



Hinckley-Big Rock CUSD #429

2020-2021 Learning Plan

Our guide to learning in the 2020-2021 school year, based on guidance from ISBE, IDPH, and CDC



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Summary

While the Hinckley-Big Rock CUSD #429 2020-2021 Learning Plan public release date was on July 17th, much investigation, thought, and work went into making this plan prior to that date. As soon as the State of Illinois released the [Restore Illinois](#) plan, we began thinking about how that would potentially impact the safety and learning of our HBR community. With the health and safety of all of our stakeholders as our top priority, the district prepared the included learning plan and safety protocols based on the guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH), and the Center for Disease Control (CDC) while aligning our learning plan with the Restore Illinois plan. Our learning plan is aligned with the phases of the Restore Illinois plan to help in the ease of use and understanding while creating a bigger picture of what our learning plan looks like throughout the phases that our state and/or region may experience during the 2020-2021 school year.

There are many additional factors that influenced HBR's 2020-2021 Learning Plan. The DeKalb County Regional Office of Education provided weekly opportunities for districts to engage in dialogue surrounding the ISBE's constant release of information. Throughout these meetings, local districts have been able to bounce ideas off of each other and refine our planning. The district also attended additional webinars hosted by ISBE and the Illinois Association of School Administrators. Two important sources that influenced and reinforced our HBR's 2020-2021 Learning Plan was feedback received from both the parent survey and the staff survey which were released on July 7, 2020. This information was extremely valuable to the creation of our final plan.

HBR's 2020-2021 Learning Plan provides 5 different phases in line with the Restore Illinois plan. Due to the uncertainty of the pandemic and the regionalized approach of the Restore Illinois plan, it is possible that the district will be in several of these phases over the course of the 2020-2021 school year. One question that we are still trying to get an answer to is what happens if the North-East and the North-Central regions are in different stages of the Restore Illinois plan. The residents of our district reside in both regions, therefore, there may be a situation in which our students, staff, and/or schools are placed into different phases of HBR's 2020-2021 Learning Plan. It is important to note that during any phase in which in-person learning is occurring, students will not be penalized for missing school. We encourage anyone that is not feeling well to stay home.

Regardless of where learning occurs during the 2020-2021 school year, the staff of HBR CUSD #429 stand ready to provide experiences in which student academic achievement, student personal enrichment in activities, and student growth as persons of character are provided to the highest levels possible. We are committed to providing the highest quality personnel, practices, services, and support to provide for these experiences. There is a delicate balance between providing these opportunities and mitigating any safety and health concerns. We believe we have struck that balance with our learning plan and stand ready to make needed adjustments if we experience otherwise.

It is important to note that HBR's 2020-2021 Learning Plan is subject to change as guidelines evolve and are released.

Guiding Principles

The following guiding principles were utilized throughout the creation of HBR's 2020-2021 Learning Plan and form the base of our rationale:

- Student, staff, and community safety
- Social-emotional health of students and staff
- Academic growth and achievement

Phase 1: Rapid Spread

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Royal Remote Learning, which includes more rigorous guidelines, based on experiences and feedback from the Spring 2020 experience.

See the [Royal Remote Learning](#) section of this document for further information.

Phase 2: Flattening

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Royal Remote Learning, which includes more rigorous guidelines, based on experiences and feedback from the Spring 2020 experience.

See the [Royal Remote Learning](#) section of this document for further information.

Phase 3: Recovery

During this phase, social distancing guidelines are in place. Gatherings of 10 people or less in a space are permitted. This means:

- Most students and staff engage in Royal Remote Learning, which includes more rigorous guidelines, based on experiences and feedback from the Spring 2020 experience.
- Some groups on site are receiving in person support and/or IDEA related services.
- Some staff members on site as necessary.
- The district follows IHSA and IESA guidelines for athletics and extracurricular activities.

See the [Royal Remote Learning](#) section of this document for further information.

Phase 4: Revitalization

During this phase, social distancing guidelines are in place to the greatest extent possible. Gatherings of 50 people or less in a space are permitted. This means:

- All students and staff are on site utilizing daily AM/PM blended learning, with the option of Royal Remote Learning for students with identified medical needs.
- Implement ISBE Transition Part 3 Health & Safety Guidelines.
- The district follows IHSA and IESA guidelines for athletics and extracurricular activities.

During this phase, HBR students will participate in a blended learning model. The blended model of learning we will be using includes a half day of in-person learning and a half day of Royal Remote Learning or what is referred to as an AM/PM model. Students will attend in-person 5 days per week, where 50% of our students attend in the AM and 50% in the PM. We will arrange for HBR students in the same household to attend the same session. In order to best meet the flexibility and needed safety, each student will receive a district issued Chromebook at the beginning of the 2020-2021 school year to utilize for both in-person learning and Royal Remote Learning at home. We believe that this blended model of learning will best meet the social emotional and academic needs of our students considering adherence to the ISBE Transition Part 3 Health & Safety Guidelines.

The AM Session will be 8:30-11:00 AM and the PM Session will be 12:30-3:00PM. From 11:00-12:30 will be staff lunch, planning, busing of AM session attendees home and PM session attendees to school, and allow for mid-day sanitizing and cleaning.

Students will eat lunch at home. Students who qualify for Free/Reduced lunch and students who purchase a lunch will be provided with a bag lunch daily. AM students will take a bag lunch home with them after the AM session. PM students will take a bag lunch home with them after the PM session which is their lunch for the following day.

