

Return to Learn Plan



PORTA CUSD 202

17651 Bluejay RD
Petersburg IL 62675
www.porta202.org

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INTRODUCTION

Overview

Beginning March 17, 2020, school districts throughout Illinois were required to close buildings due to the impending threat of COVID-19. Since that time, the State of Illinois has released the Restore Illinois Plan, which gradually returns all industries to normalcy. In Phase 3 of the Restore Illinois Plan, schools can return to some in-person instruction, limiting this instruction to groups of ten people or fewer. In Phase 4 of the Restore Illinois Plan, the schools “reopen” with no more than fifty individuals in one space. The Illinois State Board of Education (ISBE) “strongly encourages” schools to return to in-person learning at the beginning of the 2020-2021 school year. By blending the learning models of our schools, utilizing consistent learning platforms, and providing adequate resources and professional learning opportunities to staff members, we will continue to provide academic support and continuity to our students.

It is important to note that these requirements and guidelines are subject to change pursuant to updated public health guidance, changing public health conditions, and further directives from the ISBE.

Illinois State Board of Education Guidance

On June 23, 2020, the ISBE released guidance for schools to use in planning for returning to in-person learning. Requirements from the ISBE are:

- Require the use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing to be observed, as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings; and,
- Require an increase in schoolwide cleaning and disinfection.

While we cannot eliminate the risk of COVID-19, we will work to mitigate risk and related issues.

The following document outlines the specific procedures and plans for PORTA CUSD 202.

PART I - OVERVIEW

1.1 2020-2021 School Calendar

School Calendar

The PORTA Board of Education has revised calendar that will include Remote Learning Planning days at the beginning of the new School year so that staff can be prepared for in-person learning as well as our digital education opportunities. Below is an overview of the school calendar for the First Semester of the 2020-2021 school year. Following the overview, click the included link to the full calendar for the 2020-2021 school year.

Aug. 18	NO Student Attendance – Teacher Institute
Aug. 19	NO Student Attendance - Remote Training day
Aug. 20	NO Student Attendance – Remote Training Day
Aug. 21	NO Student Attendance – Remote Training Day
Aug. 24 +25	Early Dismissal 2:00 PM
Aug 31	PreK Begins
Sept. 7	NO SCHOOL - Labor Day
Sept. 18	Progress Reports
Oct. 9	Teacher Institute – No Student Attendance
Oct. 12	NO SCHOOL - Columbus Day
Oct. 16	End of 1 st Quarter
Oct. 28+29	Early Dismissal 2:00 PM Parent/Teacher Conferences (4:00-7:00 PM)
Oct. 29	Report Cards
Oct. 30	NO SCHOOL
Nov. 3	NO SCHOOL--Illinois Legislature Election Day Mandate
Nov. 20	Progress Reports
Nov. 25-27	NO SCHOOL - Thanksgiving Vacation
Dec. 18	2nd Quarter Ends/1st Semester Ends / Early Dismissal 2:00 PM
Dec. 21	Teacher Institute
Dec.22- Jan.1	NO SCHOOL - Christmas Vacation

[School Year 2020-21 Calendar](#)

School Day & Hours

During Phase 4, school operating hours will be the same as they were in previous school years. We currently have two options for Stage 4 in-person learning. Option 1: Full in person instructions will take place for those students who choose not to attend in person the district will facilitate real-time distance learning. Option 2: In the event school districts are limited in the number of students who can be in attendance at any one time the district will split classroom in two and half of the class will attend on Monday and Tuesday and the other half will attend in person Thursday and Friday. Wednesday and on non-attendance days students will remote into the live classroom and all will have a remote learning day on Wednesday.

