



2020-2021

COVID-19

*PROGRAMS  
PROCEDURES &  
GUIDELINES*

SUPERINTENDENT  
MRS. SHERI SMITH  
July 2020

Forrestville Valley CUSD #221

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# 2020-2021 School Year

*The Forrestville Valley School District will provide effective programs of instruction, safe and well-maintained facilities, & relevant community connections to prepare all students for college/career readiness in their desired field of study through fiscally responsible decision making.*



COVID19 has created a unique challenge to all schools in Illinois. Forrestville Valley School District remains committed to continuing to offer the best instruction during such unique times while remaining in line with all guidance issued and required from the Illinois Board of Education, Illinois Department of Public Health, Ogle and Stephenson County Health Departments, as well as the Regional Office of Education.

*Our First Priority will remain the health and welfare of our students and staff.*



July 2020

Dear Parent(s)/Guardian(s):

*We continue to navigate the Coronavirus to the greatest extent possible. While we crave a return to normal, we must be prepared for this virus to remain during the 2020-2021 school year. Therefore, it is important we learn to co-exist with COVID-19 in the safest way possible.*

*The American Academy of Pediatrics, American Center for Disease Control, and Illinois Department of Public Health have all stated the value of in person instruction for students. In addition, the Illinois State Board of Education is recommending students return to-person instruction to the greatest extent possible. The summer months have been devoted to planning for the safe return of our students in August. I want to thank the Board of Education, District Administrative Team, District Leadership Team, Forrestville Valley Education Association, and all our dedicated staff members who have worked many hours to think outside the box while navigating multiple guidelines to ensure compliance.*

We understand there are great concerns from our families as we discuss opening our school doors. For this reason, you will find two options for instruction while our region remains in *Restore Illinois Phase 4*. *Should Illinois enter Restore Illinois Phase 5, all students will return to in-person instruction.* The following pages outline the options for in-person instruction or full remote learning during Phase 4.

I am fully aware there are unique circumstances surrounding each family unit. I also am aware these circumstances may change at any given time. The district plans are fluid, allowing students to move from one track to another. However, once you declare your decision at the end of July, only one change can be made within the first quarter. While we will do our best to understand all challenges, we must be able to program effectively and most importantly plan for the safety of all students and staff. This will not be possible if we have daily changes in programming.

Please read the following pages thoroughly and carefully consider all factors best for your family and your student(s). This is a working document and will likely have to be revised as new guidance is evolving. You are encouraged to visit our district website [www.fvdistrict221.org](http://www.fvdistrict221.org) for the most recent information.

I wish you a safe and healthy 2020-2021 School Year.

Sincerely,  
*Mrs. Smith*

# NON-NEGOTIABLES

State of Illinois Executive Order 2020-40

*ISBE & IDPH issued June 23, 2020*

- Require use of appropriate personal protective equipment (PPE), including face coverings
- Prohibit more than 50 individuals from gathering in one space
- Require social distancing 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
- Require an increase in schoolwide cleaning and disinfection



# NON-NEGOTIABLES

## State of Illinois Executive Order 2020-40

ISBE & IDPH issued June 23, 2020

**Face Coverings:** All students and staff must comply with the requirement to wear a face covering in order to return to in-person instruction. Students and staff will have the option to wear a cloth or paper mask, covering both nose and mouth.

Students who are not able to tolerate a face covering due to a medical contraindication must provide a physician's statement of such contraindication, waiving the face covering requirement, *and* recommendation to return to in-person instruction.

We understand the face coverings will be difficult for students to wear for extended periods of time. Natural breaks will be built into the school day to provide opportunities to remove the covering. In addition, as weather permits, breaks will be encouraged to be taken outdoors.

**Social Distancing:** To the greatest extent possible social distancing will be monitored and planned accordingly in all classrooms. Special schedules will be created to allow for pre-determined student cohorts and home-room stay will be implemented PreK-8. Home-room stay means teachers will rotate to the students, instead of students moving to the teacher. While grades 9-12 will not follow home-room stay, they will be limited to fewer classes per day with specific passing procedures. Postings throughout the building will be placed in common areas as reminders. Lockers will not be utilized.

**Symptom Screening & Temperature Checks:** All Parents will be required to complete symptom screenings and temperature checks prior to sending their student(s) to school. This process will include a daily submission to the school to confirm completion via electronic form. As a second safety measure, students will have their temperature taken prior to entering the school building. This will be conducted by staff members using a touch-less thermometer.

**Cleaning and disinfection:** Forrestville Valley has purchased electrostatic sprayers for all school buildings as well as our school buses, to assist with our disinfection process. All buses will be disinfected after each route and all schools will increase cleaning and disinfection throughout the school day.