A priority will be placed on core content instruction during in-person instruction while exploratories at HBRES and HBRMS will primarily occur through remote learning. Elective course offerings at HBRHS will be offered through both daily in-person and remote learning. There will be slight variations between the grade levels and buildings in regards to what content is delivered in-person versus Royal Remote Learning due to course options and credit attainment. All students will participate in daily Physical Education remotely (at home) engaging in provided learning activities by the certified Physical Education teacher. IEPs and Section 504 Plans will be implemented in accordance with the applicable laws and regulations. More detailed information will be shared as our planning progresses.

Classroom arrangements will include 6 feet of social distancing between students to the greatest extent possible. This not only helps with the safety and well-being of all individuals on campus, it also helps to mitigate the need for whole class/building quarantining in case someone tests positive for COVID-19 or is suspected of having COVID-19. Additionally, individuals need to isolate at home and monitor symptoms for 14 days if they had close contact with the individual who tested positive or is suspected of having COVID-19; close contact

means the individual was within 6 feet of the individual with symptoms for more than 15 minutes. This means that if there is a confirmed case in a classroom, the entire classroom would not need to be put on a 14 day quarantine because they maintained 6 feet of social distance and were wearing masks.

Ventilation/HVAC will be adjusted based on health/medical recommendations.

Cleaning and sanitizing will meet the health/medical requirements.

Students will not share “community supplies”. Individual storage areas/kits will be created and maintained along with individual student manipulative kits. Each student will have a district issued Chromebook to utilize at school and at home for their learning experiences. Students will be responsible for bringing their Chromebooks to school each day. Proper methods of sanitizing Chromebooks will be shared with families.

Royal Remote learning will have a much greater degree of consistency with a unified platform (Google Classroom) and expectations related to what the virtual instruction will look like as well as the engagement with students. Grading for remote work will align with in-person grading practices.

The first day of student attendance will be Wednesday August 19, 2020. This day will focus on establishing relationships as well as reviewing and practicing new routines and expectations. Our priority for this day will be to make our students feel welcome, safe and comfortable being back in the classroom under some new/different circumstances.

Parents of students with Section 504 Plans and/or IEPs will receive additional information directly from the Director of Student Services, Dr. Jessica Sonntag.

HBR CUSD #429 will make a fully remote learning opportunity available to students who have a verified medical or mental health condition that prevents them from participating safely in in-person learning or who live in a home with an immunocompromised family member (documentation will be required).

Phase 5: Restored

Return to normal with no group restrictions. Follow new public health guidelines which are not known at this time.

On-site protocols (Phases 3 and 4)

As previously stated, the health and well-being of our students and staff is of paramount importance. In adherence to the [ISBE Part 3 - Transition Joint Guidance](#), there will be strict practices in place when students and staff are on campus. We have divided these protocols into 5 different categories:

1. [Health and wellness](#)
2. [Learning](#)
3. [Transportation](#)
4. [Operations and logistics](#)
5. [Communications](#)

Health and Wellness

Social and physical distancing

HBR CUSD #429 has procedures in place to ensure 6 feet of physical distance between individuals as much as possible. This includes all parts of our building including classrooms, hallways, common areas, and offices. The expectation to maintain 6 feet of physical distance between individuals will be a regular part of communication in our buildings. Visual reminders will be posted throughout our buildings and visuals will be used as indicators of safe distances specifically in areas where students congregate or line up. Examples of these areas or situations are hallways and cafeterias where students will need to wait and not congregate closely. At HBRES, students will remain with their classrooms to reduce interaction as much as possible. We will stagger bus loading and unloading, bathroom breaks, locker assignments, etc. to increase student and staff safety. All individuals in our buildings should abstain from physical contact as much as possible. This abstention includes, but is not limited to, handshakes, fist bumps, high fives, hugs, etc.

PPE and face coverings

HBR CUSD #429 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 social distance is maintained. Teachers may use face shields in lieu of masks when educationally needed for a limited time frame.

HBR 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. Face coverings should be cleaned on a routine basis; the CDC recommends that cloth face coverings

be washed after each use. Hand hygiene should be performed immediately after removing and after replacing the face covering. HBR will provide (1) reusable mask to every student and staff member. Staff and students may use their own face covering.

Hand 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 are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff and students 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 dispensers will be placed at the entrance to each classroom and in common areas throughout each school building. Signage will be placed throughout each building, with a special emphasis near sinks, to remind everyone of the need for proper hand hygiene.

There may be instances in which contact is required when assisting a student or due to an emergency. If a situation such as this occurs, hand washing or hand sanitizing must be done before and after contact with another individual. Additionally, hand hygiene should be performed in the following scenarios:

- Upon arrival to school or entering a school building
- Departure from school or before exiting a school building
- After sneezing, blowing one's nose, or coughing
- Following restroom use
- Before food preparation, eating, and after eating
- Before and after routine care for another person
- After contact of any kind with another person
- Following glove removal
- After removing or altering one's face covering

Training

Prior to our institute days on August 13th and 14th, staff will complete Global Compliance Network training on how to wear a mask and proper handwashing. Additional Global Compliance Network training will be available for staff as appropriate. During our institute days on August 13th and 14th, staff will be required to complete training on our protocols for social distancing, face coverings, hand hygiene procedures, and sanitization procedures. This training will be specific to each staff member's job responsibilities. Staff will also be trained on the proper way to disinfect their individual workstations with guidance on how to train students on the proper way to disinfect their desk and individual Chromebook. We have been allotted 5 additional planning days by ISBE to support our staff in preparing for instruction. The use of Remote Planning days, in-person with only our staff, will be used on Monday, August 17th and Tuesday, August 18th to prepare for the start of the school year. The first day of student attendance will be Wednesday, August 19th.

