



# SCARLET OAK SCHOOL FALL RETURN PARENT INFORMATION

Dear Scarlet Oak Families,

Thank you for your patience, understanding, and support as we prepare for this unique school year. It may not be what you envisioned for your child's school year, but we will do our best to make it a great year. As you are aware, the status of this pandemic is continuously changing which will impact any plans we have currently created. In the event they need to be changed, you will be notified via email through our district alert system. Please take time to read this document. It is quite lengthy, but our hope is that you will find answers to questions you may have regarding what the new school year will look like and the educational options your child has. You will find at the end of this document a letter from the Director of Teaching and Learning that explains the learning options which Arbor Park will be offering. Your partnership is appreciated and needed as we begin this new educational journey together.

**We are requesting that if you have not completed the online district survey regarding your child's fall status please do so before Friday, August 7<sup>th</sup>. If you have completed the survey you do not need to re-submit.**

**Please click here to access the survey: [Arbor Park District 145 return decision](#)**

1. Will your child be participating in remote learning or coming to school for in-person instruction?
2. If your child will be coming to school, will he/she be using our bus service to and from school or will you be driving your child to and from school?

**Please note your decision will be in effect the first day of school until November 20<sup>th</sup>.** Changes to your decisions cannot be made during this window. In early November, we will revisit our district guidelines, Illinois State Board of Education recommendations, CDC, and IDPH procedures to determine what the next steps will be for the winter trimester.

You will receive additional information the week school begins which will be based on the learning option you have chosen. Our official start date is now Monday, August 24<sup>th</sup>.

Please note that the following plan has been created to ensure a smooth and healthy transition back into the school setting for all members of the school community. **This plan is specific to Scarlet Oak School.** Our plan will consist of protocols created by the Illinois Department of Public Health (IDPH), Centers for Disease Control (CDC), the Illinois State Board of Education (ISBE) and Arbor Park School

District 145 (APSD 145). The developmental levels of children have been taken into consideration as planning for new routines and procedures have been created.

As a part of our planning process, staff will incorporate opportunities to familiarize students with these protocols along with practicing to ensure an understanding of procedures. Each section below will be specific to the daily in-person functioning at School by student Scarlet Oak School and staff and will remain consistent throughout the 2020-2021 school year as we implement in-person instruction.

Regardless of the in-person learning model, any person entering our school properties will be required to follow all public health regulations.

### **Scarlet Oak student hours will remain as 8:55-3:15**

Below is an explanation of the health regulations we anticipate based upon current information:

#### **Group Gatherings and Social Distancing Requirements**

- Current state and local public health orders limit the size of group gatherings to 50 and include a minimum of 6 feet social distancing expectations with mandatory wearing of masks.
- Scarlet Oak will limit the use of large group gathering areas such as the school gym, lunch, playground, field trips, and bathroom breaks.
- Classrooms will follow a building wide schedule for use of these large gathering areas. This will allow for multiple classrooms which will assist in limiting the number of children and allowing for social distancing.
- [Social Distancing Guidelines](#) set by IDPH will be implemented at Scarlet Oak School in order to ensure a safe and healthy learning environment for all.

#### **Number of Students and Staff Requirements**

- Group gathering limitations and social distancing forces Scarlet Oak to afford enough space per person in our buildings. To meet these needs, we may need to reduce building capacity. (remote where possible)
- In order to do so, we will preserve space for students and staff, visitors will be limited.
- To the extent possible, Scarlet Oak intends to keep the same student cohorts together.

#### **Personal Protective Equipment (PPE) and Hygiene Measures**

- Face coverings (nose and mouth) will be required by everyone who is on school grounds and inside the school building. This includes all SOS 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 monitor and in each classroom.
- School floors will have markings to promote social distancing and as 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](#).

- Staff will practice proper use of mask wearing and social distancing with students.
- 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 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 entering the building, a symptom screening process will take place. Students, staff, and visitors entering Scarlet Oak School will be temperature screened along with answering a series of symptom screening questions developed in partnership with IDPH.

- School staff will be trained by our district Registered Nurses (RNs) and will be provided protocols in August on how to screen students.
- Staff will work with the school nurse on creating lessons for the first days of school.
- SOS support 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 know their students when recognizing if certain students are presenting ill.
- There will be multiple entry points for buses to drop off students which will be consistent throughout the school year.
- Any child who demonstrates having a temperature will be moved to the designated isolation room for parent pick-up.
- All SOS students will proceed to their classrooms at which time their teacher will provide hand sanitizer and ensure student has been screened prior to entering the room.
- Visual cues such as decals, colored tape, or signs will indicate to students and staff the flow and direction of one-way traffic will 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 for 14 days in accordance with IDPH, CDC, and ISBE Guidelines.