## 2020-2021 SCHOOL YEAR INSTRUCTIONAL OPTIONS

Recent Survey provided to parents at the end of June provided the administrative team great insight to the concerns associated with opening school to in-person instruction.

To date, we have received over 300 responses.

- 58% of our parents indicate they plan to send their student to school and would prefer in-person instruction to the greatest extent possible
- 33% of our parents indicate they are unsure of their current plans to send their student to school, and would need additional information
- 9% indicate they are not comfortable sending their child to school without a vaccine or until pandemic conditions have ended

Based on 42% of our families unsure if returning to in-person instruction is in the best interest of their son or daughter, we must evaluate our learning options.

While we acknowledge the encouragement from the State Board of Education to provide in-person instruction to the greatest extent possible, providing parents the option for structured remote learning opportunities remains a local decision.

While these pandemic conditions may continue well into the 2020-2021 school year, we do anticipate at some point to return to normal. Therefore, providing families with structured opt-in remote options during Restore Illinois Phase Four allows for continuity and greater instructional progress for all students.



## **INSTRUCTIONAL GUIDELINES**

Regardless of the option selected, parents must complete registration process for the 2020-2021 school year as soon as possible, inclusive of payment of fees. Due to the nature of this particular school year, payment for all registration fees will be extended to Friday, September 11<sup>th</sup>. However, no electronic device will be issued to any student for home use until payment is made.

Parents may select between in-person or full remote learning by Friday, July 31<sup>st</sup> and complete the necessary paperwork to notify the school by this deadline. Parents will be allowed one change in instructional option during any given quarter. Due to the nature of the requirements set forth by IDPH and the constant need to adequately prepare our building spaces, requests to return to in-person instruction may not be available the next school day. Parents should plan accordingly and contact their school with any change requests.

Class instruction, assignments, assessments, and grading will be consistent between both in-person and remote options. There will be letter grades issued during the 2020-2021 school year, regardless of the learning option selected.

Students utilizing remote instruction will be responsible for all work completion through online platforms provided by the district. While the district will issue electronic devices to students, parents will be responsible to ensure internet connectivity. The ability to connect to the internet will be necessary to access remote instruction. It may be required to arrange private appointments for administration of class assessments and assignments.





## INSTRUCTIONAL OPTION A IN-PERSON INSTRUCTION

In-person instruction is highly encouraged by the Illinois State Board of Education. In addition, there is significant research to the importance of in-person learning, including positive outcomes for overall social-emotional health.

For parents considering this option it is critical to understand school in August 2020 will look significantly different than August 2019. The changes are outlined below and are critical for parents to review prior to selecting the best option for his/her student.

- All non-negotiables listed in previous information must be followed. This includes wearing a face masks at all times, unless directed otherwise by staff during breaks, drinking, eating, etc. Breaks will be scheduled naturally within the day and outdoor opportunities will be utilized as weather allows.
- Precertification of symptom screening will be required to be completed DAILY for parents electing in-person instruction. This is to ensure the safety of all students and staff. Failure to complete and submit this on-line submission will result in a recommendation for remote learning.
- Social distancing will be followed to the greatest extent possible.

## GENERAL OVERVIEW IN-PERSON INSTRUCTION

### PreK-8

- Students will be assigned to one classroom for the duration of their school day. At the elementary level, this is very similar to previous years except for specials and lunch periods.
- At the secondary 6-8 level this will look very different from previous years. In almost all cases, students will be assigned one classroom for the day and teachers will travel to the students.
- Snacks/lunches will be provided within the classrooms or other designated areas, within the same cohort group.
- Students eligible for intervention services and special education will follow cohort models to the greatest extent possible.

### High School

- High School students will follow A/B block scheduling to allow for longer periods of instruction per class period. This will allow for fewer transitions within the school day. In addition, passing periods will be limited to one-way directional movement.

### Elective Classes/PE

- In all cases, special or elective classes will look very different as we ensure all guidelines are followed as necessary; currently limits are placed on music and band classes.
- PE classes will be scheduled, and activities modified to allow for masking, social distancing, and sharing of equipment. Students will not change into PE uniforms and locker rooms will not be utilized until further notice.

