



**Grass Lake Elementary School
District 36**

**School Reopening Policies and
Procedures**

2020-21

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Introduction:

On June 23rd, 2020 ISBE released guidance for the reopening of schools in the fall. As a result of the ISBE and IDPH guidance, we created this document to outline “additional” policies and procedures being implemented due to COVID-19. Our goal is to ensure that you and your child(ren) have the information needed in order to feel comfortable and secure returning to school in the fall.

In-Person Instruction:

Grass Lake has put forth a great effort to consider all ISBE, IDPH and CDC guidelines and requirements to allow our students to return safely to the GLS School Environment. In order to provide safety for all involved parties (students, teachers, staff members and GLS Families) the following guidelines will be adhered to at GLS when students return to in-person learning.

1. Our daily in-person learning schedule will be conducted from 7:45 a.m. until 1:45 p.m. daily.
2. Students will be provided with core content aligned to Illinois Learning Power Standards for all grade levels.
3. Students will be permitted to be dropped off at GLS as early as 7:30 a.m. daily. Students will be required to line up in their grade level lines in the gym and multi-purpose room prior to morning dismissal. **Breakfast will be offered and students will be required to maintain 6ft distance from other students at breakfast.**
4. Students will receive the majority of their instruction in their assigned homeroom throughout the day.
5. Desks/tables will be organized to allow for social distancing protocols to be followed (i.e. all desks facing forward, 6ft apart, removal of non-essential furniture and classroom rugs).
6. Specials including Art, PE/Health, and Music will be provided to students throughout the school year. All PE, Health, Art and Music classes will be conducted remotely. Some classes will be conducted virtually during the instructional day (7:45 a.m. - 1:45 p.m.). Students that attend in-person learning will be required to participate in synchronous or asynchronous learning opportunities outside of their daily schedule.
7. Students should dress accordingly to participate in recess and mask breaks.
8. Lunches will be served daily at Grass Lake School and students will eat their lunches in an assigned areas following socially distancing guidelines. Students will be able to order daily meals from our food service.

9. Mask breaks, recess and learning opportunities will be conducted outside as often as possible while still adhering to social distancing protocols.
10. A new process will be developed for checking out books in the LRC. This process will be shared with GLS Families prior to the first day of school.
11. Hall movement and bathroom breaks will be monitored to ensure the social distancing protocol is followed.
12. Staggered arrival schedule:

- a. Primary grades 7:30am
- b. Middle School grades 7:45am

13. Staggered dismissal schedule:

- a. Middle School grades 1:40pm
- b. Primary grades 1:45pm

All off campus field trips and school assemblies are currently suspended. Teachers will be encouraged to participate as much as possible in virtual events.

Bell Schedules:

School may look to adjust class start and ending times for each class period in order to help reduce hallway congestion and to promote better social distancing.

Please note: At this time we anticipate school will start at 7:45am and end at 1:45pm.

Extra-Curricular Activities/Events:

The district will not host any in-person back to school events. Instead we will offer virtual “real time” back to school events for students and their families. Information regarding dates, times, and login information will be provided by the school.

Extracurricular activities will be limited to those activities that can be done remotely.

Elementary students will follow a similar process to drop off supplies as we did at the end of the 19-20 school year when picking up supplies. GLS will provide a sign-up form that will intentionally limit the number of visitors allowed in the school at any given time.

Face Coverings:

"All individuals in school buildings, including all public and nonpublic schools that serve students in kindergarten through grade 8, must wear face coverings at all times unless they have a condition that prohibits wearing a mask that is verified by a doctor's note. 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." (Starting the School Year, Part 3 School Guidance, 2020)

GLS SD 36 will require face coverings to be worn by students, staff, and visitors at all times as follows:

- Upon arrival at school
- While leaving school
- While in any area of the school building
- While on the bus

By definition the term "Face covering" includes all of the following:

- Face mask (cloth or disposable) that covers the mouth and nose
- Face shield (only authorized under special circumstances)

Elementary schools (K - 4) will revise their daily schedule to provide more frequent recess opportunities for our students.