Additional training on touchless thermometers for appropriate staff will be provided. This training will be provided to our bus drivers, secretaries, paraprofessionals, administrators, and anyone else that may be assigned to assist with taking the temperature of students and/or visitors to our building.

Hand hygiene and social/physical distancing will be included in learning opportunities for students to reinforce the importance of proper hand hygiene and personal safety. Students will also be trained on sanitizing their hands upon entry to any classroom, wiping down their desk with antibacterial/antiviral wipes before leaving their desk, and proper sanitization of their Chromebook.

Health screenings

Daily, parents/guardians of students attending AM/PM blended learning will self-certify that their student(s) have a temperature below 100.4° Fahrenheit and are not displaying COVID like symptoms through the use of a shared Google form. Students will undergo an additional temperature screening when arriving on campus prior to entering the building. Staff will also provide self-certification and a temperature screening when arriving to work. Individual processes will be determined at the building level.

Only students and staff who are healthy should come to school for in-person learning. It is important to note that students will not be penalized for missing school and are encouraged to stay home when not feeling well. Staff who are able to complete their job responsibilities virtually will not need to utilize a sick day, rather they will be connected to their students via Google Meets for the needed interaction. Students and staff with the following symptoms of COVID-19 must remain home:

- Cough
- Fatigue
- Fever or chills
- Headache
- Known close contact* with a person who has been diagnosed with COVID-19
- Temperature of 100.4° Fahrenheit or greater
- Nausea or vomiting
- Loss of taste or smell
- Shortness of breath/difficulty breathing
- Sore throat

* Close contact means that student was within 6 feet of a symptomatic person for more than 15 minutes

Any student or staff member who begins to experience a high fever associated with COVID-19 like symptoms must report to the designated area on campus and follow the building procedure.

- HBRES - Empty Science Lab across from Nurse's office
- HBRMS - Conference Room in Main Office
- HBRHS - Empty Instructional Classroom in library

Students will be provided a new face covering and will remain in the quarantine area until a parent or guardian picks the student up. The student will be supervised by a staff member utilizing social distancing until the student leaves the building. A student or staff member who is sent home with a high fever 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 tests positive for COVID-19 must notify their building principal or supervisor immediately. Students who have had contact with someone who test positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine as listed in the chart below.

School Exclusion Chart-source ISBE IDPH guidance document 6/23/2020	Period
Student tests positive for COVID-19 <i>Exclusion period begins from the date of the positive test</i>	14 days
Student exhibits one or more symptoms of COVID-19 <i>Fever, cough, shortness of breath, difficulty breathing, chills, fatigue, muscle/body aches, headache, sore throat, loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea</i> <i>Exclusion period begins on the date of the onset of symptoms</i>	14 days
Student had close contact with someone who tested positive for COVID-19 <i>“Close contact” means that student was within 6 feet of a symptomatic person for more than 15 minutes</i> <i>Exclusion period begins on the date of the most recent close contact.</i>	14 days
Student had close contact with someone who is exhibiting COVID-19 symptoms. <i>“Close contact” means that student was within 6 feet of a symptomatic person for more than 15 minutes</i> <i>Exclusion period begins on the date of the most recent close contact.</i>	14 days
Student has a temperature of higher than 100.4° Fahrenheit (38 degrees Celsius). <i>Student must be fever free for 72 hours without the use of fever reducing medication before returning to school.</i> <i>Exclusion period begins with onset of temperature.</i>	72 hours
Student has returned from a location with sustained wide-spread transmission, aka a “COVID hot spot”. <i>Exclusion period begins on the date of return from such location.</i>	14 days

We will work with the appropriate local health department for each case where a student or staff exhibit COVID like symptoms.

Visitors

Visitors will be restricted to authorized personnel only conducting official business. Higher than normal discretion will be given when inviting visitors to schools. Visitors to any district building must always wear a face covering and report directly to the main office for a wellness screening. The wellness screening will include a temperature check with a touchless thermometer and a verbal questionnaire. Visitors will remain in the office or other designated area throughout their visit. Students or staff will be asked to meet the visitor in the designated area to conduct the needed business. In general, visitors will not have access to the building in order to increase everyone's safety. Protocols for visitors will be provided to each building.

Following this restriction of visitors, we will be holding all beginning of the year events such as back to school events, parent-teacher conferences, etc. utilizing either a virtual event or digital supplements.

Classroom guidance

Early Childhood

- Arrange seating six feet apart, to the greatest extent possible, 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.
- Use of face coverings at all times.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible.
- Sanitize hands whenever anyone enters the classroom.
- Students will utilize the restroom located within the classroom. The restroom will be sanitized after each use.
- Students will not share supplies. All toys and materials will be sanitized after use.
- Clean classrooms daily.

Kindergarten through 5th grade

- Arrange seating six feet apart, to the greatest extent possible, 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.
- Use of face coverings at all times.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible.
- Students will remain with the same classroom group.
- Schedule/coordinate restroom and handwashing breaks throughout the day.
- Schedule/coordinate recess by grade level to minimize mixing student groups.
- Sanitize hands prior to entering the classroom.
- Do not share school supplies between students or staff.
- Clean classrooms daily.

