities should “create distance between children on school buses ...when possible.” No more than 10 individuals may be on a vehicle at any one time during Phase 3. No more than 50 individuals may be on a vehicle at any one time during Phase 4. District 87 will provide visual guides to ensure that students comply with expectations. Seating arrangements with respect to social distancing can be adjusted for students who live in a household with other students. Students will be monitored at school loading and unloading zones. Individualized Education Plan (IEP) or 504 teams should meet to determine individual transportation needs for students who require special accommodations.

All Illinois Department of Transportation (IDOT) inspections will occur as required. In addition, student transportation vehicles will be sanitized each day. Seats and high touch areas will also be sanitized between routes. Sanitizing products will meet the Environmental Protection Agency (EPA) criteria and be used according to manufacturers’ guidelines.

Facilities

Sanitation, hygiene, and PPE supplies will be ordered and stockpiled for employee access. All custodial/maintenance staff will be trained on the return to school guidelines, where applicable. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including:

- Countertops
- Desktops
- Door handles
- Bottle fillers
- Handrails
- Light switches
- Restroom fixtures
- Hard Surface Floors

Building custodians will conduct daily cleaning and disinfection. An EPA approved cleaner will be used for disinfection along with our standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets) will be cleaned on a regular basis. Restrooms, hallways, cafeterias, and high touch common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be cleaned daily. Items such as cloth toys or other cloth material items that cannot be disinfected must not be used.

District 87 Facilities Department may adjust personnel schedules to meet reopening school needs. Cleaning schedules will be created and implemented for all facilities and equipment. Extra sanitation efforts will occur during in-class learning which will address high traffic/common areas.

High Traffic Areas:

- Entryways
- Foyers
- Hallways
- Main offices
- Restrooms
- Stairwells

Use of Facilities by Outside Programs

Visitors and the use of school facilities by external parties will be discouraged as much as possible, but some programs, such as child care, are critical to the community. Before and After Care Child care programs in schools, will follow the IDPH and DCFS guidance for licensed child care facilities. Child care programs in schools will be required to follow all infection control measures that are used during the school day (e.g., social distancing when possible, face coverings, cleaning, and sanitation).

Technology

Devices for Students & Staff

All students in kindergarten through 8th grade will be issued a touchscreen Chromebook, charger, and carrying case. Chargers will stay at home each night. Students will need to bring their Chromebook and case to school each day they are in attendance. The expectation is that Chromebooks are fully charged each day.

* Pre-Kindergarten: Chromebooks will be available for all families of Pre-K students if they are engaging in remote learning. Pre-K students will not transport their Chromebook to and from school each day. Chromebooks for Pre-kindergarten families will remain in the families' homes.

The Berkeley 87 [1:1 Technology Program Guidebook](#) explains and governs the use of the District-owned Chromebooks and equipment. Parents should review the guidebook to ensure they understand the purpose of our deployed technology as well as student and parent expectations.

Web Access

District 87 is committed to promoting equitable technology access for all students both during the school day and outside of the school day. To support learning outside the school day, Berkeley School District has partnered with T-Mobile to obtain wireless hotspots. If students (1) have no home internet access or (2) have home Internet access that is not adequate for school-related work, reach

out to your school office to obtain a wireless hotspot. Below is a link to our English and Spanish Hotspot forms.

- [English Hotspot Forms](#)
- [Spanish Hotspot Forms](#)

Support

During in-person instruction, staff at each school enter help desk tickets for students who are experiencing a technology-related issue. The District 87 Technology Department responds to help desk tickets and works to resolve each issue in a timely manner.

In the event of remote learning, families will be provided with a link to submit help desk tickets. The Technology department will review each ticket and work to resolve each issue in a timely manner.

Cleaning Technology

The Centers for Disease Control and Prevention says transmission of coronavirus occurs much more commonly through respiratory droplets than through physical objects. But they also state current evidence suggests that novel coronavirus may remain viable on surfaces made from a variety of materials. District 87 has worked to provide each student a device so sharing of Chromebooks will not take place. Because of this, District 87 will not disinfect student Chromebooks unless a specific situation requires it. It is recommended that families regularly, and cautiously, clean their Chromebook. [Here is a link](#) to our District website containing recommended technology cleaning procedures.

