



## **GUIDE FOR 2020–21:**

Preparing for  
In-Person,  
Hybrid and  
Remote Learning

*As of August 10, 2020*

**Communit**  
HIGH SCHOOL District 99

# GUIDE FOR 2020–21

Dr. Hank Thiele, District 99 Superintendent

Thank you to the more than 300 people, including North High and South High students and family members, community members, Board of Education members and staff, who helped us to reimagine school and to create our plan for opening the 2020-21 school year. Our intention is to create a positive student experience despite the global pandemic.

We appreciate the ongoing trust, understanding and support of everyone who is part of our school community as we do our best to optimize student learning.

## GUIDING DOCUMENTS USED IN PLAN CREATION

District 99 used guidance documents from the following organizations:

- Illinois State Board of Education
- Illinois Department of Public Health
- Franczek Law Firm
- National Institute for Excellence in Teaching
- American Institute of Architects: Strategies for Safer Schools
- The School Superintendents Association (AASA)
- Illinois Association of School Administrators
- Illinois Principal Association
- Illinois Association of School Business Officials
- National Education Association

## GUIDING PRINCIPLES

- **Health officials have provided guidelines that we will follow in order to create a safe learning environment.**
- **Seeing our students in person allows us to establish relationships, check on their well-being and ensure they are on track with their learning.** *(Last spring, many struggled with Remote Learning without any in-person contact.)*
- **New students benefit from an opportunity to be introduced to the school community.**
- **All students benefit from meeting their teachers in person, which serves as a foundation to be successful during Remote Learning.**
- **Ideally, all students will have time with their teachers to understand expectations and how to use tools and resources.**

# DIRECTING OUR PLAN

## PRIORITIES DURING PHASE 4

- Teachers and students must interact every day.
- If we can open our schools safely, we must do so to best serve and connect with students.



## LEARNING MODELS FOR 2020–21

Depending on current health conditions and requirements, we may use one or a combination of the following learning models throughout the school year.

### FULL IN-PERSON LEARNING

All students return to school on a daily basis, with modifications. If we are allowed to open our schools completely, we anticipate that we will institute and follow many new protocols outlined by state and local health agencies, which every person would be required to follow.

A full return to school without modifications will not be possible until a vaccine, treatment, or full disappearance of COVID-19 exists.

### HYBRID LEARNING

All students will come into the building in person regularly, but not at the same time, in order to reduce the number of people in the buildings.

Students will be placed into groups and assigned set times or days they will attend school in person. Instruction will be divided between a virtual and in-person experience.

In this scenario, we will institute new protocols that must be followed while people are inside our buildings (i.e., maintaining social distancing, wearing face coverings, enforcing capacity limits, performing symptom screenings and increasing cleaning protocols).

We will also have a process for students and staff who are unable to return to school to receive some or all of the learning experience.

### REMOTE LEARNING

All or most learning will occur virtually if it is deemed unsafe for all or some students or staff to be in the building. (If possible, select students based on needs or curriculum might come in for specific help or experiences.)

Based on feedback from students, parents and teachers, remote learning **will be different** from the model used in the spring.

# HEALTH AND SAFETY PROCEDURES

The following health guidelines as provided by the **Illinois Department of Public Health**, and in consultation with the **DuPage County Health Department**, will be followed in our planning and return to school. These requirements may change based on updated guidance by health agencies.

**Any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness must stay home for 10 days and cannot return until cleared by school officials.**

All students, staff, and essential visitors must follow these protocols while in a school building:

- Anyone entering the building or a school bus on a school attendance day must either self-certify or participate in a symptom check. We will perform random checks for those self-certified.
- All plans will be designed so that social distancing of 6 feet can be maintained as much as possible. Social distancing will be encouraged by all staff when serving in their professional responsibilities.
- Everyone at school, on a bus, or at a school-related event must and will wear a face mask (cloth or medical) at all times when indoors. In addition, everyone must and will wear a face shield anytime within 6 feet of another person (i.e., on the bus, during passing periods, in restrooms). District 99 will provide each student and staff member with two masks and two face shields.
- All essential visitors will be required to follow all safety protocols.
- We will not place more than 50 people into a single space. In very large spaces, we may accommodate additional groups, provided the groups are separated by 30 feet or more.
- Every space will be prepared for use by cleaning all surfaces according to IDPH protocols and cleaning every day with appropriate products as well. Any area used by an individual who displays symptoms or tests positive for COVID-19 will be cleaned according to IDPH protocols.
- Proper and frequent hand hygiene will be emphasized through signage and ample supplies for sanitizing will be available in every classroom and in common areas.
- Indoor/Outdoor air exchange protocols will be increased to 20% outside air brought into the buildings. Building HEPA filters will be changed twice as often.
- Water bottle filler stations will remain active, but the spout will be disconnected. Water systems will be flushed and tested for Legionella before school starts.