Exemptions will be provided for students who can demonstrate one or more of the following:

- Students with a pre-existing medical condition, mental health condition, or disability that would prevent them from wearing any of the face coverings outlined. The condition must be specific and the exemption must support that these students could not be accommodated using any of the approved face coverings listed.
- Students and staff who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. **These individuals must utilize the face shield.**
- The waiver for students wearing a mask can be found at the end of this handbook. **Students who cannot wear a mask will not be allowed to be in the classroom with other students and staff who have masks.**

Face Covering Enforcement:

As stated previously, face coverings must be worn by all students, staff, and visitors while in any GLS SD 36 building (school or otherwise) and while on a school bus. As a result, the district has adopted new policies and procedures to support the enforcement of this requirement as follows:

Refusal: Students who refuse to wear a mask will be addressed as follows:

- 1st Offense - Verbal correction, parent contact, students will be issued a mask and sent to class. If the student refuses they will be kept from class until such time as their parent comes to get them.
- 2nd Offense - Verbal correction, parent contact, students will be issued detention, and the student will be issued a mask and sent back to class. If the student refuses they will be kept from class until such time as their parent comes to get them.
- 3rd Offense - Verbal correction, parent contact, students will be assigned to one day of In-School Suspension (students must wear a mask while in ISS). If the student refuses they will be kept from class until such time as their parent comes to get them.
- 4th offense – Students will be given one day of Out of School suspension (OSS)
- 5th Offense Students will be removed from school and reassigned to Remote Learning

Discipline for Special Education Students will follow the standard protocol unless indicated otherwise based on the student's IEP or 504 plan.

Food Service:

The district will provide meals as follows

Breakfast:

- Breakfast will be available each day in the multi-purpose room as students enter the building.

Snacks:

- Families are encouraged to provide up to two snacks per day.
- Students will be provided time during class to eat their snack.

Lunch:

- Lunch will be provided in school.
- Due to safety and health concerns students will not be permitted to eat while on the bus.

Hygiene:

GLS SD 36 will continue to promote daily hygiene procedures including the appropriate use of face coverings, hand sanitizing, and handwashing consistently throughout the day.

- Hand Sanitizing -
 - The district has installed hand sanitizing stations throughout each building.
 - Students will be required to provide their own individual hand sanitizer) as part of their back to school supplies list.
 - The CDC recommends using hand sanitizers *“with greater than 60% ethanol or 70% isopropanol in healthcare settings. Unless hands are visibly soiled, an alcohol-based hand rub is preferred over soap and water in most clinical situations due to evidence of better compliance compared to soap and water. Hand rubs are generally less irritating to hands and are effective in the absence of a sink.”* (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>)
- Hand Washing -
 - Schools will incorporate additional time and increased frequency for handwashing throughout the day (e.g. arrival to school, following restroom usage, before and after lunch, after recess).
 - Handwashing may be accommodated in restrooms, portable handwashing stations, or classrooms with sinks.
 - Handwashing stations will continue to have appropriate antimicrobial soap available
 - Handwashing will be reinforced by staff and we ask that families also reinforce proper hand washing routines at home.

Hallway and PE Lockers

Lockers will only be used in the beginning of the day to store coats etc and at the end of the day to store and pick them up.

Middle School

Students will be allowed to bring backpacks to class. Backpacks are to be stored as directed by the teacher. Students should leave valuables at home to prevent them from being lost or damaged.

Elementary School

Due to limited classroom space and our focus on maximizing social distancing to the extent possible, elementary schools will continue to utilize their lockers. Students will be allowed to access their lockers when they are called by the teacher. The practice of grouping students will allow the teacher to maintain social distancing while students are at their lockers.

Middle School Athletics:

No athletics will be allowed at GLS for the first trimester

Physical Education:

Students will receive physical education instruction remotely. They will be provided an opportunity to engage with the PE instructor each day at a designated time.