Petersburg Elementary School - 8:00 am-3:10 pm

- AM Pre-Kindergarten - 8:00 am-10:45 am
- PM Pre-Kindergarten - 12:15 pm-3:10pm

PORTA Central School – 8:00 am-3:10 pm

PORTA Jr/Sr High School – 8:05-3:15 PM

1.2 Return Model by Phase

In accordance with the guidelines developed by ISBE and the State of Illinois, we will follow a gradual return model that will adjust by Phase. Beginning with Phases 1 and 2, each Phase will become less restrictive until we are back in-person with no restrictions in Phase 5.

Phase 1-2 - Remote Learning

All students will engage in Remote Learning off campus as provided by the teachers and staff members of PORTA District. No students will be allowed to be physically present in our school buildings. Individual schools will determine methods of delivering instruction with four main objectives:

1. Make daily connections with students and families to support them through remote learning;
2. Provide students with engaging, age-appropriate learning materials to advance the continuum of learning;
3. Create cross-curricular learning opportunities to optimize remote learning; and,
4. Develop enrichment activities for students to be accomplished at home, designed to deepen their interests, mastery, and engagement in academic content.

Grading procedures will be updated and adjusted as necessary to ensure students are accountable for their learning.

Phase 3 - Enriched Remote Learning

Most students will engage in Remote Learning off campus as provided by the teachers and staff members. Students and staff will follow regular daily schedules as closely as possible. Physical interaction will be limited to ten people or fewer in any location. In some cases small groups of 10 or less will engage in face-to-face learning activities.

Transportation will be offered for students scheduled to be in school buildings if requested.

Guidance counselors and school support staff will be available to provide mental health support to students by appointment and work with students individually or in small groups as previously scheduled.

Individual schools and staff members will establish their schedules and those for students in advance.

Phase 4 - Restricted In-Person Learning

The option noted below is a first option and second option for phase 4, as we learn more from our State Level Authorities we will commit to one of the two following plans.

Plan 1: Full in person instructions will take place for those students who choose not to attend in person the district will facilitate real-time distance learning.

Plan 2: In the event school districts are limited in the number of students who can be in attendance at any one time the district will split classroom in two and half of the class will attend on Monday and Tuesday and the other half will attend in person Thursday and Friday. Wednesday and on non-attendance days students will either remote into the live classroom and all will have a remote learning day on Wednesday.

All students will be offered the opportunity to be present in school buildings. Physical interaction will be limited to fifty people or fewer in any location. All students and staff members will be required to wear face coverings and practice social distancing, as much as possible.

Transportation will be provided for all students; however, buses will have a maximum capacity of fifty people or fewer. As a result, there may be delays in transportation. Parents who are capable will be asked to transport students to school to reduce risk and minimize overcrowding on buses.

Parents will certify daily that students are symptom- and fever-free prior to entering school buildings or boarding school buses.

PORTA Remote Learning options will be available for any student who is not attending school in person.

Phase 5 - In-Person Learning

Students will return to school buildings as normal.

1.3 PORTA Remote Learning Options 3-12th Grade

Families will be given the option of not having their student attend school in-person during Phase 4. If families choose this option for their 3-12 grade level children, they will follow their normal schedule and interact with their class(s) through Google Classroom in real time. Attendance will be taken and students will be held responsible for content as if they were in-person. This will not be an option for Pre-Kindergarten students. **All enrolled students will remain in PORTA Remote Learning through the end of the identified quarter (K-6) or semester (7-12) of the school year. The only exceptions to this would be for students who test positive, are quarantined, or become otherwise health compromised.** Families will be required to notify schools if their children will remain in PORTA Remote Learning following each quarter/semester of the school year. The on-line school platform will be Google Classroom.

Remote Learning Option K-2--Families will be given the option of not having their student attend school in-person during Phase 4. If families choose this option for their children, they will be enrolled in an on-line curriculum (Time4Learning) that will help guide parents on a daily basis through a semi-self paced curriculum. Teachers and Para-Professionals will offer additional support through google classroom small group activities. Attendance will be taken and students will be held responsible for content as if they were in-person. This will not be an option for Pre-Kindergarten students. **All enrolled students will remain in PORTA Remote Learning through the end of the identified quarter. The only exceptions to this would be for students who test positive, are quarantined, or become otherwise health compromised.** Families will be required to notify schools if their children will remain in PORTA Remote Learning following each quarter. The on-line school platform will be Time4Learning and Google Classroom.