6th through 8th grade

- Arrange seating six feet apart, to the greatest extent possible, 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.
- Use of face coverings at all times.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible.
- Students will remain with the same classroom group to the greatest extent possible, but move from classroom to classroom.
- Students will sanitize their desk/table top surface prior to transitioning to the next class.
- Transitions/passing periods will be shortened, students will be reminded to stay to the right, social distance, and head directly to their next class.
- Lockers will be accessed only at the beginning and end of the day and not between class periods.
- Sanitize hands prior to entering the classroom.
- Do not share school supplies between students or staff.
- Clean classrooms daily.

9th through 12th grade

- Arrange seating six feet apart, to the greatest extent possible, 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.
- Use of face coverings at all times.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible.
- Students will remain with the same classroom group to the greatest extent possible, but move from classroom to classroom.
- Students will sanitize their desk/table top surface prior to transitioning to the next class.
- Transitions/passing periods will be shortened, students will be reminded to stay to the right, social distance, and head directly to their next class.
- Lockers will be accessed only at the beginning and end of the day and not between class periods.
- Sanitize hands prior to entering the classroom.
- Do not share school supplies between students or staff.
- Clean classrooms daily.

Hallways, main office, and common areas guidance

The following guidance will be adhered to while students are in the building in the hallways, main office, and common areas:

- Water fountains will be closed. The water bottle filling station will remain available for students to use with water bottles brought from home.
- Maintain 6 feet of physical distance between individuals to the greatest extent possible.
- Utilize face coverings.
- Adhere to clearly provided markings which indicate 6 feet of physical distance.
- Visitors will undergo health screenings and follow visitor protocol as described in the [Visitors](#) section of this document.
- Visitors are restricted to authorized personnel only adhering to official district business as described in the [Visitors](#) section of this document.
- Restrict students to specific areas of the building as identified by each building principal.
- Students will not congregate while in the hallways or in common areas. While out of the classroom, the objective is to get to the next location in a quick manner with as limited contact with other individuals as possible.
- Provide visible signage reminding everyone of the requirement to wear a face covering and adhere to social distancing.
- Clean high touch areas throughout the day as described in the [Facilities](#) section of this document.

Cafeteria guidance

Cafeteria spaces may be used as a waiting area for students who arrive at school prior to the 8:25 or 12:25 bells. HBR students are asked to arrive at school no earlier than 8:15 am for the morning session or 12:15 pm for the afternoon session unless they have an appointment with a teacher. Students who arrive early due to bus drop off times will wait in the cafeteria. Face coverings and social distancing of 6 feet will be required. Seating will be marked accordingly.

Restroom guidance

The following guidance will be adhered to while planning for and utilizing the restroom:

- Maintain 6 feet of physical distance between individuals to the greatest extent possible.
- Utilize face coverings.
- Adhere to clearly provided markings which indicate 6 feet of physical distance
- Provide visible signage reminding everyone of the requirement to wear a face covering and adhere to social distancing.
- Schedule and coordinate restroom and handwashing breaks as age appropriate and when possible.
- Clean high touch areas throughout the day as described in the [Facilities](#) section of this document.

Shared objects

Students will not share “community supplies.” Individual storage areas/kits will be created and maintained along with individual student manipulative kits. Each student will have a district issued Chromebook to utilize at school and at home for their learning experiences. Proper methods of sanitizing Chromebooks will be shared with families.

Individuals must perform hand hygiene before and after using any objects that must be shared or communally used. The objects themselves should be cleaned between use by different students and will be cleaned and disinfected at minimal on a daily basis.

Do not use items like play food, dishes, and utensils, rather use materials that can be thrown out, cleaned after each use, or geared for individual child use.

Preparation for student or staff illness

HBR CUSD #429 will contact the appropriate local health department (DeKalb County and/or Kane County) depending on the location of the individual that either tests positive for COVID-19 or is suspected of having COVID-19. Anyone that was determined to be in close proximity to the individual will not be able to engage in in-person learning for 14 days as a result of a quarantine designation. [Royal Remote Learning](#) will be utilized with all impacted individuals.

All directly impacted individuals will be contacted individually by a district representative. The entire HBR CUSD #429 school community will be notified via an appropriate communication method as described in the [Communication methods](#) section of this document.

Mental health

Considerations will be given to the impact that COVID-19 has on the mental health of faculty, staff, students, and their families. The mental and emotional well-being of students and staff members will be closely monitored. Training will be provided to staff to increase awareness of the impact of COVID-19. Access to school counselors and mental health providers and supports are readily available as needed for students and families.

Additionally, all district employees and their family members are covered by an Employee Assistance Program (EAP) offered through Guardian, the district’s life insurance company. This program is 100% confidential. The EAP is called WorkLifeMatters. WorkLifeMatters offers a variety of services to promote well-being and help enhance the quality of life for employees and their family members, at every stage of life. From family support, legal assistance, fitness, mental health resources and work-related help, the WorkLifeMatters Employee Assistance Program (EAP) provides access to solutions and support for the challenges of daily living. For more information call 800-386-7055.

Illness and diagnoses monitoring

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.

Tracking ensures CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school. Tracking methods include checking in with the school nurse upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met. Tracking will take place prior to a return to the classroom.

