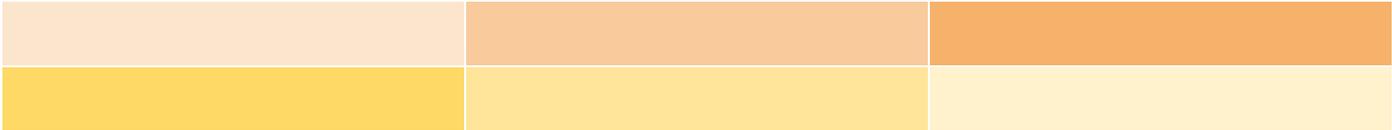


Return to Learn Plan



Ottawa Elementary School District 141

Fall 2020
Updated 8.6.20



***This plan is subject to change at any time based on ISBE guidelines, mandates, and/or as deemed necessary by the Ottawa Elementary School District.**

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Introduction

As of August 5, 2020, Ottawa Elementary School District plans to return to a half day of in-person learning combined with afternoon remote learning activities (See Remote Learning Plan A for details). Parents may opt for full remote learning for their child (See Remote Learning Plan B for details) but must commit to remote learning for the duration of the entire trimester. To opt for full remote learning, parents must contact their child's school.

Please be aware that Ottawa Elementary may need to transition to a different remote learning plan throughout the school year based upon the guidance and direction given by ISBE, IDPH, or Governor Pritzker. Parents will be notified in the event that we need to transition to a different remote learning plan. Parents may opt for their child to do full remote learning during any type of blended learning plan. Upon the return to in-person instruction, students will be assigned a classroom teacher that may differ from their Remote Learning teacher.

Health & Wellness

Face Masks and Personal Protective Equipment

Per ISBE, IDPH, and Governor Pritzker, all students, staff, and visitors who enter the building must wear a face mask. **Families are responsible for providing their child with a mask each day. Families are asked to wash or provide a new mask each day in order to prevent the spread of germs.** Ottawa Elementary will have a limited number of masks available for emergency situations.

Please talk to your child about the requirement to wear a mask while at school. Per ISBE, masks must be worn at all times while in the building and on the playground. Masks may only be removed on the playground if students are maintaining social distancing guidelines.

Social Distancing

Per ISBE, social distancing guidelines must be followed within the school setting as much as possible. Students will be encouraged to maintain social distancing guidelines while in the hallways, using restrooms, and during classroom activities. Movement throughout the building will be limited in order to prevent the spread of any germs. Any movement that does occur throughout the building (such as restroom breaks and dismissal times) may be staggered to help students maintain social distancing.

Hygiene

Students will be encouraged to wash their hands and use hand sanitizer throughout the school day. This will help to prevent the spread of COVID-19. Touchless hand sanitizing stations will be purchased for each building and placed in common areas that are easily accessible to students and staff.

Sanitation and Cleaning

Custodians will clean and sanitize classrooms and high traffic areas throughout the school day as well as after students have been dismissed for the day. Sanitation stations have been purchased for all 5 schools.

Health Screenings

Students and staff should not report to school if they are displaying any symptoms that are similar to COVID-19. Students and staff are encouraged to stay home when not feeling well and will not be penalized for missing school.

The following symptoms have been associated with COVID-19:

- A temperature of 100.4 Fahrenheit or greater AND/OR
 - Cough
 - Sore throat
 - Fever/Chills
 - Headache
 - Fatigue
 - Shortness of breath or difficulty breathing
 - Nausea or vomiting
 - Diarrhea
 - Loss of taste or smell

Or if you have had close contact with a person who has been diagnosed with COVID-19, please remain home until further instruction is given.

Any students or staff who are displaying symptoms associated with COVID-19 will report to the school Nurse for a temperature check and screening. Students or staff displaying COVID like symptoms will be taken to a private area away from other students and staff. Students will remain in the designated area until a parent/guardian or other authorized contact is able to pick the student up. Students who have had close contact with anyone testing positive for COVID-19 must follow the IDPH guidelines which may include self-quarantine.

Daily Health Check/Self-Certification

Bus riders - Parents should complete a symptom screening and temperature check at home **each morning**. Students will receive a second temperature check when they arrive at school each morning.

Parent drop-off - Parents should complete a symptom screening **each morning**, but are not required to complete a temperature check. These students will receive a temperature check when they arrive at school each morning.