Recess:

Schools will modify their existing class schedule to increase the frequency for recess breaks each day. These recess periods will be shorter in duration and are intended to increase the frequency in which students are allowed to go outdoors to remove their masks throughout the day.

Note: Students are allowed to remove their masks when outdoors so long as they can maintain social distancing. Outdoor activity will be prioritized each day (weather permitting) to ensure students take a break from wearing their masks.

Playgrounds

School playground areas and gymnasiums will be open for recess. However, **playground equipment will remain closed** due to our inability to ensure adequate social distancing or that equipment is cleaned between each use.

Note: Students may remove the face coverings while outside so long as they continue to adhere to social distancing. We acknowledge that this will be challenging at first. However, these expectations will be reinforced by staff and we ask that you also review these expectations with your child(ren).

Screening Procedures- Illinois Department of Public Health (IDPH) guidelines

Please note that these are the guidelines as of August 14, 2020 and often are updated or changed. The District will continue to modify our practices based on these changes.

- District Policies - Now more than ever it is crucial that families strictly adhere to our district policies pertaining to student illness.
 - As outlined in the ISBE and IDPH guidance, the symptoms of COVID-19 include *“fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, loss of taste or smell, congestion or runny nose, nausea, vomiting, abdominal pain, or diarrhea”*.
 - As you know, these symptoms mirror those of multiple other illnesses so it is imperative that families adhere to our district’s policies to ensure that a student does not create an exposure risk or unnecessary concern for others.
 - Students or staff arriving at school with any one of these symptoms will be sent home. They will need to follow the IDPH Decision Tree Guidelines found at the end of this document.
- The following procedures outline the district's response to any instance where a possible COVID-19 exposure may have occurred:
 - The student or employee demonstrating any one of the above symptoms will be isolated, removed from campus, and referred for testing.
 - If a student or staff member is found to have COVID-19 or been exposed to someone with COVID-19 the student or employee’s information will be shared with the local Health Department for tracking purposes.
 - The student or employee must remain at home for the duration of the 10 day quarantine or until such time as they meet the following criteria:
 - They receive negative COVID-19 test result and corresponding positive test for flu
 - They have been fever-free for at least 72 hours without the use of fever-reducing medication
 - The individual did not get tested but has completed the 10 day quarantine period with no further symptoms.
 - Note - In the absence of testing or negative test results, the student or employee will be quarantined for a period of 14 days from the start of their symptoms.

- Families of students in the classroom will be notified by school staff regarding a possible exposure event. Subsequent follow-up communication will be provided as needed.
- The classroom or area will be closed until cleaned. It will then be cleaned in accordance with IDPH and local Health department guidelines.
- The class will be temporarily reassigned to another classroom or area until the area is cleaned and has been approved for student/staff return.
- Anyone having had close contact with the initial student/staff member will be sent home to quarantine for a period of 10 days. Please note that “close contact” is defined as being within 6 feet of the infected student or employee for a minimum of fifteen minutes over two days.
- Those who did not have close contact may return to school/work so long as they remain symptom-free.

Restrooms

Custodial staff will follow a new cleaning schedule to ensure that restrooms are cleaned more frequently and to ensure that soap and hand towels are available to students.

Student access to restrooms will not be restricted. However, restrooms will be monitored to ensure capacity limitations are also adhered to.

School/Bus Cleaning

- Schools
 - Students and staff will have access to hand sanitizers throughout the building and in classrooms throughout the day.
 - Students will have access to a non-toxic disinfectant and/or paper towels to wipe down desks and other shared items between classes.
 - 1st Shift/Morning Custodial Staff will clean and disinfect high touch surfaces/ bathrooms throughout the school day.
 - 2nd Shift/Afternoon Custodial Staff will complete a deep clean each night. When indicated they will be using an electrostatic cleaner, a medical-grade disinfectant, and an ozone generator as necessary to clean the buildings.
- Buses
 - Students and staff will have access to hand sanitizers on buses.
 - Bus staff will wipe down hand railings between routes.
 - Bus staff will wipe down bus seats between routes.
 - Bus staff will complete a deep clean of each bus each evening.