If necessary and requested, PORTA CUSD #202 will provide technology and digital learning materials to access the real-time online learning. Students enrolled in the online learning will be required to report attendance daily or by course to identified personnel at each respective school.

Families will be asked to identify their children's enrollment status at registration and at the start of each semester of the school year (7-12) and on a quarterly basis (K-6).

1.4 Student Attendance

Students will be required to attend school in all Phases of the Blended Remote Learning Plan. Families will be required to report student absences daily. Unexcused absences will be recorded for absent students who are not reported absent.

1.5 Technology Accessibility

During Phase 1-3, personal technology devices (Chromebooks) will be available for students to use and keep at home. Families can request a device by contacting school personnel. Students will be required to follow all Student Handbook and Board of Education Policy guidelines when using school-issued technology.

During Phase 4, students in grades K-12 will be issued a Chromebook to use during in-person learning. Students enrolled in PORTA Remote Learning will have access to a device to loan at home, if requested.

Families experiencing issues accessing the internet should contact the District. We will monitor internet access throughout the District and offer potential solutions.

1.6 Illinois Instructional Mandates

The Illinois State Superintendent of Schools has determined that Remote and Blended Remote Learning Days must ensure at least five clock hours of instruction or school work for each student.

Students must meet all graduation and statutory requirements for curriculum (i.e. Constitution examination). Mandates are subject to change, pending further directives and developments.

PART II - HEALTH & WELLNESS

2.1 Symptom Certification & Protocol

Staff Members

In accordance with ISBE guidance, staff members will be required to self-certify they are symptom- and fever-free prior to reporting to school buildings. Any staff member with confirmed symptoms and a temperature of over 100.4°F will not be allowed to enter a school building or board a school bus.

Students

All families are required to self-certify their children are symptom- and fever-free prior to attending school or boarding a school bus. Families are asked to report all absences to schools, when children are ill, and report any symptoms to school personnel. Families may be asked questions regarding symptoms. Any student with symptoms or who is confirmed to have COVID-19 will be reported to the IDPH for additional surveillance and tracing.

Screening at school will entail: Students will then be screened for their temperature using a non-touch thermometer. Any student with confirmed symptoms and/or a temperature of over 100.4°F will not be allowed to enter a school building or board a school bus. Parents or guardians will be contacted to make arrangements for pick up of students who do not meet the criteria to attend school. Students will be allowed to remain in quarantine location rooms for one hour.

PORTA CUSD #202 asks for cooperation from all families in assisting with ensuring all persons are safe prior to attending school.

School Nurse

A School Nurse will be available at each building of PORTA CUSD #202. School nurses will be available to assist with the monitoring of illness and work with students and staff members to ensure the spread of infection is limited. School Nurses will be provided with appropriate PPE to maintain safety while working with students and staff members.

Quarantine Location

In accordance with the ISBE recommendations, a separate quarantine location will be identified at each school for students who become ill or exhibit signs and symptoms of illness during the school day. The location will be monitored by staff members if a student is ill. If a student is quarantined while at school, no other persons will be allowed in the vicinity of the student. Parents will be required to make arrangements for their child to be picked up from school within an hour if they become ill.

Illness Protocol

In accordance with ISBE guidelines, any student or staff member who has confirmed symptoms (i.e. cough, sore throat, shortness of breath, temperature, etc.) of COVID-19 will be required to be absent from school buildings for ten days after symptoms were confirmed and be seventy-two hours fever-free or with a confirmed negative COVID-19 test.

