



Arbor Park Middle School



Snapshot of remote and on-site learning:

- ✓ Students learning on site will attend all classes with assigned teachers.
- ✓ Students that chose to remain at-home learners will access classes via their device.
- ✓ ALL Wednesdays are ‘Remote Asynchronous Learning’ days. Students will be assigned work from teachers using Microsoft Teams, which students will complete independently.
- ✓ On-site students will arrive at 7:40am and depart at 2:31pm.
 - Students will not be utilizing lockers this school year. They will be using their own backpacks in all of their assigned classes.
 - Students will not change into gym uniforms for PE/Health classes.
 - Students will wear masks and maintain appropriate social distancing.
- ✓ All families must report any student absence (whether in-person or remote learning) to the APMS Main Office (708-687-5330) by 7:30am.

Daily Bell Schedule

APMS Bell Schedule	
PERIOD:	CLASS TIME:
ARRIVAL (At APMS)	7:40
Block 1	8:00-9:10
Block 2	9:20-10:30
Lunch/RTI	10:40-11:40
Block 3	11:50-1:00
Block 4	1:10-2:20
DISMISSAL (From APMS)	2:31

- This schedule is in effect every Monday, Tuesday, Thursday, and Friday (excluding calendar holidays/breaks).
- Wednesdays are ‘Remote Asynchronous Learning’ days for all students. ALL students will be independent remote learners (assigned work to be completed by their teacher at their own pace each Wednesday).
 - Students will be assigned work to complete independently through Microsoft Teams. Teachers are completing in-service training/meetings and are unavailable during asynchronous remote learning days.
 - Families must submit an attendance form each Wednesday to record their student’s attendance during asynchronous remote learning days. This form can be found at the Arbor Park School District 145 website, under ‘Remote Learning’, ‘Attendance Forms’ ([Attendance Forms - Arbor Park School District #145 \(arbor145.org\)](http://arbor145.org)) This attendance will count as school daily attendance.

Group Gatherings and Social Distancing Requirements:

- Current state and local public health orders include a minimum of 3 feet social distancing expectations with mandatory wearing of masks.
 - Masks are required by everyone – no exceptions. Social distancing will be maintained throughout the school day. First failure to maintain these safety precautions will result

in a warning. Further safety guideline infractions can result in disciplinary measures deemed appropriate by administration.

- [Social Distancing Guidelines](#) set by IDPH will be implemented at Arbor Park Middle School in order to ensure a safe and healthy learning environment for all.

Personal Protective Equipment (PPE) and Hygiene Measures:

- Face coverings (over both nose and mouth) will be **required** by everyone who is on school grounds and inside the school building. This includes all APMS students, staff, and any approved visitors.
 - Guidance and recommendations on face coverings can be found on the [IDPH Masks](#) and [Face Coverings](#) Guidelines.
- Students are expected to be responsible and should bring their own Personal Protective Equipment (PPE) (face coverings, hand sanitizer, etc.).
- Personal Protective Equipment (PPE) including face coverings (as needed), hand sanitizer, thermometers, and gloves will be in a variety of areas throughout the school.
- Additional signage on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures including face coverings will be on display in classrooms, hallways, and on the school tv informational monitors.
- School floors will have markings to both promote social distancing and provide visuals for students to know where to stand.
- Consistent scheduled times and procedures will be established throughout the day for hand hygiene, promoting [General Hygiene](#).
- **All staff and students will be required to stay home when experiencing COVID-19 symptoms.** ([IDPH “What if I’ve Been Exposed?”](#)).
- Symptomatic staff and students in the building will go to an established isolated room/location until they can safely leave the building. Parents will be notified immediately and will be required to come to the school to pick up their child.

Building Entry Guidelines and Symptom Screening:

Upon building entry, a symptom screening process will take place. Students, staff, and visitors entering Arbor Park Middle School will be temperature screened and asked to respond to a series of symptom screening questions developed in partnership with IDPH.

- APMS staff will be assigned specific posts to assist in the flow of traffic into and out of the building to ensure that maximum capacity plans are adjusted and managed at each entry and exit point. This will increase entry efficiency and enable staff to recognize if certain students are presenting ill.