School Nurse and Students Who Get Sick During the Day

The school nurse's office will continue to be open to accommodate the regular medical needs of our students who require assistance with administering medications and/or testing.

Students who become ill or develop COVID symptoms will be sent to an alternate room for screening. This initial screening site ensures that the school clinic will remain open and that we minimize possible exposure to others. The procedure is as follows:

- The student reports to their teacher or employee that they are not feeling well.
- The student will be asked to stand outside the classroom door and will be supervised until such time as an administrator or nurse comes to get the student.
Note: Older students may be sent directly to the alternate screening location so long as they are wearing their mask.
- The student will be escorted to an alternate screening site (e.g., empty classroom, office, or conference room) to be evaluated by the school nurse.
- If the student reports that they have any of the COVID symptoms the school will isolate the student and contact the parent for them and to be picked up.
- Any student who has a fever will be required to stay home until they have met the criteria outlined by IDPH for a return to school.
-

School Supplies/Supply Drop Off

Elementary -

- Back to school events will be modified to allow for families to visit their school and drop off supplies.
- The school will follow the same process the district used for the end of the year pick-up.
- Families will be given a choice of dates and times

Middle School -

- Students will not be given access to drop personal items off at their school prior to the first day of class as lockers will only be used for coat storage etc.
- Students will keep items with them

Note: All school supplies list will be modified. Given concerns with sharing items students will need to keep extra supplies at home until needed. Teachers will be provided with some additional resources should a student run out or forget to replenish their own supplies. However, school supplies will not be shared.

Self Screening/Random Screening

The district will utilize the following measures to promote the health and safety of our staff and students.

Student and staff Screening:

- Parents will pre-certify daily through the District precertification tool that their child does not have any of the listed COVID-19 symptoms or a fever of 100.4 or greater without medication.
- Staff will self-certify that they do not have any of the listed COVID-19 symptoms or a fever of 100.4 or greater without medication.
- Students will have their temperature taken as they enter school.
- Students and staff with symptoms will be sent to the nurse for assessment.
- The nurse will rescreen the student or staff member and determine the course of action.
- Once rescreened the students and staff will either return to class or will be isolated until they are picked up.

Random Screening:

- Students and staff will be randomly screened each day
- School staff will randomly ask a student or a staff member to participate in a second screening
- Those selected for screening will have their temperatures taken using a medical grade touchless thermometer.
- Students who have a temperature above 100.4 will be isolated and re-screened after 15 minutes.
- If the temperature persists the students will be isolated and parents will be contacted
- If the students temperature falls below 100.4 they will be given a pass and sent to class.

Social Distancing

Schools will work to maximize social distancing to the extent possible at all times. In any instance where social distancing cannot be maintained students will be required to wear a mask in accordance with IDPH and ISBE guidance.

Transportation

Durham will schedule up to 50 students per bus. Seats will be assigned at all grade levels to assist with tracking and contact issues should an exposure event occur.

Please note: Bus riders must wear a face covering at all times while on the bus. Refusal to wear a mask will be addressed as follows:

- 1st Offense - Verbal correction, parent contact (by school staff), and the student will be issued a mask and sent to their assigned seat.
- 2nd Offense - Verbal correction, parent contact (by school staff), student will be given a mask and sent back to their seat. Finally, the students will be issued a detention by the school administration.
- 3rd Offense - Verbal correction, parent contact (by school staff), student will be given a mask and sent back to their seat, and the student will be suspended from the bus for 5 days.
- 4th offense - Parent contact (by school staff). The student will be suspended from the school bus for a period of 10 days
- 5th offense - Parent contact (by school staff). The student will be removed from school transportation and reassigned to e-Learning if necessary.

Visitors/Classroom Assistants

In our effort to prevent possible exposure COVID events we will not allow parents/guardians (other than D36 staff) to enter a school for the purpose of visiting their child or a classroom during the day.

Knowing that issues may arise and that a parent/guardian may need to bring something to school for their child, the district has established the following process for families to follow.