**The DuPage County Health Department has provided guidance in the development of these health protocol recommendations for our schools.**

**Students, staff, or visitors who do not follow these guidelines and protocols will not be allowed in the buildings.**

# COVID-19 PROCEDURES

**Any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness must stay home for 10 days and must check in with school officials before returning.**

- All District 99 students and employees must self-certify that they are free of a fever and COVID-19 symptoms before reporting to our buildings. If they do not self-certify, they will be symptom-checked upon arrival. In addition, we will conduct random symptom checks of those who self-certify.
- District 99 will be checking for symptoms, not testing for COVID-19 disease. Currently, results of testing are not immediate and therefore would be impractical to conduct on a routine basis.
- Anyone testing positive for COVID-19 must quarantine for 10 days and alert their health care provider. Students and staff members must be free of fever for at least 24 hours without fever-reducing medications and wait 10 days after symptoms started and must check in with school officials before they are able to return to the school building.
- Our plan to return to school for In-Person Learning minimizes the chance for people to come into close contact with one another. If there is a circumstance where individuals are closer than 6 feet for more than 15 minutes, we will document that encounter and notify those involved if someone tests positive.
- Each school will maintain an area outside of the Health Office for triage of sick students and will have a separate area to serve as a quarantine room. This room will be staffed by a third-party contracted nurse. A separate restroom for students/staff who exhibit COVID-19 symptoms will also be identified. Anyone with symptoms will be required to leave the school building and cannot return until approved by school officials.




# HYBRID SCHEDULE

District 99 will adopt a **Hybrid Schedule** if health guidelines allow. The schedule will combine In-Person Learning, Remote Learning and Independent Learning while Illinois remains in Phase 4 of "Restore Illinois." Students will be divided into two groups, alphabetically.

**Student last names A-L will follow Schedule A**

**Student last names M-Z will follow Schedule B**

The separate schedules will alternate which days students are learning In-Person and Remotely.




## HYBRID LEARNING GROUP A SCHEDULE

<b>MONDAY</b>  <i>Professional Learning:</i> 7:40-9:10 a.m.  Period 1: 9:15-9:40 a.m. Period 2: 9:45-10:10 a.m. Period 3: 10:15-10:40 a.m. Period 4: 10:45-11:10 a.m.  <i>Teacher collaboration:</i> 11:15 a.m. -12:45 p.m.  <i>Lunch:</i> 12:45-1:20 p.m.  Period 0: 12:55-1:20 p.m. Period 5: 1:25-1:50 p.m. Period 6: 1:55-2:20 p.m. Period 7: 2:25-2:50 p.m. Period 8: 2:55-3:20 p.m.	<b>TUESDAY</b>  IN-PERSON LEARNING Period 0: 7-7:50 a.m. Period 1: 8-9 a.m. Period 2: 9:05-10:10 a.m. Period 3: 10:15-11:15 a.m. Period 4: 11:20 a.m.-12:20 p.m.  <i>Independent Learning</i>	<b>WEDNESDAY</b>  <i>Independent Learning</i>  REMOTE LEARNING Period 1: 1:20-1:45 p.m. Period 2: 1:50-2:15 p.m. Period 3: 2:20-2:45 p.m. Period 4: 2:50-3:15 p.m.	<b>THURSDAY</b>  IN-PERSON LEARNING Period 5: 8-9 a.m. Period 6: 9:05-10:10 a.m. Period 7: 10:15-11:15 a.m. Period 8: 11:20 a.m.-12:20 p.m.  <i>Independent Learning</i>	<b>FRIDAY</b>  REMOTE LEARNING Period 0: 7:25-7:50 a.m.  <i>Independent Learning</i>  REMOTE LEARNING Period 5: 1:20-1:45 p.m. Period 6: 1:50-2:15 p.m. Period 7: 2:20-2:45 p.m. Period 8: 2:50-3:15 p.m.
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**IN-PERSON LEARNING DAYS:**

- Before boarding the bus or entering the school building, you must self-certify that you are free of a fever and COVID-19 symptoms.
- You may not enter the school building earlier than 7:30 a.m. and must exit after 12:20 p.m.
- Go directly to your first period of the day after entering the building--classroom doors will be open.
- Unless excused ahead of time, you must stay in the school building during all class periods.
- When attending class in person at school, you must wear your ID at all times.
- Do not bring food into the school building.
- Although students will not be consuming food while at school, District 99 will continue to offer "grab 'n go" meals to students.