Human Resources

The contents of this document are subject to change when formal guidance or mandates are issued by the proper authorities (ISBE, IDPH, IHSA, etc.). All employees will need to be flexible and agile during this pandemic which will require cooperative, collaborative, flexible, and creative problem-solving. District 87 will generate guidelines and protocols which will be required for all employees. District 87 will continue to monitor recommendations from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, IPA, and others about educational expectations for student learning.

Staff Return Plan

All return to work expectations will be dictated by the executive and legislative guidance from the state and the federal government. An employee's request for special accommodation(s) is provided to Human Resources for review and consideration.

Absences that are related to COVID-19 concerns must be accompanied by a physician's note or official notice from a health agency containing relevant information/direction regarding the claimed condition.

Eligible employees would be entitled to any COVID-19 related federal, state, and locally mandated leaves or accommodations. Otherwise, employees would be expected to use their accrued time bank for their absence from work (Sick time, vacation time, personal, etc.).

If the District determines that it is both necessary and appropriate, the employee will be informed about the accommodation(s) verbally and in writing. The District will make every effort to follow all CDC, IDPH, and CDPH guidelines regarding district employees.

Work from Home Plan

In the event schools/offices must close to COVID-19, all staff will follow work from home expectations provided by their school/department. The District will create a comprehensive and structured plan that provides guidelines and expectations for all employees to follow based on their role and responsibilities.

Extra Duty Stipends

Teachers and staff who are scheduled to perform extracurricular activities will only be paid for activities that are pre-approved and are able to take place during the school year. Extra duty responsibilities that can be carried out virtually or in-person (e.g., mentoring, lead teacher, etc.) will be paid as normal. Those activities that require on-site participation (e.g., supervision, coaching, after school clubs, etc.) will only be paid if the activity is able to occur. Decisions regarding all extracurricular activities will be made as far in advance as possible.

Attendance

Absences should continue to be reported in a timely manner. District 87 attendance practices and protocols will continue in regards to reporting your absences, requesting sick and personal time off, and requesting the Family Medical Leave Act (FMLA). For 12-month employees, our normal procedures will apply for requesting the use of vacation time.

Due to COVID-19, ISBE recommends monitoring of staff absenteeism and encourages staff to report specific symptoms related to COVID-19 diagnosis and COVID-19 exposure when reporting absences. Please inform your direct supervisor immediately.

Absences that are related to COVID-19 concerns must be accompanied by a physician's note or official notice from a health agency containing relevant information/direction regarding the claimed condition.

Evaluation

The district and the collective bargaining units will need to review, discuss, and bargain the potential impact of any learning model that the district adopts to meet student instructional needs.

Teaching and Learning

Overview

Teaching and Learning are at the heart of what we do in District 87. As we begin to think about returning to school in August we must ask ourselves the ever-important question of how we will prioritize teaching and learning in District 87 to maximize the learning experience of every student within the district. The school experience will look different for all students than it has in previous years, but it is our collective responsibility to ensure that all of our students' learning needs are met through high-quality engaging instruction across all learning models. To that end, we need to critically look at all content areas to determine which content is best delivered in person to leverage our in-person teaching time with students.

Our students may enter the upcoming school year with academic knowledge that varies more greatly between students than in previous school years. Collectively as a District 87 staff, we will need to flexibly move between in-person and remote learning throughout the year while ensuring that our students' learning remains of high quality and provides a cohesive learning experience for all students. Our teachers will use targeted, purposeful planning and differentiated instruction to help individual students reach their learning goals.

Our Berkeley 87 Teaching and Learning Core Beliefs:

1. Ensure all SD87 students receive **equitable** in-person instruction.
2. Build and maintain established **relationships**. Provide social-emotional learning opportunities to all students to address any trauma, loss, and to build strong relationships within the school community.
3. **Focus** on **high-quality instruction** in all learning models ensuring our students receive on grade-level learning experiences and opportunities to increase the cognitive abilities of ALL our students.
4. Determine the **individual learning needs** of ALL students through the use of our local assessments and reintegration assessments “quick checks”. Implement opportunities for students daily to intentionally address learning gaps from our assessment data.
5. Be **flexible**, **responsive**, and **adaptable** when needs arise rise or change over time.
6. **Extend grace** to all in these unique and trying times.

Learning Models

Traditional Learning: In-Person Full-Time

The Traditional Learning model provides in-person instruction for all students following a typical full-time, daily schedule. This model would most likely not be feasible until we reach Phase 5 of the Restore Illinois plan.

Remote Learning

The Remote Learning model delivers instruction virtually through recorded video or synchronous platform (i.e. live stream via Zoom), which would include small group work through the use of breakout rooms, independent/flexible work time, and opportunities for regular teacher-student check-ins.