Upon entry, all APMS students will proceed to their assigned classrooms where their teacher will provide them hand sanitizer and verify appropriate PPE. Visual cues such as decals, colored tape, and signs will indicate to students and staff the flow and direction of traffic to be used throughout the school.

In the event a child or staff member were to be diagnosed with having COVID-19, students/staff who were in contact with the individual will be required to be in quarantine in accordance with IDPH, CDC, and ISBE Guidelines.

Arrival and Dismissal Procedures for Drop-off and Pick-up:

Bus Transportation Arrival:

- Students will be temperature screened prior to bus entry.
- Students exhibiting a temperature above 100.4° at the bus stop will not be allowed entry.
- All students using bus transportation will enter APMS through Door #4. There will be separate building entry points for each grade level in the bus drop-off area (observing social distancing while entering).

Parent Drop-off Arrival:

- All students dropped off by parents in the front of the building, from the drop off lane, will proceed to Door #15 (Entry into Door15/Gym Hallway). This will be the one entry point for walking and parent drop-off of students.
- Students arriving through Door #15, will observe marked social distancing guidance while they enter to be screened.
- Any child who demonstrates having a temperature when dropped off will be moved to the designated safety area for immediate parent pick-up.
- Only students will be allowed to enter the school building during drop-off. All visitors should report to Door #1 (Front Office) and follow posted guidance.
- If a parent needs to speak with a staff member, we encourage an email or phone call be sent to the teacher to schedule a virtual appointment.
- All students will exit the building after 2:31pm.

Parents needing to pick up their child during the school day will adhere to the following guidelines:

- Masks are required for entry into the building.
- All visitors are required to enter the building through Door #1 and follow posted retrieval procedures in atrium for student retrieval.

Attendance and Absence Reporting:

Student attendance reporting will be used for IDPH, CDC, and ISBE compliance reporting, truancy, accountability, and media requests.

- Attendance will be required for all students.
- Parents will be required to give detailed reasons for each absence daily to the main office.
 - This will include reporting on students who are absent due to COVID-19 symptoms or are being quarantined.
- Reporting a student absence must be completed by 7:30am the date of the absence (708-687-5330)
- A doctor's note will be required for students who have been absent more than 2 days.

Transportation:

The Transportation department supports students by providing safe and timely transport services for eligible riders attending on-site programs to and from school. Capacities of the transport service will follow public health guidelines including:

- Number of students permitted to ride at any time.

- Symptom screening protocol enforced for all bus riders.
- Cleaning and disinfecting protocols following student pick up and drop offs.

Cleaning Procedures:

Custodial staff will be focused on cleaning for health, which includes an emphasis on disinfecting surfaces where bacteria or viruses are most likely to be transmitted.

The district's Custodial Department will continue to consult with the IDPH, CDC, and ISBE Guidelines to ensure appropriate and timely measures are taken to preserve the health and safety of our students, staff, and community.

Culture and Climate:

Our district social workers and counselors have created a list of resources to assist families with ongoing support. This list can be found on our district website under the title [COVID-19 Resources](#). Arbor Park School District 145 is committed to providing our students and families with the necessary support needed in maintaining the mental health needs of students, staff, and families.

- Arbor Park Middle School staff will work together with families to implement and support best practices around trauma informed practices.
- A focus will be placed on supporting a positive climate and culture that acknowledges universal trauma care strategies for students.
- Best practice guidelines will be available to support students who may need more support.
- Our district social workers and counselors will provide ongoing consultation to staff.
- Recognizing the need to assess the status of students' social-emotional health as they return to school, social workers will work with staff on creating protocols that will inform the levels of support that may be needed for students.

Lunch Service:

- Free lunch is available to any student in the district. Students in school will indicate their desire for lunch at the start of each school day present.
- On-site lunches will be eaten in the cafeteria, classrooms, and gyms spaces with staff supervision, in accordance with social distancing procedures.
- Please refrain from sending lunch items in lunch boxes. Lunches brought from home will need to be sent in disposable bags. This is a recommendation from the CDC to decrease the possibility of spreading viruses.
- If a parent must drop off a lunch, they will follow the following procedures:
 - Once parent/adult arrives at the school, they will park in the nearest adjacent lot to Door #1 (APMS Main Office).
 - Parent will ring the office bell to notify the school of arrival, student name, and grade level.
 - Parent will label and place the lunch on a table outside the door for a staff member to retrieve.