### Miscellaneous

- Use of lockers, PE lockers, and sharing of materials is not allowed. Please talk to your student about the importance of not sharing items with one another.
- Students will be allowed to keep personal items in their backpack and store within designated areas

## GENERAL OVERVIEW IN-PERSON INSTRUCTION

We will start the school year with the following modified schedule:

### Grades K-3:

- 40% of daily schedule dedicated to Reading/English Language Arts
- 40% of daily schedule dedicated to Mathematics
- 20% of daily schedule dedicated to other curricular areas to include science, social studies, and other special classes

### Grades 4&5

- 30% of daily schedule dedicated to Reading/English Language Arts
- 30% of daily schedule dedicated to Mathematics
- 30% of daily schedule dedicated to Science/Social Studies
- 10% of daily scheduled dedicated to other special classes

### Grades 6-8

- Daily periods of English Language Arts
- Daily periods of Mathematics
- Alternating days of instruction for Science, Social Studies, PE & electives

### Grades 9-12

A Days	B Days
1 <sup>st</sup> Hour	3 <sup>rd</sup> Hour
2 <sup>nd</sup> Hour	4 <sup>th</sup> Hour
5 <sup>th</sup> Hour	7 <sup>th</sup> Hour
6 <sup>th</sup> Hour	8 <sup>th</sup> Hour

## INSTRUCTIONAL OPTION B FULL REMOTE INSTRUCTION

While we acknowledge the encouragement from the State Board of Education to provide in-person instruction to the greatest extent possible, parents not able to comply with the in-person instruction requirements may opt for full remote instruction K-12. Remote options will not be available for preschool students.

Class instruction, assignments, assessments, and grading will be consistent between both in-person and remote options. The only difference students should experience between remote and in-person instruction is the physical distance.

### **Learning Environment/Platforms:**

- Google Classroom will be used as the learning and communication management platform for all students 6-12. Seesaw will be used as the learning and communication management platform for all students K-5.
- Staff will be available through district email address. In most cases staff email address is the first initial followed by last name @fvdistrict221.org. Please call your school office if you need assistance.

### **Delivery of Content**

- Remote learning will occur by students utilizing technology to join their class at specific times designated by the teacher via Zoom. This format will provide for live video conferencing, allowing students to view the white-board remotely and participate in classroom discussion.
- Engagement and participation of all remote learners in academics is expected.
- New curriculum will be covered throughout remote learning via streamed lessons.
- Due to the nature of video conferencing, parents are advised classroom instruction will be streamed and/or recorded. Students or parents are not allowed to share recordings or live streams and only registered Forrestville Valley students are allowed to participate to ensure student privacy as well as the prevention of any communication of personal information.





## **INSTRUCTIONAL OPTION B FULL REMOTE INSTRUCTION**

### **Grading/Academic Expectations**

- Students of all ages will be required to be present and attendance will be recorded.
- Students will be expected to complete assignments and assessments by assigned due dates and return via the learning platform.
- Grading and feedback on assignments and assessments will be similar to general school expectations. Current assessment scales will be utilized, and letter grades/performance levels will be assigned during remote learning.
- Arrangements with classroom teacher for assessment administration, to range from during class period, before/after school times, or 1:1 in-person may be required, as determined by classroom teacher.

### **Student Device and Internet Access/Connectivity**

- All students participating in remote learning will be required to utilize the district provided devices. The district will issue devices to all students after paid registration has been received.
- Parents must provide internet connectivity to access live streaming and video features, specifically Zoom Video Communications. Parents with more than one child in remote learning must plan accordingly to allow for multiple students accessing technology at the same time throughout the day.



## HEALTH AND WELLNESS

The health, wellness, and safety of our staff will remain our number one priority as we begin the 2020-2021 School Year. Forrestville Valley School District will continue to operate under the guidelines and in consultation with the Ogle and Stephenson County Health Departments.

- Students attending in-person instruction must be pre-certified on a daily basis, indicating the parents have screened for all COVID-19 symptoms. A google form must be completed for this process and it is the parent's responsibility to submit their responses daily for each student no later than 7:00a.m. Due to the safety of all students, repeated failures to comply with this requirement will qualify students for remote learning.
- In the event a student or staff member shows symptoms, or has tested positive for COVID-19, a specific period of quarantine may apply. The local health department will determine the period of quarantine as well as the final clearance for return to in-person instruction.

## BUILDING FACILITY & OPERATIONS

The district has spent the summer months investing in equipment and updates to assist our students and staff through this pandemic period.

- Clorox 360 and Viking electrostatic sprayers have been purchased to assist with the disinfecting of classrooms and school buses.
- Bottle filler coolers have been purchased for installation at German Valley Grade School and Forreton Grade School. Traditional drinking fountains will not be operable during pandemic conditions.
- Automatic hand sanitizer dispensers have been purchased to use throughout all school buildings, specifically at entrances and cafeterias.
- New floor scrubbers have been purchased to assist with overall surface cleaning in all buildings.
- Every classroom will be equipped with antibacterial spray bottles.
- Isolation rooms will be set up for any student who exhibits COVID-19 symptoms in all buildings.
- Increased focus on cleaning and disinfecting of all restroom and classroom areas.
- Locker rooms will not be available until further notice.
- Window air conditioning units have been purchased for use in various classroom spaces to assist with climate control.