## HYBRID LEARNING GROUP B SCHEDULE

<b>MONDAY</b>  <i>Professional Learning:</i> 7:40-9:10 a.m.  Period 1: 9:15-9:40 a.m. Period 2: 9:45-10:10 a.m. Period 3: 10:15-10:40 a.m. Period 4: 10:45-11:10 a.m.  <i>Teacher collaboration:</i> 11:15 a.m. -12:45 p.m.  <i>Lunch:</i> 12:45-1:20 p.m.  Period 0: 12:55-1:20 p.m. Period 5: 1:25-1:50 p.m. Period 6: 1:55-2:20 p.m. Period 7: 2:25-2:50 p.m. Period 8: 2:55-3:20 p.m.	<b>TUESDAY</b>  <i>Independent Learning</i>  REMOTE LEARNING Period 1: 1:20-1:45 p.m. Period 2: 1:50-2:15 p.m. Period 3: 2:20-2:45 p.m. Period 4: 2:50-3:15 p.m.	<b>WEDNESDAY</b>  IN-PERSON LEARNING Period 0: 7-7:50 a.m. Period 1: 8-9 a.m. Period 2: 9:05-10:10 a.m. Period 3: 10:15-11:15 a.m. Period 4: 11:20 a.m.-12:20 p.m.  <i>Independent Learning</i>	<b>THURSDAY</b>  REMOTE LEARNING Period 0: 7:25-7:50 a.m.  <i>Independent Learning</i>  REMOTE LEARNING Period 5: 1:20-1:45 p.m. Period 6: 1:50-2:15 p.m. Period 7: 2:20-2:45 p.m. Period 8: 2:50-3:15 p.m.	<b>FRIDAY</b>  IN-PERSON LEARNING Period 5: 8-9 a.m. Period 6: 9:05-10:10 a.m. Period 7: 10:15-11:15 a.m. Period 8: 11:20 a.m.-12:20 p.m.  <i>Independent Learning</i>
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**IN-PERSON LEARNING DAYS:**

- Before boarding the bus or entering the school building, you must self-certify that you are free of a fever and COVID-19 symptoms.
- You may not enter the school building earlier than 7:30 a.m. and must exit after 12:20 p.m.
- Go directly to your first period of the day after entering the building--classroom doors will be open.
- Unless excused ahead of time, you must stay in the school building during all class periods.
- When attending class in person at school, you must wear your ID at all times.
- Do not bring food into the school building.
- Although students will not be consuming food while at school, District 99 will continue to offer "grab 'n go" meals to students.

# FULLY REMOTE LEARNING SCHEDULE

Starting August 24, 2020, District 99 will follow a **Fully Remote Learning Schedule**. Depending on health conditions, we may need to follow this schedule at various times throughout the school year. The scheduled time will be synchronous, meaning that teachers will connect with students online during every class period.

*NOTE: Zero hour classes will not run on Monday, but will run Tuesday through Friday for a shorter duration.*



## FULLY REMOTE LEARNING

### MONDAY

*Professional Learning:*  
7:40-9:10 a.m.

Period 1: 9:15-9:40 a.m.  
Period 2: 9:45-10:10 a.m.  
Period 3: 10:15-10:40 a.m.  
Period 4: 10:45-11:10 a.m.

*Teacher collaboration:*  
11:15 a.m. -12:45 p.m.

*Lunch:* 12:45-1:20 p.m.

Period 5: 1:25-1:50 p.m.  
Period 6: 1:55-2:20 p.m.  
Period 7: 2:25-2:50 p.m.  
Period 8: 2:55-3:20 p.m.

### TUESDAY

Period 0: 7-7:50 a.m.  
Period 1: 8-9:20 a.m.  
Period 3: 9:35-10:55 a.m.

Period 5: 12:25-1:45 p.m.  
Period 7: 2-3:20 p.m.

### WEDNESDAY

Period 0: 7-7:50 a.m.  
Period 2: 8-9:20 a.m.  
Period 4: 9:35-10:55 a.m.

Period 6: 12:25-1:45 p.m.  
Period 8: 2-3:20 p.m.

### THURSDAY

Period 0: 7-7:50 a.m.  
Period 1: 8-9:20 a.m.  
Period 3: 9:35-10:55 a.m.