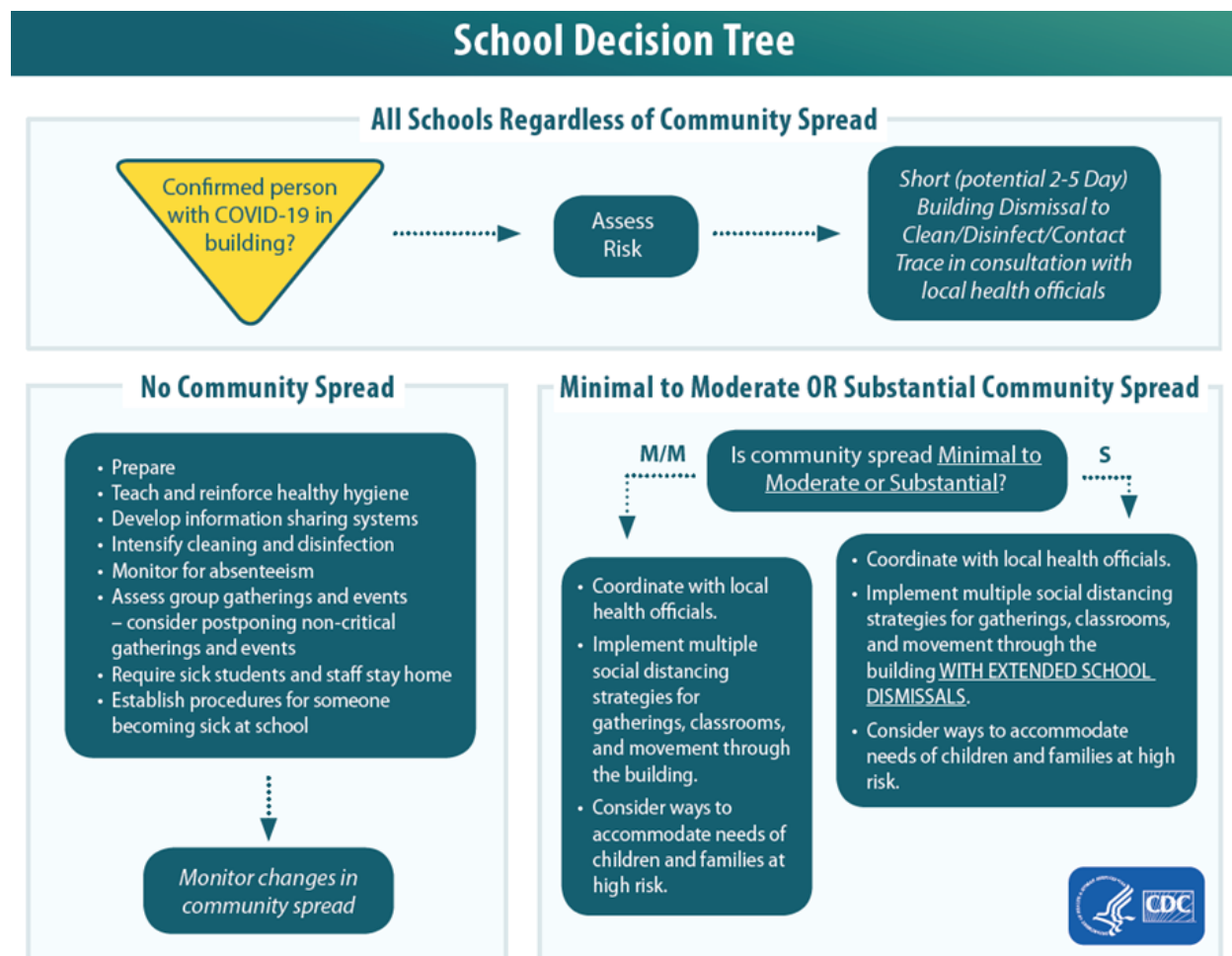
Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism should occur through collaboration of those taking absence reports and school nurse. Employees and families must be encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

HBR CUSD #429 will maintain a current list of community testing sites to share with staff, families, and students. Confirmed cases of COVID-19 will be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.

The district will inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights.

School closure plan (Guidance from CDC)

HBR CUSD #429 will be prepared for a possible short-term closure. The CDC's decision tree will be referenced when making this decision in coordination with our local health department officials.



Learning

Required physicals

Due to the effects of the recent physical distancing and shelter in place mandates, HBR CUSD #429, recognizes that families may be delayed in completing annual physicals and immunization requirements. Therefore, for the 2020-2021 school year, HBR is changing the compliance requirements date for physicals and immunizations to October 15, 2020. Although the District will follow the dates set by the State of Illinois, the district encourages families to obtain these requirements as soon as possible. Clerical staff and the district nurse will monitor and communicate with families who are not in compliance by October 15, as is normal procedure.

Protections for vulnerable populations

HBR CUSD #429 recognizes that students with health issues or those who are immunocompromised may require special accommodations. It is our intent to make school accessible and beneficial for all students. The District will do the following to ensure a productive school experience for students who may be considered at-risk.

- Students who have medical conditions, are immuno-compromised, or live in a home with an immunocompromised family member will have access to Royal Remote Learning. Medical documentation will be required.
- Section 504 teams will meet to review 504 plans and discuss needs and accommodations given the new school configuration.
- District nurse and administration will review students who have school health plans and develop updated protocols for students who are required to take medications at school or are immunocompromised.
- Alternative protections will be put in place for students who are unable to tolerate wearing a face mask due to medical conditions (medical documentation will be required). Alternatives may include a face shield for the student or teacher, increased social distancing, or an individual instructional setting (when feasible).

Social and emotional learning (SEL)

Our students' social-emotional development is a fundamental and very important component of our curriculum. Social-emotional learning (SEL) is the process of developing the self-awareness, self-control, and interpersonal skills that are vital for school, work, and life success. Our students will continue to participate in activities in-person and remotely which support their social-emotional learning and development.