- Upon arrival parents/guardians may buzz the door to request access to the front vestibule
- A table will be located within the first set of doors (vestibule).
- Parents/guardians will find a clip board of forms (name, grade, teacher's name) they should complete to allow staff to bring the item to the students.
- Once the parent completes the form they may leave the item(s) on the table and leave.
- Staff will then enter the vestibule, collect the item(s) and have it delivered to the student.

Parents/guardians will follow existing policies related to bringing their child in late or picking them up early from school.

Water Fountains

Water fountains may be used each day. However, the district has touchless water fountains and we are encouraging students to make use of portable containers instead of using the traditional fountains. Traditional fountain heads will be covered.

The district/school will also install floor, wall or ceiling signs spaced six feet apart to promote social distancing.

Remote Learning:

Grass Lake School is committed to providing our GLS Families with a safe and secure option for learning during COVID19. The District will focus on providing instruction that encompasses the district's core curriculum and mimics lessons conducted in-person. A teacher may be assigned one content area to facilitate or two separate grade levels to provide remote instruction. Please see the following structure that will be followed for those who have selected Remote Learning for their child(ren) to participate in during the first trimester, which will take place from August 24 until November 11. The following guidelines have been developed to support dual enrollment during the first trimester. If the entire district has to revert to Remote Learning, the following plan will be updated at that time.

Sample Remote Learning Daily Schedule:

- 7:45 a.m. until 1:45 p.m.
- Includes students in Kindergarten through eighth grade
- Core content will be provided to grade level remote students via a live streaming lesson, a pre-recorded lesson, Google Classroom, SeeSaw or through available district resources.
- Remote Teachers will conduct two thirty minute check in sessions with their assigned grade level students to provide support and guidance with their learning.
 - Morning Meeting 8:00 - 8:30 a.m. - 30 minutes synchronous daily check-in
 - Afternoon Meeting 1:00 - 1:30 p.m. - 30 minutes synchronous daily check-in
 - Teachers have the autonomy to establish and change their daily meeting times to best support student instruction and participation.

Remote Learning:

1. GLS Families have been given the opportunity to select Remote Learning for their child(ren) through a survey conducted in July 2020.

2. Students that attend Remote Learning will be required to participate in a minimum of 5 hours of instruction daily. This will include a combination of ELA, Math, Social Studies, Science, Social Emotional lessons.
3. Remote Teachers will set a daily check-in and dismissal time to meet synchronously with their assigned grade level students. Remote Teachers will cover the daily agenda and discuss additional times that synchronous and asynchronous learning will take place.
4. Teachers will provide a snapshot of the upcoming lessons and assignment requirements that will be expected to be completed for the week.
5. Student attendance will be taken during these set daily check-in and set dismissal times.
6. Tardies and absences will be recorded and addressed in accordance with our student code of conduct and Board policies
7. Grading policies will apply as outlined by the teacher and course.
8. The student is responsible for the completion and submission of all assignments.
9. All students that participate in Remote Learning will be required to complete NWEA Assessments. Parents/Guardians will have the option to complete the assessment at home or in-person in a socially distanced environment with a testing proctor. All curriculum materials purchased for the school year such as workbooks, novels, and digital subscriptions to support student learning programs will be provided.

Any family that chooses to enroll in Remote Learning option will do so for the entire trimester. Families will be allowed to change to in-person learning at the end of these grading periods.

References:

- CDC Hand Hygiene - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>
- CDC Use of Cloth Face Coverings - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- ISBE Guidance <https://www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf>

Grass Lake School District 36
Mask/Face Shield Medical Exemption Form

Please complete all required fields below. Incomplete forms will not be accepted.