Remote Learning for Fall 2020 will look and feel different than it did this past spring. During the spring much of the instruction was “review” in nature with limited NEW learning expected. Moving forward we will emphasize grade-level content as the academic priority for all students and will address the content standards per ISBE guidance. Teachers will continue to utilize the researched-based instructional models that are used when in person with adaptations to accommodate remote learning.

ISBE’s 2.0 Remote Learning Guidelines, which will be shared at a later date, will be used to develop instructional time allotments and specific schedules.

Hybrid: Blended In-Person & Remote

The hybrid learning model will blend in-person instruction and remote instruction. This model will allow some students to attend in person while others are at home learning in a remote format. Following this schedule will reduce the number of students within the school each day and allow for 6-foot social distancing within the classroom. This model would alternate days allowing for equitable in-person learning for all students. All students within the same family would follow the same alternating schedule.

Students will engage in learning through face-to-face instruction or synchronous instruction to the extent possible depending on grade level.

An example of a Hybrid schedule could be: Half of the students are in Group A, the other half of the students are in Group B. The learning day would be shortened allowing for students to have their meals at home and limit the amount of time required to wear a face mask while in school.

- Monday/Tuesday:
 - Group A In-Person for 3.5 hours in the morning, Remote in the afternoon
 - Group B Remote full day
- Wednesday:

- All Students Remote (deep cleaning of schools)
- Thursday/Friday:
 - Group B In-Person for 3.5 hours in the morning, Remote in the afternoon
 - Group A Remote full day

Expectations for All Learning Models

Attendance

Daily attendance and engagement of students are expected whether students are participating in classes in-person or remotely. In accordance with ISBE reporting requirements, attendance will be taken every day using Skyward. Parents will be expected to notify the school office if a child is going to be absent from instruction that day.

Grading

Berkeley 87 will follow ISBE’s guidelines for grading students’ evidence of learning in alignment with our current grading system. Our goal is to help students by providing them with effective and timely feedback that furthers their learning.

Learning Resources

Below are five core educational tools used by District 87. The District also uses a number of additional educational tools to support teaching and learning. Students can access these additional educational tools through their Clever Portal. Individual schools and/or teachers may use additional resources to support teaching and learning for students, as approved by the District (e.g., Class Dojo, etc.).

Tool	Grade	Purpose	Parent Involvement
Clever Portal 	PreK - 8th	Clever is a single sign-on portal that centralizes the learning applications students have access to.	Set up your Clever Family Portal account. This allows parents to view your student’s applications and *access their QR code for login purposes *PreK, K, & 1 only
Zoom 	PreK - 8th	Zoom is a video conferencing tool that allows teachers and students to virtually connect. Zoom can be used to stream classroom activities for any student participating remotely.	Support your child in maintaining good Zoom etiquette at all times.
Skyward	PreK-8th	Skyward is Berkeley School District 87’s student information system.	Parents should know their Skyward username and password. Parents can log into Skyward to view

			grades, attendance, and other student information items.
SeeSaw 	PreK - 5th	SeeSaw is a platform for student and parental engagement. A platform for students to create, reflect, share, and collaborate. *Paid version is being evaluated.	Create an account and use the provided classroom code to connect to your child(ren) classroom(s). Access to view student work and communicate with teachers.
Google Classroom 	3rd - 8th	Google Classroom is a platform that streamlines the process of sharing google files, links, images, and videos between teachers and students.	Check-in with your child(ren) to ensure they are logging into their Google Classroom each day to access and complete school work.
Class Dojo 	PreK-8th	ClassDojo is used as a two-way communication tool between teachers and students. *Not used by all teachers.	Create an account using the class code provided by the teachers. Access to stay in-touch with classroom and school communications.

Social-Emotional Learning and Concerns

District 87 recognizes the impact that COVID-19 may have on the social-emotional health of faculty, staff, students, and their families. The School Counselor and Social Worker teams are preparing to help ensure a safe return to in-person learning through activities designed to assess student readiness to learn and activities to promote self-awareness and self-care for all.

English Learners

District 87 is committed to equity and will continue to provide high-quality services and programs to our English Learners (ELs).

- The guidelines outlined under Teaching and Learning all apply to the instruction for our ELs.
- Communication with families will remain a critical component of success. District staff will use our parents' preferred language, to the extent possible, for oral and written communications. District and school websites will have translated (English/Spanish) information available.
- Identification of ELs, assessment, placement, and language acquisition services will continue. D87 will use the appropriate state protocols that are dependent upon the state's Restore Illinois Phase designation.