In addition to SEL curriculum activities, students will receive social-emotional support from our school social workers, HBRHS Counselor, and school psychologist. Being able to provide SEL support to our students is a top priority for our learning plan.

Grade specific learning

We believe that these plans described below will allow for a more balanced and in-depth learning experience for our students as well as make the planning for our staff more manageable.

Early Childhood

HBR's Early Childhood Program will run as normally scheduled with no changes to our morning and afternoon sessions.

Kindergarten through 5th grade

- In-person and Royal Remote Learning experiences will focus on the core areas of English/Language Arts, Math, and Social Emotional Learning.
- Royal Remote Learning will also focus on physical education as described in the [Physical education](#) section of this document.
- Music specific learning experiences are described in the [Music related courses](#) section of this document.

6th through 8th grade

- In-person and Royal Remote Learning experiences will focus on the core areas of English/Language Arts, Math, Science, and Social Studies.
- Royal Remote Learning will also focus on exploratory courses and physical education (as described in the [Physical education](#) section of this document).
- Music specific learning experiences are described in the [Music related courses](#) section of this document.

9th through 12th grade

- In-person and Royal Remote Learning experiences will focus on 3 courses at a time for each 9-week period.
- Royal Remote Learning will also focus on physical education for the entire semester as described in the [Physical education](#) section of this document.
- Some course specific learning experiences are described in the [Music related courses](#) and [Driver's education behind-the wheel](#) sections of this document.

Music related courses

General music class will be offered to K-5 students remotely. This course information will be found in Google Classroom.

Band will be offered for 5-12 grade students remotely. Band practice will occur during large or small group scheduled synchronous learning sessions as well as some asynchronous individual practice sessions. Please refer to Google Classroom for schedule and more details.

Driver's education behind-the-wheel

In order to provide behind-the-wheel training to students in driver's education in compliance with all Secretary of State and IDPH safety requirements, the following procedures must be followed:

- Require only two students and one instructor per vehicle.
- Require face coverings.
- Prohibit eating and drinking in the vehicle.
- Do not make any unnecessary stops during the training.
- Complete hand hygiene with soap and water or hand sanitizer, before and after driving.

- Clean and disinfect steering wheel, door handles, seat belt fastener, controls/dials, keys, etc. in between each behind-the-wheel session.
- Conduct regular routine cleaning and disinfecting of seats.

Physical education

For the safety and well-being of our students and staff, all physical education courses will be taught remotely and require daily activity. Grading will be completed as if the course was being offered in-person aligned with the information contained in the [Royal Remote Learning](#) section of this document. HBRMS and HBRHS students will receive credit for PE if they earn a passing grade.

Extra-curricular activities

Extra-curricular activities must follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of PPE, limiting the number of individuals in one space to 10 individuals during Phase 3 and to 50 or fewer in Phase 4, and cleaning and disinfecting to prevent the spread of COVID-19. Athletics will follow the guidelines provided by the IHSA and the IESA.

Co-curricular activities

Co-curricular activities must follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of PPE, limiting the number of individuals in one space to 10 individuals during Phase 3 and to 50 or fewer in Phase 4, and cleaning and disinfecting to prevent the spread of COVID-19. Co-Curricular activities will be scheduled at the building level in such a way as to minimize in-person meetings.

Special Education

HBR CUSD #429 recognizes the impact COVID-19 has had on all of our students and further understands the challenges for students identified with specialized educational needs. As a result, the Student Services Department will have plans and procedures to address supporting students' needs during a blended or partial attendance model. A Student Services team member will be in contact with families whose child(ren) have specialized service plans prior to school resuming in August and will be ready for the 2020-2021 school year.

Learning off campus (Indian Valley Vocational Center and Waubonsee CC)

HBR CUSD #429 is committed to continuing to offer students off campus learning opportunities through partnerships with Indian Valley Vocational Center (IVVC) and Waubonsee Community College (WCC). Students who participate in these programs will attend in-person learning at HBRHS opposite their off campus schedule:

- IVVC students attend IVVC in the AM / CORE scheduled courses in the PM.
- WCC students will attend CORE opposite the WCC course schedule.

Royal Remote Learning

Royal Remote learning will have a much greater degree of consistency than spring 2020 with a unified platform and expectations related to what the virtual instruction will look like as well as the engagement with students. Grading for remote work will align with in-person grading practices. Students will be assessed and issued grades regardless of where learning takes place (in-person or remotely). Additional changes to our previous Royal Remote Learning Plan include:

- Opportunities for synchronous learning (Real-time learning)
 - *Synchronous learning is an approach where teachers and students are online at the same time, with the teacher providing instruction at a set time.*
- Opportunities for asynchronous learning (Any-time learning)
 - *Asynchronous learning is an approach where teachers and students are not online at the same time. The teacher provides learning resources and assignments that the student can access and complete at any time.*
- Daily attendance via a Google Form
- Consistent platform use for instruction and communication.
 - Seesaw (Early-Childhood through 2nd grade)
 - Google Classroom (3rd grade through 12th grade)
- Teachers will seek to embed a level of rigor into the student remote learning experience that readies students for continuing coursework and post-high school plans.
- Chromebooks provided to each student.
- New content will be delivered and time commitment for learning will be consistent with our in-person learning model.

