



# **Morton Gingerwood School**

## ***Fall 2020 Return Plan***

### ***Parent Information***

Greetings Morton Gingerwood Families,

I hope everyone is safe & well and enjoying the summer days as best we can! As we prepare for the upcoming school year, I am excited to meet and get to know our incoming 1<sup>st</sup> & 2<sup>nd</sup> graders. To see their faces in-person or virtually, will bring so much joy to our school & staff.

I appreciate your patience, understanding and support as we prepare for this upcoming school year. We understand there are many unknowns surrounding the school year and things will be different, but we will work together to make this transition as smooth as possible. Our dedicated staff at D145/Morton Gingerwood are here to support and guide students & families in every way possible.

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

#### **First day of school:**

Our first day of school for all students (in person and remote) will be **August 24<sup>th</sup>**.  
*Please make note of this change in date.*

#### **Survey:**

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 already completed the survey you do not need to resubmit. This information is essential in helping us continue with our preparation for the new school year.

Please click here to access the survey: [Arbor Park District 145 Return Decision](#)

Please note that we are asking for a commitment to this decision for the entire first trimester (Aug 24<sup>th</sup> – November 20<sup>th</sup>). The district will re-evaluate the situation to create a plan for the 2<sup>nd</sup> and 3<sup>rd</sup> trimesters as we get closer.



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The following plan is to ensure a smooth and healthy transition back into the school setting for all members of the school community. This plan is specific to Morton Gingerwood School (MGS) and to the age group of students in first and second grade. 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.

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 Morton Gingerwood School by students & 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. 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 people and include a minimum of 6 feet social distancing expectations with mandatory wearing of masks.
- Morton Gingerwood will limit the use of large group gathering areas such as the school gym, lunchroom, playground, field trips, and bathroom breaks.
- Classrooms will follow a building wide schedule for use of these large gathering areas. This will allow only one classroom at a time, which will assist in limiting the number of children and allowing for social distancing.
- Social Distancing Guidelines set by IDPH will be implemented at Morton Gingerwood School to ensure a safe and healthy learning environment for all.



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

- Group gathering limitations & social distancing forces Morton Gingerwood School to allow enough spacing per person in our buildings. To meet these needs, we may need to reduce building capacity.
- In order to do so, we will preserve space for students & staff and visitors will be limited.
- To the extent possible, Morton Gingerwood intends to keep the same student cohorts together.

#### **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.
- Consistent scheduled times & procedures will be established throughout the day for hand hygiene.
- All staff & students will be required to stay home when experiencing COVID-19 symptoms.
- 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.



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#### **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 will be provided protocols in August on how to screen students.
- Staff will work with the school nurse on creating lessons the first days of school.
- 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 issued a number that is to be placed 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
- Any new family registering their child on August 3<sup>rd</sup> or after, will be required to provide transportation for their child to & from school until the first trimester is complete (November 20,2020).
- Children who require alternative transportation will receive a call from the special education director and transportation coordinator.
- 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.



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#### **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.
- 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.
- Staff will be issued disinfectant spray that will be applied to backpacks at the start of the school day.

#### **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.



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#### **Lunch Service**

Morton Gingerwood School offers the opportunity to purchase lunch. 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 “grab & go”.

- 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 supervised by MGS staff 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 office of time lunch will be dropped off.
  - Park in the main lot near Door 1.
  - Parent will ring the bell to notify staff of arrival.
  - Lunch will be placed on the table outside the door for staff member to retrieve.





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#### **Technology**

Students will be assigned a new Surface-GO tablet and accessories. Principals will be coordinating device pick-ups for both in person & remote learners. These devices are new to the students, therefore our Panda Team is working on instructional documents and videos to help guide both students & parents. Most students are familiar with Microsoft 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 ready for remote learning.

- Students will be issued the following:

\* **SurfaceGO Device**

\* **Keyboard**

\* **Stylus Pen**

\* **Charger**

\* **Protective Black Case**

\* **Bag to carry tech belongings**

During the Fall of 2020, our Panda Tech Team will ensure the following for MGS:

- Collaborate with various departments, community partners, businesses & 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.
- Support students, families & our staff as they utilize our core digital learning tools and existing system applications.
- Modify existing tools and applications to meet the needs of in person or remote environments.
- Optimize efficiencies and minimize changes that will impact our existing tools & applications to provide stability across our system for all users.
- 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 & effective.
- Create various opportunities for the students using Microsoft Teams for technology practice.



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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**

Given the guidelines and constraints of social distancing and best practices to mitigate the spread of COVID-19, MGS has developed new practices and models of structuring the student school day. Current 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 start of the school year parent meetings & events will be conducted remotely. Teachers will hold Move-In Night via TEAMS for parents to be able to participate & view the process in the event remote learning needs to be implemented. These meetings will assist families in learning the technology and give the opportunity to ask questions they may have.



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- Parents will have the opportunity to view instructional recordings on how to use TEAMS.
- Parents will have access to “how to” videos or handouts that will be posted on our district website.
- Parents will have an opportunity to participate in virtual meetings with their teacher if a need arises.

**In-person learning for students will be very different to the traditional school day that students and parents are accustomed to. In order to minimize contacts, students will be in 1 classroom throughout the day, aside from bathroom breaks and will only be in contact with 1-2 staff members. Students will receive their instruction via Teams, just like those that are learning from home. We are recommending remote learning to all families that can.**

**Remote learners will receive a schedule of what time to log into Teams to participate in their lessons.**

### **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 refrain from sitting together where at least 6 feet of social distancing is not possible.
- 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.
- Students will be encouraged to bring their own water bottles to minimize the use of water fountains.



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#### **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.
- Bathrooms will be disinfected in between classroom usage by the custodial staff.

#### **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 & 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 & after school sessions. Communication to families regarding availability will occur as soon as possible.

Plans to have Kids Club at each of our district schools is currently in process.

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