Technology:

- If returning onsite, be sure your student is prepared daily with their Microsoft Surface laptop, Charger, Stylus, and Keyboard.

- Loaners are not available of either chargers or devices.
- If you need any warranty replacements, please contact Panda Help. Replacements for missing items can be purchased at <https://store.arbor145.org>

During the 2020-21 school year, our district Panda Department will ensure the following for APMS:

- That all students and staff have access to a working device (Chromebook, iPad, laptop, desktop computer, or other).
- Will collaborate with various departments, community partners, businesses, and others, as needed, in problem-solving efforts to ensure all students and staff have reliable internet access to complete their work remotely in the event of school closures.
- Will support students and their families, and our staff as they utilize our core digital learning tools and existing system applications.
- Will modify existing tools and applications to meet the needs of in person or remote environments.
- Will optimize efficiencies and minimize changes that will impact our existing tools and applications to provide stability across our system for all end users.
- Will continue to introduce new tools and applications in a way that continues to offer flexibility, but also moves toward a model of standardization to provide more robust support for an overall portfolio of systems that are secure, stable, and effective.

In-Person Learning Snapshot:

- Students should arrive at APMS with all necessary tools: Microsoft Surface laptop (fully charged), wall charger, stylus, and keyboard. No loaners are available while on-site. Replacements can be purchased through Panda Technology Department via Push Coin.
- Students will change classes and attend with assigned teachers.

Remote Snapshot:

- Students will have access to the same lessons and live TEAMS meetings that in person students will have.
- Lessons will be posted on TEAMS for students to retrieve.
- Students will be joining TEAMS meetings to learn from their teacher.

Classroom Environments:

- Classroom furniture will be arranged to support social distancing practices.
- Students will refrain from sitting together where at least 3 feet of social distancing is not possible.
- Students must have their own school supplies and will refrain from sharing or using another student's items.
- Manipulatives utilized for academic activities will be assigned for individual student use.
- Students will be required to bring their own water bottles to minimize the use of water fountains.

Special Considerations for Students with Disabilities:

- For students with Individual Education Programs and Section 504 plans, the district will adhere to all aspects of those plans as appropriate for either in-person or remote learning.

- All special education and related services will be delivered remotely for students opting not to attend school. Staff will work with parents to ensure access and engagement in all relevant goal areas.
- In order to minimize exposure, services may be delivered in person directly or provided remotely for students attending in person. Case managers will communicate with parents to discuss and outline the provision of services. Some individualization of services can be achieved within the safety guidelines.
- District will adhere to all timelines for annual reviews and re-evaluations with a focus placed on review of existing data to minimize student contact with multiple adults for in-person testing. Initial evaluations will be carefully planned with parents. As always, the district's MTSS plan ensures there is no delay in providing the services a child needs during the evaluation process.
- IEP and other parent meetings will be held via Microsoft TEAMS through the same account at the student's learning activities.
- Special Education students requiring homebound instruction for serious illness will participate in Remote Learning with additional support until such time that it is safe for staff to enter homes.

Emergency Contact Information:

Parents, we ask your help in keeping our building contact records up to date by filling them out completely online through ALMA, or by contacting the main office in a timely fashion. Please understand the vital importance of updating your student's emergency information. This ensures that our office and staff know the best way to reach you if ever the need arises. This will be crucial not only for emergencies, but for our ability to communicate with families in general. As we continue to move towards more and more electronic communication, your email address is particularly important to update.

If you have any questions or need assistance regarding contact records, please contact our main office at (708) 687-5330, open weekdays between 7:00 AM and 3:30 PM.

On behalf of the Arbor Park Middle School staff, we are looking forward to finishing our school year strong! We are excited to see our students in-person and remotely!

Sincerely,

David Evans Bradley Dizonno

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Principal Assistant Principal

Arbor Park Panther Pride!