Transportation

HBR CUSD #429 is working closely with our transportation team 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 during Phase 4 (no more than 10 during Phase 3), and social distancing will be maintained to the greatest extent possible. Students must undergo symptom and temperature checks and use district provided hand sanitizer 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 symptom and temperature checks to verify that they are free of symptoms. Drivers and monitors who have a temperature greater than 100.4° Fahrenheit/38° Celsius or symptoms of COVID-19 will not work. Drivers and monitors who become ill during their route will contact their supervisor immediately.

All 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 EPA criteria and be used according to manufacturers' guidelines.

Operations and logistics

Personnel

Staff return plan

All staff will need to remain flexible during this pandemic in all facets of our operations. All return to work expectations by the executive and legislative guidance from both the state and federal government will be adhered to. A staff member's request for any special accommodation(s) should be sent to the Superintendent for review and consideration.

Absences that are related to COVID-19 concerns may need to be accompanied by a physician's note containing relevant information and direction regarding the situation. The local health department will be consulted for COVID-19 related absences to determine additional steps and/or documents that will need to be taken. Eligible employees will be entitled all COVID-19 related federal, state, and locally mandated leaves of absence or accommodations. If a staff member's condition does not preclude them from working virtually, and their job responsibilities are able to be completed virtually, the staff member may work virtually to conduct their job responsibilities without using a sick or personal day. Otherwise, staff members will be expected to use their appropriately coded accrued time off for their absence from work. Every effort will be made to limit the impact of the absence, especially on our daily teaching and learning.

Staffing level

HBR CUSD #429 will monitor staffing levels within our district to ensure teaching and learning is maximized. If the staffing level falls below an acceptable level, the district will consider all of our options to support student learning. In the event that the staffing level is negatively impacting the learning environment for an extended period of time, the district may implement Royal Remote Learning for an extended period of time.

Every effort will be made to secure substitute teachers, paraprofessionals, bus drivers, custodians, nurses, and secretaries to maintain our optimal staffing levels. In the event of any unforeseen situations, HBR CUSD #429 will follow our local health department, ISBE, IDPH, State, Federal, and CDC guidelines.

Meal service

Students will eat lunch at home. Students who qualify for Free/Reduced lunch and students who purchase a lunch will be provided with a bag lunch daily. AM students will take a bag lunch home with them after the AM session. PM students will take a bag lunch home with them after the PM session which is presumably their lunch for the following day.

Facilities

Sanitation, hygiene, and PPE supplies will be ordered and stockpiled for employee access. Hand sanitizing will be conveniently located throughout each school building.

Antibacterial/Antiviral wipes will be placed in each room for cleaning and disinfecting surfaces throughout the school day.

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

Building custodians and cleaning personnel 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, hands-on learning items, phones, hall lockers, 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.

Building and Grounds will be flexible to adjust personnel schedules to meet return to 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 such as:

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

Health offices

School health offices will:

- Allow for six feet of distance between students and a separate area for sick students.
- 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.
- District nurse should use PPE, including gloves and face coverings, when interacting with students and staff.
- Implement strategies to reduce unnecessary visits from students, staff, and visitors; reduce health office congestion; reduce exposure to infection, and allow for separation.
- Supply staff with first aid supplies, such as bandages and gauze, in the classrooms. In certain situations, students may need to stay in place for an in-person evaluation by the school nurse.
- Treat healthy students reporting to the health office for medical management, such as medications, 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.
- 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.
- Disinfect a space after it is occupied by a student and deep clean daily.

Recommendations for families

- State of Illinois mandated health examination and vaccine requirements will be due by October 15th, not the first day of school.
- 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. Please vaccinate your children for influenza this fall.
- When reporting illness absences, be sure to report if your child
 - o is a close contact of someone with a positive COVID-19 test **close contact means the individual was within 6 feet of the individual with symptoms for more than 15 minutes*
 - o has signs of COVID-19
 - o has been diagnosed with COVID-19
 - o 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 consider sending your child with extra clothing in case a change is necessary as there will be no clothing stored in the nurse's office.

Steps taken if there is a confirmed case in school

- We will immediately notify local health department officials. They will help administrators determine the best 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 quarantine

Please call the district nurse prior to returning to school.

- Students will stay home for at least 14 days and must be fever free without the use of fever reducing medication for 72 hours after symptoms have resolved.
- As new guidance emerges, guidelines may change.

The district nurse will provide daily communication with each building's office to share those students who are approved to return to school.

Communications

Communication methods

Throughout the 2020-2021 school year, HBR CUSD #429 will utilize the following communication methods to keep stakeholders up to date on changes regarding all protocols:

- HBR CUSD #429 Website Live Feed & News - www.hbr429.org
- HBR CUSD #429 Android or iOS Aptegy app (search for Hinckley-Big Rock CUSD #429)
- Phone, text, and email alerts
- HBR CUSD #429 social media
 - o Facebook or Twitter - @HBRCUSD429

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 individual student or classroom learning:
 - o HBRES: Classroom Teacher → Principal
 - o HBRMS: Classroom Teacher → Principal
 - o HBRHS: Classroom Teacher → Assistant Principal → Principal
- My student tests positive for COVID-19: School Nurse, Laura Shea lshea@hbr429.org
- I am a staff member who tests positive for COVID-19: Contact School Nurse Laura Shea and your building administrator
- I have questions/concerns about transportation: Marikay Slosar mslosar@hbr429.org
- My student needs tech support during Distance Learning: Tech support is available for HBR devices and systems by emailing chromebooks@hbr429.org

Creation of and updating of document

This document was originally released on July 17, 2020. The process for creating this document included, but was not limited to, the following steps:

- Reception of ISBE's [Starting the 2020-21 School Year: Part 3 - Transition Joint Guidance](#).
- Engagement with ISBE's Webinar concerning ISBE's guidance document.
- Discussion, problem solving, and sharing of ideas and questions at weekly meetings with DeKalb County Superintendents organized by the DeKalb Regional Office of Education.
- Meetings with the DeKalb County Health Department to discuss best practices in our planning as organized by the DeKalb Regional Office of Education.
- HBR Head Custodian participation in regular meetings with facility directors of DeKalb County schools to discuss, problem solve, and share ideas and questions as organized by the DeKalb Regional Office of Education.
- Weekly meetings with the Co-Presidents of the Hinckley-Big Rock Education Association to discuss ideas and concerns related to the beginning of the 2020-2021 school year.
- Review of updated [frequently asked questions document](#) by ISBE upon initial release and whenever updates are made.
- Review of Hinckley-Big Rock Education Association's survey results to gain insight and further understand our certified staff's comfort level, concerns, and readiness related to the beginning of the 2020-2021 school year.
- Creation and review of a parent survey to gain insight and receive feedback to inform our final 2020-2021 Learning Plan.
- Creation and review of an all staff survey to gain insight and receive feedback to inform our final 2020-2021 Learning Plan.
- Review of sample plans and language as provided by the Illinois Association of School Administrators.
- Creation of the draft of the HBR 2020-2021 Learning Plan.
- Review of the draft of the HBR 2020-2021 Learning Plan by a panel of certified staff and the Hinckley-Big Rock Board of Education.
- Modification of the draft to produce the final HBR 2020-2021 Learning Plan.

This document is viewed as a living and breathing document. It will be updated based on new guidance, mandates, and lessons learned after implementing the protocols included in this document. Whenever this document is updated, communication about the new version will be released to all stakeholders.

Other options considered and rationale

Specifically related to Phase 4, we considered two other options. The benefits and drawbacks to these two options will be briefly explained here with the rationale provided for our local decision to choose a blended AM/PM daily learning schedule.

Daily in-person learning with all students at one time

Benefits

- Less logistical planning for daily learning and operations, especially concerning transportation.
- All of our students could be together at one time with no potential disappointments of being scheduled into a different session than others in your grade level.
- In-person instruction provides students with consistency in learning and promotes the social/emotional well-being of students and staff.
- Supports students' ability to receive additional services related to academic support, social-emotional support, meals, supervision and in-person interaction with their peers and staff.

Drawbacks

- This model seems logistically impossible while adhering to 6 feet of social distancing.
- We view extended time wearing a face covering as a diminishing return on student learning. There are also additional disruptions to the learning environment that might occur with the additional time.
- While opinions vary on the use of face coverings and social distancing, we have an obligation to consider all of our students' and staff's health (both physical and mental) and well-being. The option of daily in-person learning with all students at one time would not allow us to meet this obligation.

Blended learning with full day attendance

Benefits

- Reduces the number of students in our building/classrooms when compared to daily in-person learning with all students at one time.
- In-person instruction provides students with consistency in learning and promotes the social/emotional well-being of students and staff.

Drawbacks

- Additional time that students would need to wear a face covering each day. We view extended time wearing a face covering as a diminishing return on student learning. There are also additional disruptions to the learning environment that might occur with the additional time.
- This would require student schedules to fluctuate more each week which poses challenges for creating effective learning routines and could create additional challenges for family schedules.
- Family schedules and routines are impacted.

Rationale - AM/PM daily blended learning model

After considering all three options and our parent and staff survey results, our 2020-2021 Learning Plan utilizing the daily AM/PM blended learning model best meets the safety, academic, and social-emotional needs of our students and staff. We believe that this option not only aligns with our guiding principles, but also the philosophy of our district.

Benefits

- A consistent subgroup of students can be together at one time.
- In-person instruction provides students with consistency in learning and promotes the social/emotional well-being of students and staff.
- Support students' ability to receive additional services related to academic support, social-emotional support, meals, supervision and in-person interaction with their peers and staff.
- Reduces the number of students in our building/classrooms when compared to in-person learning with all students at one time.
- Minimize potential academic loss.
- This model provides a better platform for transition to Royal Remote Learning if that becomes necessary in the 2020-2021 school year due to a change in the Restore Illinois phase status.

Drawbacks

- Family schedules and routines are impacted.
- Students have less contact with all peers and may be separated from preferred peers.
- Limits exposure to opportunities for learning outside of core content (e.g., electives, exploratories, specials).

Resources

- ISBE - Starting the 2020-21 School Year: Part 3 - Transition Joint Guidance (Released 6.23.2020) - <https://www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf>
- ISBE - IDPH update on appropriate use of face shields (Released 6.30.2020) - <https://www.isbe.net/Documents/IDPH-Update-Appropriate-Use-Face-Shields.pdf>
- ISBE - Part 3 transition guidance (Updated 7.9.2020) - <https://www.isbe.net/Documents/FAQ-Part-3-Transition-Guidance.pdf>
- Restore Illinois (Released 5.5.2020) - <https://coronavirus.illinois.gov/sfc/servlet.shepherd/document/download/069t000000BadS0AAJ?operationContext=S1>
- CDC Considerations for School (Updated 5.19.2020) - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- IDPH Covid-19 Statistics (Updated daily) - <http://dph.illinois.gov/covid19/covid19-statistics>
- This plan was modeled after a draft of Barrington 220's *Roadmap to Reopening*