Each building may be slightly different depending upon its physical layout and number of entrances. When students arrive at school, they will stand near their designated entrance to the building while maintaining appropriate social distancing. A staff member will take each students'

temperature prior to entering the building. After having their temperature checked, each student will use a hand sanitizing station located near the entrance to the school, before being dismissed to their classroom for the day.

Large Activities/School Events & Programs

At this time we are unable to have any type of large group in person type gatherings such as: school events, programs, assemblies, large group recess, etc. Ottawa Elementary will make every effort to reinstate programs once COVID restrictions have been lifted. Changes will be communicated to parents as they occur.

Students with Medical Concerns/Higher Risk

Parents who may be concerned about in person learning will have the option to select a full remote learning plan for their child. Parents opting for the full remote learning plan will be committed to that plan for the entire trimester. Upon returning to in-person instruction, students will be assigned a classroom teacher that may differ from their Remote Learning teacher. Parents are encouraged to contact the school nurse for medically fragile students who are opting for in-person learning.

Building Visitors and Volunteers

Ottawa Elementary will be restricting access to outside parties/visitors until COVID restrictions are lifted. Classroom access will be limited to classroom teachers and support staff. Classroom volunteers are not allowed at this time.

Shared Objects

Students are discouraged from sharing items or personal belongings. Items that must be shared will be cleaned after each use, and students will be encouraged to use proper hand hygiene.

Drinking Fountains

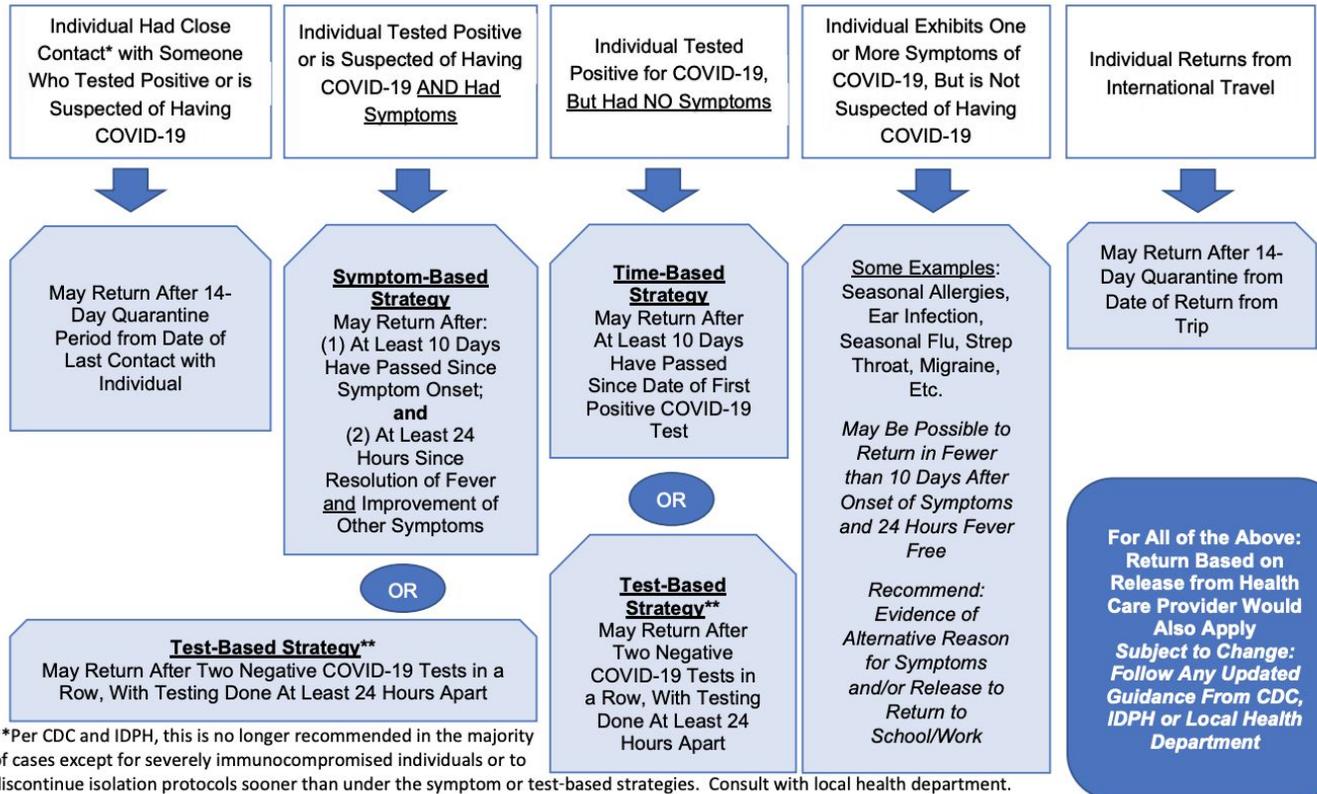
Students are strongly encouraged to bring their own water bottle to school each day. Water bottles should be clearly labeled with the students first and last name. Ottawa Elementary will be purchasing touchless water bottle filler stations. Individual bottles of water will be available as needed until water bottle filler stations are installed.