Early Childhood

District 87 will continue to identify, locate, and offer Preschool For All Blended Special Education Early Childhood Programming. The first 2-3 weeks of instruction will focus on building a classroom

community and empowering successful online learners. Early Childhood classrooms may need a longer time frame to accomplish this, in addition to continually revisiting the topic. Classroom teams will meet with students and families to understand learner preferences, past learning experiences, and family life. This will inform instructional choices, forums of feedback, and options for supporting the student. In addition, teachers share when and how family/parent communication will continue. Due to our grant requirements in preschool for all classrooms, teams will conduct home visits with social distancing procedures in place. Families will be given alternatives to a home visit if they are uncomfortable with the standard social distancing procedure.

Special Education

Child Find and Evaluation

District 87 will continue to identify, locate, and evaluate students suspected of having a disability and needing special education and related services. At the same time, we will be mindful that students have been displaced from their typical learning environment when initiating the referral process. Some evaluation procedures can be completed in remote learning situations. Some evaluations require in-person contact with students or observations of students in school settings. District 87 will conduct evaluations remotely and in person while adhering to public health guidelines for the safety of students and staff.

Individualized Education Program (IEP) Meetings

Berkeley School District 87 is committed to providing families an opportunity to have meaningful participation in the special education process. Whether in person or an alternative format, such as videoconferencing or by phone, Special Education teams will partner with families to determine the most practical format to conduct IEP meetings and arrange for an interpreter if necessary.

Progress Monitoring and Reporting

Special Education teams will have in place consistent data collection and service log procedures for use across hybrid and remote learning environments. Collecting data and tracking the provision of services will assist educators and families in determining the effectiveness of instruction provided, student performance on IEP goals/objectives, and assist IEP teams in making any necessary adjustments to instruction. Trimester reports on the progress the child is making toward meeting the annual goals will continue to be provided.

Delivery of Special Education and Related Services

In-Person Learning	Hybrid Learning	Remote Learning
Services provided as outlined in the student's Individualized Education Plan (IEP).	Services provided as outlined in the students Individualized Education Plan (IEP).	Services provided as outlined in the student's Individualized Education Plan (IEP).

Update IEPs to reflect change in services, as necessary.	Update IEPs to reflect change in services, as necessary.	Tele-therapy used for some therapies and services, as necessary and feasible.
Provide students with alternative Personal Protective Equipment (PPE), as necessary.	Provide students with alternative Personal Protective Equipment (PPE), as necessary.	Some students may receive in-person special education services, as allowable and appropriate. Schedules set between staff and families at an IEP meeting.
	Some students who receive special education services may attend on a more frequent in-person basis, depending on the individual need.	

Special Transportation Services will continue per individual Education Plans. (IEPs) for all models and for all serving schools.

References and Resources

[Special Education FAQ Return to In-Person Instruction](#)  - June 30, 2020

Communications

Communication Methods

Throughout the 2020-21 school year, District 87 will utilize the following communication methods to keep stakeholders up to date on changes regarding all protocols:

- District 87 Website
- Phone and text alerts
- Principal weekly Friday Focus
- District 87 Community Newsletter
- District 87 social media (Facebook, Twitter)

All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up to date in Skyward.

Quick Contacts:

Who do I contact if...

- I have questions/concerns about Remote Learning:

- First point of contact is the teacher, second point of contact is the principal
- My student tests positive for COVID-19:
 - District 87 Lead Nurse / MacArthur Middle School: Paula Lind 708-449-3266
 - Jefferson Primary School Nurse: Danielle Scott 708-449-3583
 - Whittier Primary School Nurse: Barb Alessi 708-449-3882
 - Riley Intermediate School Nurse: Noemi Liberio 708-449-3612
 - Sunnyside Intermediate School Nurse: Charlotte Morris 708-449-3444
 - Northlake Middle School Nurse: Susan Anderson 708-449-3741
- I am a staff member who tests positive for COVID-19:
 - Human Resources Department: 708-449-3310
- I have questions/concerns about transportation:
 - Facilities and Transportation Department: 708-449-3355
- My student needs tech support during Remote Learning:
 - Complete a [Remote Technology Support Form](#). The Technology Department will contact you via email or phone to provide assistance.

Appendix A: Return to School Survey Results