- The patient is free from fever without the use of fever-reducing medications for at least 72 hours.
- The patient is no longer showing symptoms, including cough.
- It has been at least 10 days since the onset of the patient's illness.

Returning to School Buildings

Following quarantine, all students and staff members will be required to check-in with the school nurse and/or the building administrator prior to returning to buildings. Appointments to meet with the school nurse will be required, and individuals must certify they are symptom- and fever-free prior to entering school buildings. Additional health screenings may occur prior to meeting with the school nurse.

2.2 Social Distancing

When physically present, social distancing will be practiced whenever possible. All persons within a school building will be asked to maintain an appropriate distance from each other to reduce the risk of infection. During Phase 3, no more than ten persons will be allowed in a space within the schools at a time. During Phase 4, no more than fifty persons will be allowed in a space within the schools at a time.

2.3 Personal Protective Equipment (PPE)

All students and staff members will be provided with cloth face coverings. In accordance with the ISBE guidance, all people in school buildings will be required to wear face coverings while indoors. Additional PPE will be available at all schools. The PORTA district asks that families plan ahead and purchase and plan on laundering facemasks to ensure safety for our students, staff and families.

Additional protective equipment will be provided to school personnel as necessary.

2.4 Hand Hygiene

All classrooms and other locations throughout the school will be equipped with hand sanitizer dispensers. Hand sanitizer will be at least sixty-percent alcohol, in accordance with the Center for Disease Control (CDC) and the Illinois Department of Public Health (IDPH) recommendations. All students and staff members will be asked to use hand sanitizer when entering and exiting locations within a school building.

2.5 Protocol for a Confirmed Case

If there is a confirmed case of COVID-19 from a student or a staff member, schools will communicate with families. PORTA CUSD #202 requests that families and staff members also report possible cases to the school where the individual attends school or works to initiate contact tracing.

Individuals who did not have close contact with the individual who is sick can safely return to school. Those who have contact with someone who tests positive for COVID-19 or is suspected of being infected will be asked to isolate at home and monitor for symptoms for up fourteen days or return of a negative Covid-19 test. **Close contact means the individual was within six feet of the individual with symptoms for more than fifteen minutes.** Students isolating at home will be expected to switch to the remote learning option while in isolation.

PORTA CUSD #202 will communicate any confirmed cases with families. All personal, identifiable information will remain confidential when reporting confirmed cases.

Any confirmed case may result in the closure of all school buildings for an extended period of time as a safety precaution. If school buildings are closed due to a confirmed case, all students will transition to Remote Learning until buildings are reopened. Communication will be made with families in advance of schools reopening.

2.6 Facilities Cleanliness

All schools and buildings will be cleaned and disinfected daily in accordance with the CDC and IDPH recommendations. All hard surfaces will be cleaned with soap and water. All frequent-touch surfaces will be cleaned with soap and water, then sanitized using approved disinfectants. Following all cleaning of classrooms, hallways, bathrooms, etc., disinfect misters will be used as a further precaution. Additional cleaning materials will be available for all staff members to use throughout the school day.

PART III - INSTRUCTION

3.1 Remote Learning

Learning Platform

All students in grades Pre-Kindergarten through Second Grade will use Google Classroom platforms and on-line curriculum (Time4Learning) Home schooling platforms, and will combine with supplemental work packets when needed. All students in grades Three through Twelve will use the Google Classrooms Platform. All students 3-12 will be expected to sign-in to their individual courses as their specific schedule guides them to do so. K-2 grade students will/may also participate in their class activities by logging in live on Google Meets or will have small group activities to enrich the online learning platform offered. Depending on the specific grade level additional materials may be sent home to enrich learning.

Phase 1-3

Remote Learning will be required by all students of PORTA CUSD #202, will be established by individual schools, and will be offered by school personnel. Technology will be made available for students who need access at home.