### **Parent Pick-ups or Drop-offs at School**

To assist in our social distancing measures, parents dropping off their child will follow the following guidelines, that must be followed:

- Park along the north side of Albert Drive, beginning at the fire hydrant
- Wait for school staff member to open door for temp check and receiving of child
- Once the temp has been verified and okay to attend, students will exit the car along the sidewalk side of your vehicle
- 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 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:

- Again, park along the north side of Albert Drive
- Walkie Talkies will be used to identify and aid in the dismissal of your child
- Wait for staff member to bring child to parent
- Parents will not exit their vehicle

### **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
- Calling in of child should be done by 8am on the date of the absence to 708-687-5822
- 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 more than 2 days.

### **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 Multi-Tiered System of Support (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 as 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.

### **Medical/Health**

Our school nurse will be in contact with parents who have children with medical needs to ensure plans are able to be followed during this unprecedented time.

## 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:
  - 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
- Any family registering their child beginning August 3<sup>rd</sup> will be required to drive their child to and from school until November 20,2020.
- Children who require alternative transportation will receive a call from the special education director and transportation coordinator.
- Students who are enrolled to attend KIDS CLUB before and 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 and safety restrictions
- Children will be transported to and 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 you drive your child to school or that your child will be remote learning for the day.

## 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 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.

- Scarlet Oak Staff will work together 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 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 on creating protocols that will inform the levels of support that may be needed for students.

### **Lunch Service**

Scarlet Oak School provides opportunity to purchase lunch for all students in. It will continue to provide meal service to students to the extent possible given on-site and remote learning environments. Therefore, the meal service program may be a combination of in-school serving and/or a “grab & go” program.

- Remote and on-site attendance dictates the serving model(s) used
- Lunches will be delivered to the classroom by food service personnel
- On-site lunches will be eaten in the classroom setting with a lunch supervisor in order to maintain 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 CDC to decrease the possibility of spreading viruses.
- Parents who may need to drop off a lunch should follow the following procedures:
  - Notify the school of time lunch will be dropped off
  - Once parent/adult arrives at the school, they will park in front of door 1.
  - Parent will ring the bell and notify the school of arrival.
  - Lunch will be placed on the cart/table inside the vestibule for staff member to retrieve.
  - Children are encouraged to bring a water bottle to school to decrease the movement to water fountains. Water fountains will only be used as refilling stations.

### **Technology**

For the start of the school year, our Panda Technology Department will ensure the following for SOS:

- Surface Go device, stylus pencil, charger, tote to carry all tech items, keyboard, and protective case
- In the event of a possible closure, on-site students will be allowed to take home their Surface Go with a charger and stylus pencil to continue remote learning. Surface Go’s will have Microsoft Teams for virtual interactions and meetings with their Teachers.
- That all students and staff have access to a working device (Chromebook, iPad, Surface Go/Pro, 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.

### **School Day Structures**

Given the guidelines and constraints of social distancing and best practices to mitigate the spread of models have been developed primarily under the desire to provide in-person learning opportunities to the greatest extent possible while adhering to public health guidelines.

Traditional parent start of the school year meetings and events will be conducted remotely. Teachers will hold move in nights via Technology using Microsoft TEAMS for parents to be able to participate and view the process in the event remote learning needs to be implemented with all students. These meetings will assist families in learning the technology and give the opportunity to ask questions they may have.

In an effort to limit the amount of contact with other children, teachers (including support staff) will conduct lessons virtually.

- Teachers will send parents a daily schedule for parents to follow

### **In Person Learning Snapshot:**

- Students will remain in the classroom on their devices and meet with their teachers virtually to participate in virtual lessons taught by the teacher.
- Students will be with a staff supervisor throughout the day
- Students can access lessons and meetings via TEAMS to learn from their teacher

### **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 meeting to learn from their teacher

To the extent possible, in-person learning for students will be maximized. However, limitations based on standing public health guidelines will also be applicable to our district and/or school moving to our district's remote/e-learning plans. As an additional effort to limit the amount of contact with other children, teachers (including support staff) will rotate to classrooms to provide services as feasible.

### **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. While public health and social-distancing guidelines currently limit our functional use of space, structures are being explored to support this need for our families.