Students Returning Following an Illness

At this time, the flowchart below will be implemented alongside communication with our local health department, in helping decide when it is safe for staff or students to return to school/work following a COVID-19 related absence. It is important to note that guidelines can change at any time based on new or developing information emerging from our local health department, IDPH, or the CDC. We strongly encourage parents to reach out to their child's building nurse if they have unanswered questions or concerns regarding this latter.

RETURN TO SCHOOL/WORK FLOWCHART FOLLOWING A COVID-19 RELATED ABSENCE

Revised August 3, 2020



Robbins Schwartz

Although the information contained herein is considered accurate, it is not, nor should it be construed to be legal advice. If you have an individual problem or incident that involves a topic covered in this document, please seek a legal opinion that is based upon the facts of your particular case.
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School Closures

Periodic short term closures may be necessary at times of community spread depending on recommendations from IDPH and CDC. In the event of a school closure, Ottawa Elementary will implement a full remote learning plan District-wide. (See Remote Learning Plan for more information.) Any changes will be communicated to parents.

Quarantine Procedures

- Per ISBE and IDPH, any individual who has had close contact with someone testing positive for COVID-19 must self-quarantine for 14 days.
 - IDPH, has defined ‘close contact’ as ‘any individual who has been closer than 6 feet for more than 15 minutes.’
- In the event that a classroom (or multiple classrooms) are required to quarantine due to a confirmed positive COVID case, those classrooms will immediately transition to a full remote learning plan for the duration of the 14 day quarantine period. (*IDPH will be consulted in any exposure situation.)

- Any student who is required to self quarantine will immediately transition to a full remote learning plan for the duration of the 14 day quarantine period.
- (See flowchart below)

Instruction

Learning Loss from Spring

Teachers will use a variety of assessments to help determine any learning loss as a result of the school closure this past Spring. Staff will identify key concepts and learning deficits for individual students. Instruction will be prioritized to address learning deficits.

Social Emotional Learning

SEL services and support will continue to be provided to students throughout the school year.

Specials Classes

Specials classes will be done remotely during the afternoon for blended, hybrid, and full remote learners. (See remote learning plan for more information.)

Special Education

IEP meetings will continue to be conducted virtually using Google Meets.

Resource/ISP Services - Students who receive resource services (they typically receive most of their instruction in a general education classroom) will be able to stay an additional 30 minutes after school to receive instructional time with their case manager. Depending upon the grade level, this may be additional reading time, Primetime, related services, or time to address specific IEP goals. These students will be transported home at 12:00 (12:30 for Shepherd). They would also receive 1.5 hours of instruction/assignments through remote learning.

Self-Contained Programs - Students who attend a self-contained special education program will receive instruction until 1:30 (2:00 for Shepherd). These students will not receive instruction through remote learning.

Related Services (speech, social work, OT, PT, etc.) - Providers may provide services to students during the school day or may schedule a time with parents during typical school hours for “walk-in services.” Parents may also elect for telehealth services (through GoogleMeets, activities sent home, phone consultations, etc.)

***During August/September, if a heat day is called, all students will go home at 11:30. Special education students would then receive additional remote learning services.**

Preschool

The A.M. and P.M. sessions of preschool will be reduced by 30 minutes and will each be two hours (five days per week). The shorter class time will allow for additional cleaning and sanitizing between preschool sessions. The A.M. sessions of preschool will run from 8:45 - 10:45, and the P.M. sessions of preschool will run from 12:00 - 2:00. The P.M. preschool sessions will not be able

to start until September 8th, due to the heat and mask requirement. The preschool program will be providing remote learning opportunities for the P.M. students until they resume in-person learning. Students in the PFA Expansion class (Full Day Preschool) will attend from 8:20-11:20 until after Labor Day, at which point they will attend from 8:20-1:20. All classes will be capped at thirteen students attending in-person, with an additional five students receiving remote learning (18 students overall).