Phase 4

Remote Learning will be offered to students in real time. Information on PORTA Remote Learning can be found in Section 1.3. Students enrolled will be enrolled by semester at the 7-12 level and quarterly at K-6 Level, and will not have the option of in-person learning.

Phase 5

No Remote Learning options will be available. All students will be required to return to in-person learning.

3.2 Grading

Throughout all phases of learning PORTA CUSD #202 will return to traditional grading practices for students.

3.3 Learning Assessment & Addressing Learning Loss

Learning Assessment

Upon returning to school in the 2020-2021 school year, students will be assessed in Reading and Mathematics for their individual achievement levels. PORTA CUSD #202 will utilize the NWEA Measure-of-Academic Progress (MAP) Assessment to determine individual student achievement levels for students in grades K-8.

Teachers of other content areas will develop assessments and assess student learning accordingly.

Addressing Learning Loss

Collaboration time will be given to teachers and staff members to work together to identify

learning standards not addressed during Remote Learning. Teachers will adjust curriculum and instruction to teach the identified standards to students. Small group instruction, academic intervention, and individualized-online academic intervention programs will be utilized at all three schools to supplement all instruction.

3.4 Academic Support

Phase 3

Teachers, guidance counselors, and support-staff members will be available to all students by appointment. Availability schedules will be determined and communicated at a later date. Unless otherwise communicated by a specific teacher, the availability expectation will be between the hours of 8:00-3:30. Transportation will be offered to students, if necessary.

Phase 4

Identified students will be scheduled for academic intervention. Students enrolled in PORTA Remote Learning may be assigned additional academic coursework as remediation or intervention.

3.5 Mental Health & Social-Emotional Learning

Families have been asked to provide appropriate information to the school to help identify where mental health assistance related to the COVID-19 pandemic is needed for individual students.

Phase 1-2

Daily and weekly contacts may be made with students and/or families by guidance counselors and support-staff members. Consultation will be made available to students through email or phone.

Phase 3

Guidance counselors and support-staff members will be available to all students by appointment. Availability schedules will be determined and communicated at a later date. Transportation will be provided to students, if necessary.

Additional support may be made available through referral to an outside agency.

Phase 4-5

Mental-health and social-emotional support will be available to students.

3.6 Special Education

The education of students with Individualized Education Programs (IEPs) and 504 Plans will be prioritized. All meetings will occur as scheduled by Special Education Administrators and IEP Teams. Individualized Transition Plans may be developed to support students in their transition back to in-person learning.

IEP Meetings

All meetings will continue to be offered through Google Meet. All appointments and meetings

with school staff will be scheduled in advance.

Individual Remote Learning Plans (IRLPs)

IRLPs will continue to apply to students in Phases 1-3. Families of students with IEPs who choose PORTA Remote Learning in Phase 4 will be required to meet with school staff and amend IRLPs accordingly.

Related Services

Occupational therapy, physical therapy, and speech therapy may be delivered through a telehealth method. All determinations on related services will be IEP team decisions.

In-Person Learning

To the greatest extent possible, special education students will be prioritized for in-person learning. In Phase 3, paraprofessional educators and special educators will coordinate with IEP teams and individual students and/or families to develop schedules to provide services to students.

3.7 Elective & Special Courses

Elective and special courses will continue to be offered in-person during Phase 4. Courses may be limited if in Phase 1-3. Individual schools will determine and communicate which courses will be available to students. PORTA CUSD #202 will follow all guidelines and recommendations from the ISBE for Physical Education and Music Courses. Information about special courses will be provided by individual school buildings.

3.8 Extracurricular Activities

Athletics

PORTA CUSD #202 will follow the guidance and recommendations from the Illinois Elementary School Association (IESA) and the Illinois High School Association (IHSA) for athletic events. PORTA CUSD #202 Athletic Director will establish protocols and requirements for returning to practice and interscholastic competition.

PART IV - OPERATIONS & MAINTENANCE

4.1 Facilities Usage & Visitors to Schools

No visitors will be allowed in the school without having a symptom and temperature screening from a school staff member.

