



Morton Gingerwood School

Direct instruction plan- update 3-25-2021

Parent Information

Greetings Morton Gingerwood Families,

I hope everyone is safe & well. We wanted to share great news with you before we head into spring break. We are very happy to announce that **starting 4-15-2021** on-site students will be in their homerooms and receive direct instruction from their teachers. Please see the attached documents that explains the plans for each building.

If you have any questions, please contact us at (708) 560-0092.

Current CDC guidelines

- Social Distancing Guidelines set by IDPH will be implemented at Morton Gingerwood School to ensure a safe and healthy learning environment for all.
- Students will be socially distanced 3 feet apart while wearing masks.
- During lunch and outdoor PE masks will be removed and students socially distanced 6 feet apart.

Personal Protective Equipment (PPE) and Hygiene Measures

- Face coverings (nose & mouth) will be required by everyone who is on school grounds and inside the school building. This includes all MGS students, staff, and any approved visitors.
- Guidance and recommendations on face coverings can be found on the IDPH Masks and Face Coverings Guidelines.
- Personal Protective Equipment (PPE) including face coverings (as needed), hand sanitizer, thermometers, and gloves will be located 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 on the school tv, informational monitors and in each classroom.
- School floors will have markings to promote social distancing and as visuals for students to know where to stand.
- All staff & students will be required to stay home when experiencing COVID-19 symptoms.



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- Symptomatic staff & students in the building will go to an established isolated room 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

Prior to building entry, a symptom screening process will take place. Students, staff & visitors entering Morton Gingerwood School will be temperature screened along with a series of symptom screening questions developed in partnership with IDPH.

- School staff will be trained by our district Registered Nurses (RNs) and were provided protocols in August on how to screen students.
- MGS support staff will be assigned specific posts to assist in the flow of traffic in & out of the building to ensure that maximum capacity plans are adjusted and managed at each entry/exit point. This will increase entry efficiency and enable staff to know their students when recognizing if certain students are presenting ill.
- There will be separate entry points for bus riders and car riders to which will be consistent throughout the school year.
- Any child who demonstrates having a temperature will be moved to the designated room for parent pick up.
- All MGS students will proceed to their classrooms at which their teacher/supervisor will provide hand sanitizer and ensure student has been screened prior to entering the room.
- Visual cues such as: decals, colored tape & signs will be used throughout the school to guide students & staff through the flow of one-way traffic.
- 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 for 14 days in accordance with IDPH, CDC, and ISBE Guidelines.



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Parent Pick-up or Drop-off at School

To assist in our social distancing measures, parents dropping off their child to school will follow the following guidelines:

- Park in the main parking lot near Door 1 (there will be no drop off lane this year).
- Wait in your vehicle until the school doors open.
- Walk your child to the door to be screened by Morton Gingerwood Staff.
- Keep social distance from other families.
- Only the student will be allowed to enter the school building.
- If a parent needs to speak with a staff member, we ask that an email be sent to the teacher/staff member or a phone call be made to the school to schedule a virtual appointment.

Parents picking up their child at dismissal will follow the following guidelines:

- All car riders will be asked to place a sign with the student's last name in the window of your vehicle.
- Park in the main parking lot near Door 1 and remain in your vehicle.
- A staff member will bring the student to the designated vehicles.

Attendance

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 a detailed reason for each absence
- All absences shall be called-in to the school office by 8:00am. 708-560-0092
- This will include reporting on students who are absent due to COVID-19 symptoms or are being quarantined.
- A doctor's note will be required for students who have been absent 2 or more days.



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Transportation

The Transportation department supports students by providing safe & timely transport services for eligible riders attending on-site programs to & from school.

- Capacities of the transport service will follow public health guidelines:
 - * Number of students permitted to ride at any time
 - * Symptom screening protocols enforced for all bus riders
 - * Cleaning and disinfecting protocols following student pick up & drop offs

- Students who are enrolled in the KIDS CLUB before & after school program, will not be transported due to services being provided at their home school.

- There will be no exceptions to changes in bus routes due to health & safety restrictions.

- Children will be transported to & from their assigned bus stops only.
(No exceptions will be made.)

- Children who attend the Acorn or Oak Forest KinderCare Daycare programs will be picked up at their daycare location and will be returned to the daycare location. No other changes for daycare children to the drop off or pick up will be allowed.

- In the event your child's bus is unable to fulfill their bus stop pick up, you will receive an automated message requesting alternate transportation for your child to school or that your child remain home for remote learning for the day.

Cleaning Procedures

- To the extent possible, MGS staff will limit the sharing of all supplies, utensils, devices, toys, books, and learning aids among students.

- 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.



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- 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 & community.
- Classrooms will be disinfected throughout the day during bathroom breaks.

Culture and Climate

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

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

Lunch Service

Morton Gingerwood School offers the opportunity to order lunch.

- Lunches will be delivered to the classroom by food service personnel.
- On-site lunches will be eaten in the classroom setting supervised by MGS staff in order to maintain social distancing procedures. Some students will eat in the gym due to the 6 feet rule while masks are off.
- 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 CDC to decrease the possibility of spreading viruses.
- Parents who may need to drop off a lunch should call the school.



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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 & engagement in all relevant goal areas. In order to minimize exposure, services may be delivered in-person directly or provided remotely for the student. 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 145 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 of 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.

School Day Structures

- **Please refer to the district one page document that explains the school day structures for each building.**

Classroom Environments

- Classroom furniture will be arranged to support social distancing practices.
- To ensure social distancing is occurring throughout the day, traditional circle time activities will be conducted when students are at their tables and in their seats.
- Students will 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.



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- Students will be encouraged to bring their own water bottles to minimize the use of water fountains.

Bathroom Breaks

- A schedule will be created for whole class bathroom breaks.
- No more than 3 students will be allowed to enter the bathroom at the same time.
- Decals will be placed on the floors as markers for students to stand on as they wait for their turn.

Kids Club

As a school district, we recognize that many parents rely on us to not only educate, but also supervise children while they are at work. Kids club is on-site at Morton Gingerwood School.

Please contact Kids Club at kidsclub@arbor145.org or call 708-342-7763 for further information.