I. Parent/Guardian Section:

Student Information:

Last Name:	First Name:	(optional) Middle Name:
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth:	
Address:		
City:	State:	Zip Code:
Email Address:	County:	
Phone Number:	<input type="checkbox"/> Home <input type="checkbox"/> Cell	
School Name:	Grade:	
Does the Student Have an IEP or 504 plan? Y N Student ID Number:		

Parent/Guardian Completing This Form: ☐ Check if an emancipated student or student over 18 years old

Last Name:	First Name:	(optional) Middle Name:
Relationship to student: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian		
Address:		
City:	State:	Zip Code:
Email Address:	County:	
Phone Number:	<input type="checkbox"/> Home <input type="checkbox"/> Cell	

II. Physician Section:

Please list each pre-existing medical condition that would preclude the child from wearing a face mask while at school.	Please detail the medical contraindication(s) for each medical condition listed

For the physician/clinician. Please check all that apply and sign.

___ I certify that the physical condition of the above named student is such that wearing a mask would endanger his/her life or health or is medically contraindicated due to other medical conditions.

___ I certify that the physical condition of the above named student is such that wearing a mask would **NOT** endanger his/her life or health or is medically contraindicated due to other medical conditions.

___ I certify that the physical condition of the above named student is such that wearing a face shield would endanger his/her life or health or is medically contraindicated due to other medical conditions.

___ I certify that the physical condition of the above named student is such that wearing a face shield would **NOT** endanger his/her life or health or is medically contraindicated due to other medical conditions.

Signature: _____ Physician (MD, DO), Advanced Practice Nurse (APN), or delegated Physician Assistant (PA)

RELEASING COVID-19 CASES AND CONTACTS FROM ISOLATION AND QUARANTINE

7/20/2020

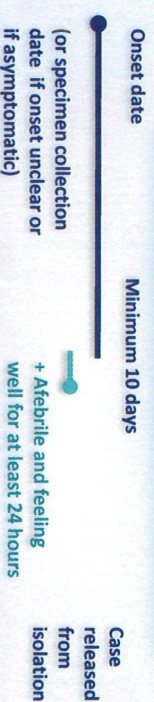


CASES

Must be isolated for a minimum of 10 days* after symptom onset (or specimen collection date if asymptomatic) and can be released when the following criteria are met:

- Case is afebrile (without fever-reducing medication) for at least 24 hours and with improvement of COVID-19 symptoms

Time-based Strategy for Release from Isolation



OR

- Case has 2 negative COVID-19 PCR tests in a row, with testing done at least 24 hours apart

A test-based strategy is no longer recommended in the majority of cases. Consult with infectious disease physician.

*A limited number of persons with severe illness or who are severely immunosuppressed may produce replication-competent virus beyond 10 days; this may warrant extending duration of isolation and precautions for **up to 20 days after symptom onset or first positive test (if no symptoms)**. Consult with the infectious disease physician.

For hospitalized cases and discontinuing transmission-based precautions, see:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html>

CLOSE CONTACTS¹

- Must be quarantined for 14 days after the last/most recent contact with the case when the case was infectious.
- If a close contact develops symptoms, they should follow isolation rules for cases.

Contact Scenario	Quarantine Period
<ul style="list-style-type: none"> • Has close contact with someone who has COVID-19 and will not have further close contact 	<ul style="list-style-type: none"> • 14 days from the date of last close contact
<ul style="list-style-type: none"> • Has close contact with someone who has COVID-19 and lives with the case but can avoid further close contact 	<ul style="list-style-type: none"> • 14 days from when the person with COVID-19 began home isolation away from other members of the household
<ul style="list-style-type: none"> • Is under quarantine and had additional close contact with someone else who has COVID-19 	<ul style="list-style-type: none"> • Restart quarantine from the last day close contact occurred with anyone who has COVID-19. Any time a new household member gets sick with COVID-19 and close contact occurs, quarantine will need to be restarted.
<ul style="list-style-type: none"> • Lives with someone who has COVID-19 and cannot avoid continued close contact (e.g., shared kitchen/bathroom) 	<ul style="list-style-type: none"> • Quarantine for 14 days after the person who has COVID-19 meets the criteria to end home isolation (see Cases information).

¹ For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

Guidance for Healthcare Worker Contacts:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

Guidance for Critical Workers in Essential Infrastructure:

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

References

- **Isolation:** <https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>
- **Quarantine:** <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>