Remote Learning

Families opting for full remote learning will be committed to that plan for the entire trimester. Please see the remote learning plan for more information.

Operations

Transportation

Parents will need to complete a symptom screening and temperature check at home **each morning** prior to sending their child to the bus stop. Due to route density and bus capacities, we may have to change pickup times, and bus numbers. We will contact parents as soon as possible if/when changes must be made.

- All individuals on a bus must wear face masks.
- No more than 50 students will be on a bus at one time.
- Siblings will be required to sit together on the bus, if at all possible.
- Students will have assigned seats.
- Buses will be sanitized in between routes and at the end of the day.

Food Services

PLEASE NOTE: Unlike in the spring, per USDA guidelines, all meals must be charged to the students as categorically eligible. (free, reduced or full pay)

Meals will be offered to students who are in-person learning, as well as, those who opted to remote learn. No meals will be consumed in the buildings. Therefore, for the students who will be in session daily, a reheatable lunch will be provided along with a breakfast for the following day. Students will order each day during morning attendance and given the meal just prior to dismissal. Milk will be provided for both meals. For the families who have opted for remote learning, a Google form will be used, very similar to what was used during the closure in the spring. For remote learners, we plan to distribute daily at each building after the dismissal of our in-person learners. However, we may revert to a one day a week distribution if needed and will communicate any changes to families.

Ottawa Elementary FAQ

**The following information could change at any time based on the needs at each building and/or guidance given by ISBE, IDPH, Governor Pritzker, or the Superintendent.

1. When are masks required?
 - Per ISBE, masks are required at all times for all students, staff, and anyone who enters the building or is riding a bus.
 - Per ISBE, masks may only be removed if students are outside and remain 6 feet away from one another.
2. How will students social distance throughout the school day?
 - ISBE requires that social distancing be observed as much as possible.
3. What type of screenings will be done when students arrive at school each day?
 - Upon arriving at school, students will have their temperature taken.
 - Parents will need to keep their child home and notify the school if their child is displaying symptoms.
4. Can my child play on the playground in the morning before school?
 - Students may not arrive at school before 8AM.
 - Playground equipment will not be available for student use in the morning before school, as the equipment is unable to be properly sanitized when students move from one piece of equipment to another.
5. What is the earliest time my child can be dropped off at school?
 - Students may not be dropped off prior to 8AM for students in K-6 and 8:30AM for students in 7-8 each day.
6. What should my child do upon arriving at school?
 - K-4 : Upon being dropped off at school, students will go to their assigned grade level door and line up to get their temperature checked.
 - 5-6: Students being dropped off will enter through West doors (main entrance).
 - 7-8: Students who are dropped off will enter through the North cafeteria doors.
 - After their temperature has been taken, students will be sent to their classroom.
7. What happens if another student in the school tests positive for COVID?
 - We will work closely with the CDC and/or IDPH to determine what steps must be taken.
8. What happens if there is another school shutdown.
 - If school were to be closed down again, all students would transition to remote learning.

9. How will information be communicated to parents?
- Information will be communicated via school/District Facebook pages, websites, and email blasts.
 - Classroom teachers may use other communication platforms in addition to the ones mentioned above.
10. What will the attendance policy look like for both in person learning and remote learning?
- Daily attendance will be taken for both in-person learning and remote learners. Remote learners that don't check in each day will be marked absent which could result in truancy for absences greater than 5% per ISBE guidelines.
11. What will happen if my student begins to show symptoms while at school?
- Students who begin to show COVID like symptoms at school will be taken to a private room with the nurse. Parents will be contacted to pick up their student. If a parent cannot pick up their child, they will need to arrange for a family member or friend to pick them up.
12. Will the students be able to have a water bottle during the school day?
- Students are encouraged to bring a water bottle from home each day. Ottawa Elementary is purchasing touchless water bottle filling stations for each school.
13. Will my child's work be graded?
- Student work, whether in person or remote, will be graded. Homework is expected to be turned in and grades will reflect any assignments not completed.
14. Will breakfast and lunch be available?
- Students will have the option to take home lunch each day. In addition, students will have the opportunity to take home breakfast for the following day. Self contained special programs remaining at school for an extended day will have the option to order a school lunch or bring a lunch from home.
15. Does the school have any mental health resources available such as a social worker or counselor?
- Each school has social work or counseling staff available to meet with students.