Before and after school in-district Kids Club child-care providers are working to create specific plans to serve our Arbor Park School District families. Determination of locations and availability will be made based on public health guidelines. These guidelines will include the potential of limited capacity of school buildings, reduced ratios, and the need to clean and disinfect spaces before and after school

sessions. Communication to families regarding availability will occur as soon as possible. Plans to have Kids Club operating at each of our district schools is currently in process.

Please contact the Kids Club at [kidsclub@arbor145.org](mailto:kidsclub@arbor145.org) or call 708-342-7763 for further information.

I'd like to officially welcome you to and back to Scarlet Oak School!

Looking forward to working with you and your children!

Principal Scot Pierce

Dear Arbor Park 145 Families,

As you are aware, Arbor 145 is offering two options for school this fall: on-site instruction or remote learning. I would like to take a moment to explain what both options will look like so that you can make an informed choice.

On-site instruction will occur five days a week. School start and end times will remain the same as they always have been, and students who are eligible for bus services will receive them. Students will be required to wear PPE and will report to a specific room, remaining there for the length of the school day with their classroom teacher or with a supervisor. Lunch will be eaten in rooms. Because of social distancing guidelines, it is possible that a student will be supervised by an adult who is not his/her homeroom teacher; a student may need to log in to a Teams meeting in order to receive instruction even if he/she is on campus. This is why we ask that if you can keep your child home, please do so. It keeps our on-site numbers low and increases the likelihood that students can be assigned to their homeroom teachers during the school day. At the middle school, students will see most of their teachers virtually because they will not rotate to different classrooms to receive instruction.

Remote instruction will look different than it did in the spring. The Illinois State Board of Education's guidelines for remote instruction have been revised significantly, and this enables us to reconfigure our remote learning plan. First, remote learners will follow the same schedule that on-site learners do. They will interact with their teachers every day. Teachers will either present a lesson live for a portion of a block, broadcasting it to students via Teams, or they will pre-record it and show it to their students at a designated time. Students may then log off to complete an activity or assignment, they may join a breakout room to work with their peers on something, or they may meet with a teacher to review a concept or to be assessed on their understanding. Teachers will make choices based on the needs of their students.

For both options, we will track attendance and work completion, reaching out if we see a lack of engagement. We will also assign traditional grades. Our goal is furthering the academic growth of all students. Both on-site and remote learners will engage with the same content; teachers will provide instruction and support to both cohorts. In the event that a student must be quarantined, he/she may

continue learning from home, staying connected to his/her class while off-site. Students can feel connected to classmates despite distance and learning can occur no matter the setting.

Returning to Learning 2020-2021	
<ul style="list-style-type: none"> <li>• Parents choose one of two options for learning: on-site instruction or remote learning. Once a choice is made, it is in effect until the end of the first trimester.</li> <li>• All students will receive five full days of instruction.</li> <li>• All students will be provided a device –PK / KG students will utilize iPads, 1-8 students will be assigned a Surface Go.</li> <li>• PandaHelp will support all students as they use their 1:1 devices</li> <li>• Students will access learning platforms and programs via ClassLink.</li> <li>• Students who are on campus for instruction will follow all social distancing guidelines and will wear masks per state requirements.</li> <li>• State remote learning guidelines for the fall are different from what they were in the spring; remote learning will be significantly different from what it was in the fall.</li> <li>• All current plans are contingent upon being in Phase 4 of the governor’s <i>Restore Illinois</i> plan; a change in status will result in an alteration to the plan.</li> <li>• Teachers and administrators will communicate pertinent information to district families using ParentSquare, emails, text and phone blasts as well as school and classroom newsletters.</li> <li>• Parents will have access to a virtual training for basic remote learning platforms and programs so that they can assist students at home if needed.</li> </ul>	
On-site Learning Model	Remote Learning Model
<ul style="list-style-type: none"> <li>• Students attend school five days a week and practice social distancing while wearing masks; normal school start and end times are preserved</li> </ul>	<ul style="list-style-type: none"> <li>• Students attend school virtually five days a week; students follow the on-site school start and end times – students receive instruction and complete activities at set times during the school day</li> </ul>
<ul style="list-style-type: none"> <li>• Students will be assigned to a grade-level classroom teacher (or grade-level team if at the middle school) and then to a location in the building; depending upon numbers, some students may be supervised by an adult who is not their classroom teacher due to social distancing requirements – students will log into Teams to connect with their class virtually</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be assigned to a grade-level classroom teacher (or grade-level team if at the middle school); students will log into Teams to connect with their class virtually according to a set schedule; students should engage in remote learning from a designated workspace within the home containing all supplies necessary for learning; proper attire must be worn; student attention must be focused on learning activities</li> </ul>
<ul style="list-style-type: none"> <li>• Students will receive instruction using curriculum aligned to the Illinois Learning Standards; they will receive physical copies of textbooks and novels where appropriate; K-4 students will receive individual math manipulative kits and magnetic whiteboards</li> </ul>	<ul style="list-style-type: none"> <li>• Students will receive instruction using curriculum aligned to the Illinois Learning Standards; they will receive physical copies of textbooks and novels where appropriate; K-4 students will receive individual math manipulative kits and magnetic whiteboards</li> </ul>