Period 5: 12:25-1:45 p.m.  
Period 7: 2-3:20 p.m.

### FRIDAY

Period 0: 7-7:50 a.m.  
Period 2: 8-9:20 a.m.  
Period 4: 9:35-10:55 a.m.

Period 6: 12:25-1:45 p.m.  
Period 8: 2-3:20 p.m.

*Student Check In/Resource Period: 11 -11:30 a.m.*

*Lunch: 11:30-12:25 p.m.*

Teachers will take student attendance for every class period  
Every class period will include synchronous (online) learning

# ACADEMIC PLAN

## PHILOSOPHY

In order to engage all students--whether they are learning remotely or in-person--we will approach teaching this fall with a mindset of delivering much of the content remotely and maximizing in-person time for activities that cannot be accomplished as easily remotely or independently.

## GRADING

District 99 will return to District grading policies. Teachers will resume providing timely feedback that is actionable and specific.

## ASSESSMENTS

Teachers will be encouraged to use virtual assessment resources to demonstrate learning and to maximize In-Person Learning time. Students will be asked to complete assessments in good faith, using parameters set by teachers.

## TEACHER OFFICE HOURS

Teachers will offer three hours a week of office hours, outside of school hours, to help support students. Teachers will choose when these sessions are offered and ensure that students are aware of when they occur.

## ACADEMIC RESOURCE CENTERS

Schools will offer resource centers, both in-person and virtual. Each room will have cleaning supplies and hand sanitizer in place. Capacities for the various spaces will be posted so that students can be appropriately distanced while in the resource room.

## SPECIFIC CURRICULAR AREAS

Plans are being developed for specific curricular areas including Drivers Education, Physical Education, Band, Choir, Dual Credit offerings, Internship, and Technology Center of DuPage. We will share plans once available with those who are impacted.

## SPECIAL CIRCUMSTANCES

For our students with special needs (including those with an IEP, 504 Plan, English Learners and Transition 99 students), communications with detailed information about services, supports and schedules will be issued directly.

## ATTENDANCE

Student attendance will be taken for every class period - both remotely and in-person. Parents must call the school to report any absences. Calls will be made to families every night at 5 p.m. for any unexcused absences. If approved ahead of time, students who have study hall/lunch at the start/end of day may be allowed to arrive late or leave early.

## IDENTIFICATION BADGES

During In-Person Learning, all staff and students will be required to wear an ID badge on a lanyard, which will be provided.

## IN-PERSON PROTOCOL

Students must report directly to their classroom in the morning and may not congregate in the hallways. Students must not enter the buildings before 7:30 a.m., must leave promptly after 12:20 p.m. and must not congregate.

## STUDENT HANDBOOK

The Student Handbook Addendum, provided on the website, provides all expectations and consequences.



# SUPPORTS AND EXTRACURRICULAR

## MEALS

Although students will not be consuming food while at school, District 99 will continue to offer “grab ‘n go” meals to students. We are developing a plan to ensure that all students who depend on us for meals continue to receive nourishment regardless of our school schedule.

## TRANSPORTATION

Bus transportation will be available for all students that are 1.5 miles or further from school. Bus routes will be designed with the goal of having one student per seat, but it is possible that some students might need to share a seat. Everyone on the bus must wear both a mask and face shield and present their self-certification verification or undergo a symptoms check.

## COUNSELING

Counselors, Social Workers, and Psychologists will be available for students as in the past. When social distancing cannot be maintained, meetings may move to larger rooms or to virtual settings.

## WELLNESS CHECKS

When a student is not engaged in learning, our staff members will follow protocols to implement checks, interventions and possibly home visits.

## COLLEGE AND CAREER CENTERS

We will continue to engage and support students remotely. We have suspended all in-person visits by college representatives this fall, and are working to support these visits in an online format.