A decorative graphic at the top of the page consisting of several overlapping, wavy bands in various shades of red, creating a sense of movement and depth.

## FOOD SERVICES

During the period of our five-hour instructional days, food services will be available to any interested/eligible student.

A morning snack break will be implemented within the daily classroom schedule. The district will provide a healthy snack for all students. Alternatively, students may bring their own snack to school, provided it is a healthy alternative. Parents should only send snack items in packages or containers the student can manipulate to avoid multiple touching of items.

Lunches will be provided as a sack lunch and will be a grab-and-go system prior to 12:20/12:40/12:50 dismissal times. At this time there will be no ala carte options. Students will not eat lunch while at school during these modified days and should keep their lunch in backpacks until arriving home.

When the school day resumes to a traditional schedule, lunches will be served within classroom cohorts. Students will pick up lunches in the cafeteria and proceed back to their classrooms. Secondary students will have ala carte options available.

Parents may continue to utilize eFunds for all lunch payments as has been done in previous years.





## TRANSPORTATION SERVICES

Because it is impossible to socially distance on the school bus, guidelines issued limit 50 individuals to ride at any time. The district is encouraging parents to consider transporting students to and from school, to the greatest extent possible.

The following are the guidelines for student transportation:

- Parents must complete a daily COVID-19 symptom screening prior to bus entry. This will be submitted via google form on a daily basis.
- All students will be required to wear a mask at all times.
- All students must use hand sanitizer upon entry to the bus.
- Seating charts will be pre-determined by the transportation department to group families together and provide for the greatest social distancing possible. All students must remain in this designated seat unless changed by the bus driver.

Due to the limitations placed on transportation services, routes may alter in both pick-up/drop-off times and total duration. In addition, due to capacity limits, there will be no paid transportation until further notice. Little Cardinal Preschool Students will be allowed to ride the red-line shuttle to and from German Valley Grade School. However, no paid transportation services will be available to and from Forreston Grade School for the Little Cardinal Preschool Students.

## CALENDAR CONSIDERATIONS

While we are committed to starting the year in person for all students, we acknowledge this will require additional time to provide for the learning needs of our students and increase our safety measures. We also believe it is important for our students to acclimate to new requirements such as face coverings. Therefore, the district plans to start the school year with a modified schedule and transition to a full day as soon as we can ensure all needs are met. The dismissal schedule below will be in place until further notice:

Forreston Jr/Sr High School: 7:40 a.m. – 12:40 p.m.

Forreston Grade School: 7:50 a.m. – 12:50 p.m.

German Valley Grade School: 8:00 a.m. – 12:20 p.m.

The district will be preparing for remote instruction for all students in the event we see an increase in COVID-19 in our local area, go back to stage 3 or less in Restore Illinois Plan, or a stay-at-home order is issued. Our goal is to be as seamless as possible between remote and in-person instruction.

There has been discussion at the state level of the concern of COVID-19 cases along with the influenza season in late November. Many universities are planning for this wave by scheduling for students to leave at the end of Thanksgiving break, and not return until January. While we have not built this into our current calendar, we do want to encourage families to have an alternate plan in the event the closure of in-person instruction becomes necessary at any time throughout this school year.

The 2020-2021 School Calendar has been revised to include Election Day, November 3, 2020, as a mandatory holiday. In addition, please note that it may be necessary to build in additional planning days for staff throughout the school year as we navigate two learning tracks, ongoing health and safety requirements, and provide the best instructional system. We will always do our best to provide advance notification should these days become necessary to implement.



## DISCLAIMER

COVID-19 will continue to evolve, and guidance will change based on new information received. Forrestville Valley School District will do the best to communicate changes with all families as soon as information is available. Parents are encouraged to visit the district website for the most up-to-date information.

[www.fvdistrict221.org](http://www.fvdistrict221.org)

A Frequently Asked Question (FAQ) document will be created to assist parents with their planning for the upcoming school year. If you have questions you wish to ask, please send these questions by email to the following address

[fvdistrict@fvdistrict221.org](mailto:fvdistrict@fvdistrict221.org)

School Buildings will resume office hours on Monday, August 3<sup>rd</sup> at 7:00 a.m.

German Valley Grade School	(815) 362-2279
Forreston Grade School	(815) 938-2301
Forreston Jr/Sr High School	(815) 938-2195
Forrestville Valley District Office	(815) 938-2036