Facilities usage will not be allowed by any unauthorized outside group or organization until Phase 5.

Authorized outside organizations, volunteers, or consultants will be allowed in school buildings during normal school hours following a successful symptom and temperature screening. Individuals entering buildings will only be allowed at the discretion of the Building Principal.

Parents or family members who are picking up their children at school will be asked to remain outside of the school or in vestibules when picking up their child from school. Communication will occur through the phone or intercom system at each school.

Petersburg Elementary School:	(217) 632-3803 Option #2
PORTA Central School:	(217) 632-3803 Option #3
PORTA Jr/Sr High School:	(217) 632-3803 Option #5

Parents and family members of students will be encouraged to consult with school personnel by phone or email. All appointments must be scheduled in advance and authorized by the Building Principal.

4.2 Cafeterias & Food Service

Phase 1-3

Previously established meal distribution will be followed. More info on the meal plan will be provided as we see Phase changes and mandates related to those phases.

Phase 4

Petersburg Elementary School

Breakfast will be available and distributed to all students in the classroom.

Lunch will be provided to all students and eaten in the lunchroom and other designated areas, taking special notice of social distancing rules. All lunch times for students will remain consistent with normally scheduled times.

PORTA Central School

Breakfast will be available in a grab and go format to all students, and will be required to eat in the classroom.

Lunch will be available in a grab and go format to all students and they will be required to eat in the classroom.

PORTA Jr/Sr High School

Breakfast will be available to all students.

Lunch will be provided to all students. Students will have scheduled lunch times, and lunch will be served in the cafeteria and other spaces as are available to meet social distancing guidelines.

Phase 5

Meal service will occur as normal as previously established by the schools of PORTA CUSD #202.

4.3 Transportation

Phase 1-2

No school transportation will be offered or provided to students.

Phase 3

Transportation will be offered to students who are scheduled to meet with teachers for tutoring, consultation, and/or small-group instruction. All transportation will be coordinated and communicated by school personnel.

All buses will be limited to ten persons at a time, in accordance with the ISBE requirements.

Seating charts will be required for students riding the bus.

All persons will be required to wear face coverings while accessing school transportation.

All students must be symptom- and fever-free prior to boarding any school bus.

Phase 4

School transportation will be offered to all students. Parents and families are encouraged to provide private transportation of students to assist the school with transportation logistics.

All buses will be limited to fifty persons at a time, in accordance with the ISBE requirements. Additional buses will be available, if possible, and provided on previously established routes with more than fifty persons per each route.

Seating charts will be required for students riding the bus.

All persons will be required to wear face coverings while accessing school transportation.

All students must be symptom- and fever-free prior to boarding any school bus.

Phase 5

School transportation will occur as normal as previously established by the Transportation Supervisor.

4.3 Facilities Cleanliness Training

The entire custodial staff of PORTA CUSD #202 will receive training on how to properly clean, to sanitize, and disinfect rooms and other locations throughout the school building. Staff will be trained on appropriate PPE usage necessary for cleaning, how to properly clean all locations in buildings, and how to certify an area has been cleaned and disinfected. Training will be ongoing with the custodial staff as necessary.

4.4 District Communication

Communication will occur through a variety of media types; schoolreach calls, remind, social media, email, print media, and on the PORTA Website. Only refer to communication received from official PORTA CUSD #202 representatives.

Families will be asked to update their contact information on Skyward at registration to ensure they are receiving all communication from PORTA CUSD #202. Please notify the appropriate office if changes occur throughout the school year.

Daily announcements can be found on the district website.

Safety Reminders & Signage

Safety reminders and signs will be posted throughout buildings and district property. Signs will include reminders to wear PPE, have good hand hygiene, practice social distancing, etc.

All persons in the school building will be encouraged to maintain a six-foot distance, when possible.