## TECHNOLOGY

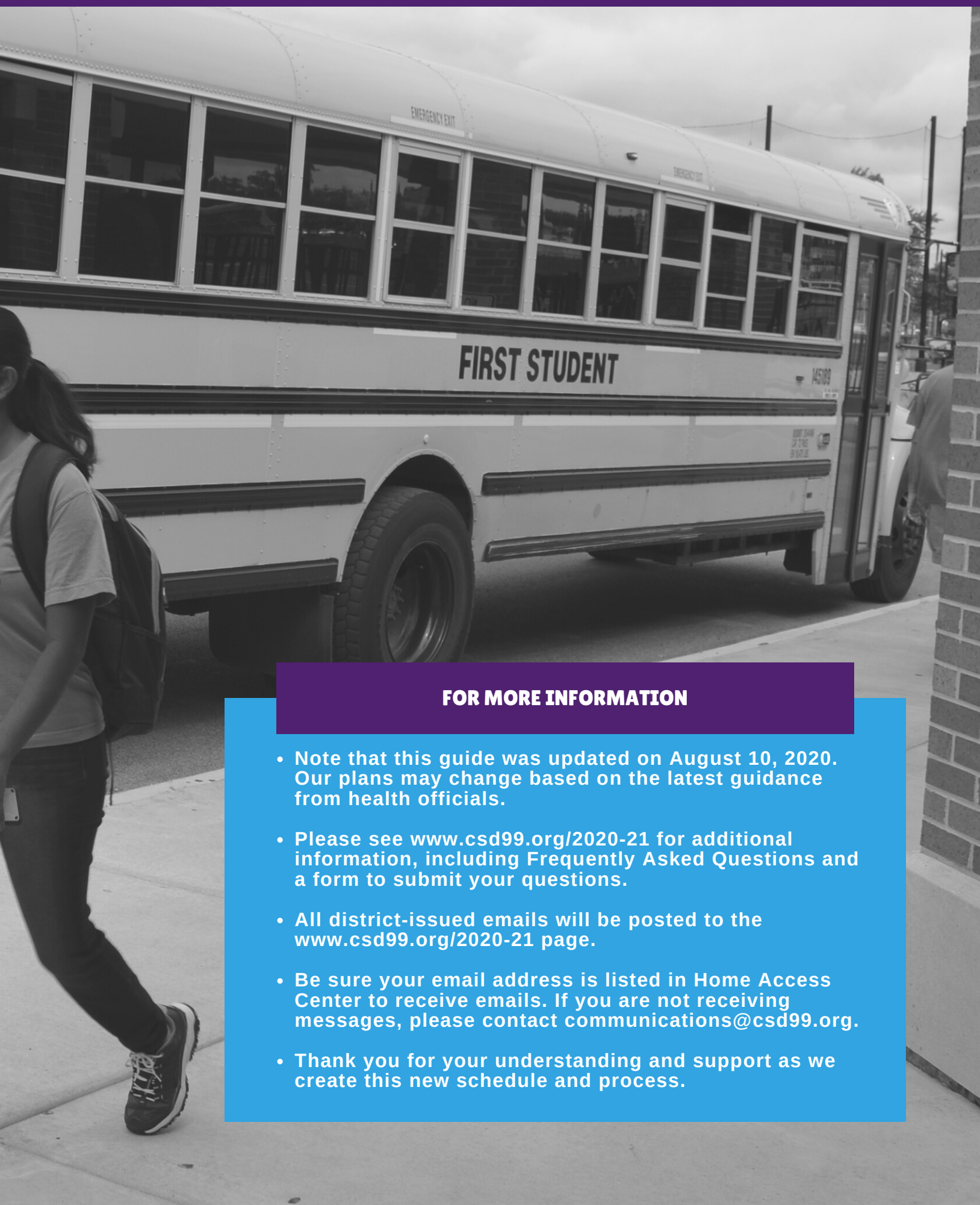
For technology assistance, students may contact their school during office hours: North High students may email [northcb@csd99.org](mailto:northcb@csd99.org) or call 630-795-2720 and South High students may email [southcb@csd99.org](mailto:southcb@csd99.org) or call 630-795-8556. If a student does not have access to Wi-Fi or a smart device with data, they should contact their counselor or the main office. If a student's internet service is down (i.e., power outage), they should contact their teacher as soon as they are able to make up their work.

## ACTIVITIES

Activities will be held in remote formats as much as possible. We will be communicating details on activities and events in advance of the school year starting.

## ATHLETICS

Athletic programs are developing plans to return under IHSA guidelines, which are changing frequently. All families received information about fall sports; check the school websites for information and updates.



### FOR MORE INFORMATION

- Note that this guide was updated on August 10, 2020. Our plans may change based on the latest guidance from health officials.
- Please see [www.csd99.org/2020-21](http://www.csd99.org/2020-21) for additional information, including Frequently Asked Questions and a form to submit your questions.
- All district-issued emails will be posted to the [www.csd99.org/2020-21](http://www.csd99.org/2020-21) page.
- Be sure your email address is listed in Home Access Center to receive emails. If you are not receiving messages, please contact [communications@csd99.org](mailto:communications@csd99.org).
- Thank you for your understanding and support as we create this new schedule and process.