<ul style="list-style-type: none"> <li>Schools will track daily student attendance; if attendance is problematic, problem-solving meetings with students and parents will be scheduled</li> </ul>	<ul style="list-style-type: none"> <li>PK-KG students will submit a daily parent signature form to verify student attendance; 1-8 remote students will log in to ClassLink to verify daily attendance; classroom teachers will note students' presence and participation in virtual meetings each class period -- students who fail to consistently engage in remote learning will be contacted, along with their parents, to schedule problem-solving meetings</li> </ul>
<ul style="list-style-type: none"> <li>Deadlines for work completion will be assigned; students' rate of work completion will be tracked; a consistent lack of work completion will result in scheduled problem-solving meetings with students and parents</li> </ul>	<ul style="list-style-type: none"> <li>Deadlines for work completion will be assigned; students' rate of work completion will be tracked; a consistent lack of work completion will result in scheduled problem-solving meetings with students and parents</li> </ul>
<ul style="list-style-type: none"> <li>Student work will be assessed, and grades will be assigned based on the traditional grading scale</li> </ul>	<ul style="list-style-type: none"> <li>Student work will be assessed, and grades will be assigned based on the traditional grading scale</li> </ul>
<ul style="list-style-type: none"> <li>Students will submit assignments electronically through Teams</li> </ul>	<ul style="list-style-type: none"> <li>Students will submit assignments electronically through Teams</li> </ul>
<ul style="list-style-type: none"> <li>Lunch will be served to students at their assigned locations</li> </ul>	<ul style="list-style-type: none"> <li>Students will go offline for lunch</li> </ul>
<ul style="list-style-type: none"> <li>Students will have special classes (like PE, Art and Music) – they will engage virtually with their teachers for these subjects</li> </ul>	<ul style="list-style-type: none"> <li>Students will have special classes (like PE, Art and Music) – they will engage virtually with their teachers for these subjects</li> </ul>

**PandaHelp Technology Information:**

We are excited that our entire district is 1:1 with devices for both on-site and remote learning!

**For PreK and K:**

Students will be assigned an iPad. If the student is on-site, the iPad will stay in the classroom within a charging cart. If the student is remote, an iPad and charger will be issued to the student. In the event of a possible closure, on-site students will be allowed to take home their iPad with a charger to continue remote learning. iPads will have Microsoft Teams for virtual interactions and meetings with their Teachers.

**For 1-3:**

Students will be assigned a new SurfaceGO tablet and accessories. Principals will be coordinating device pickups for both in person and remote learners. We know these devices are new to the students and Panda is working on instructional documents and videos to help both students and parents guide through the new devices. Students are already familiar with Teams and Classlink so the learning curve will be small. Students will be bringing their devices home every day. The charger can stay at home as charging stations will be available in the classroom. In the event of a possible closure, students will have their device at home and be ready for remote learning. Students will be issued the following: SurfaceGO Device, Protective Black Case,

Keyboard, Stylus Pen, Charger. Panda will also be provided a bag for students to keep all of their tech belongings in.

**For 4-8:**

Students kept their devices and accessories over summer. Please check with your child to ensure they have all components before the start of the year. If you are in need of any replacements, please visit our online store to purchase a replacement: <https://store.arbor145.org/>. All orders will be via a non-contact pickup or shipped directly home.

Students should have the following: SurfaceGO Device, Protective Black Case, Keyboard, Stylus Pen, Charger.

As always, please contact your child's principal should you have questions about how on-site or remote instruction will look at your child's particular building.

Thank you,

Camille Hogan. Arbor Park 145 Director of Teaching and Learning