

School Reimagined

The Cass School District 63 Return to Learn Framework



***Concord Elementary School
Cass Junior High School
Cass School District 63***

**DuPage County, Illinois
Updated July 23, 2020**

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Sections I-IX

Important Information

I. Superintendent's Message

Dear Cass School District 63 Staff, Students, Parents and Community Members,

As you are all aware, we have been working very hard on our plans for getting everyone back to school in the healthiest, safest and most educationally sound manner possible. While we are all disappointed that "back to school" takes on a different meaning for opening the 2020-21 year, we have taken a very proactive approach through a growth mindset in our planning. COVID-19 has presented school districts with unprecedented and unique challenges, but we are ready to meet those challenges and we hope to exceed your expectations in the process.

The pages that follow comprise *School Reimagined: The Cass 63 Return to Learn Framework*. It will be updated as we get more guidance, listen to feedback and continue to develop the details of our plans. We are approaching this as reimagining, rather than just reacting or responding. Just because this year is going to look and feel different, does not mean that we can't work together to make it successful.

We have surveyed our parents and will do so again to get the input we need and offer our families responsible and safe choices. We have sought the input, assistance and guidance of our Board of Education and the Return to Learn Committee. And we especially continue to listen and respond to our own teachers and staff, because we believe that the people who work with children every day most often have the greatest insight into how best to meet the needs of our kids and help keep everyone safe.

You will find that the overarching and uncompromising theme throughout our framework is the health and safety of our students and staff, and one of the key hallmarks is the flexibility to change and adapt quickly and safely to any situation. Along those lines, our framework will continue to evolve as updated guidance is provided by local, state and national health officials.

So even though the Return to Learn Framework is now in your hands, we will continue to listen to our staff, parents and community to do what is right and safe for our kids in Cass School District 63. I will continue to communicate with you openly and share every detail as this continues to develop between now and the first day of student attendance in late August.

Finally, and as referenced within this framework, a parent survey offering choices for the Prekindergarten through Grade 8 students in your household will also be distributed. Please make sure to respond to this important survey no later than noon on Monday, July 27.

Thank you for your support of our children, staff and schools! Please don't ever hesitate to contact us with any questions or concerns. We will be here to do whatever it takes to make this unusual school year successful not only for your children, but for you as parents as well.

Sincerely,

Mark R. Cross

Superintendent of Schools

II. Guiding Beliefs and Principles

Following are our beliefs and principles for the Cass School District 63 Return to Learn Framework:

1. The health and safety of our children and staff will always come first.
2. We will reimagine school and be creative in our approach to teaching and learning.
3. We will help our children move forward academically, as well as socially and emotionally.
4. We will provide our students with meaningful and positive educational experiences both in person at school, as well as through remote learning at home.
5. We will continue to offer our children access to not only the core academic areas, but also art, music, physical education and STEM.
6. We will offer as much flexibility and choice as possible for our parents, while following the health guidance with the staff and within the spaces we have available.
7. Every child and adult will follow the current public health guidance at school, as well as the policies as outlined by the school district and within this framework.

III. Health and Prevention Resources

Following are several resources utilized to help develop our framework and plans for the Cass School District 63 Return to Learn Framework:

Restore Illinois Plan

In Phase 4 Revitalization Since June 26, 2020

<https://coronavirus.illinois.gov/s/restore-illinois-introduction>

Illinois Department of Public Health and the Illinois State Board of Education

Part 3 Joint Transition Guidance – Starting the 2020-21 School Year

www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf

Illinois State Board of Education

Part 3 Joint Transition Guidance – Starting the 2020-21 School Year FAQs

www.isbe.net/Documents/FAQ-Part-3-Transition-Guidance.pdf

Illinois State Board of Education

Fall 2020 Learning Recommendations

www.isbe.net/Documents/Fall-2020-Learning-Rec.pdf

Centers for Disease Control and Prevention

Considerations for Schools

www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html

DuPage County Health Department

www.dupagehealth.org

IV. District Contact Information

Contact information for each school building as well as the school district office is as follows:

Dr. Laura Anderson
Principal
Concord Elementary School
1019 Concord Place
Darien, IL 60561-5124
landerson@cassd63.org
331-481-4010

Mrs. Christine Marcinkewicz
Principal
Cass Junior High School
8502 Bailey Road
Darien, IL 60561-5333
cmarcinkewicz@cassd63.org
331-481-4020

Mr. Mark Cross
Superintendent
Cass School District 63
8502 Bailey Road
Darien, IL 60561-5333
mcross@cassd63.org
331-481-4000

V. 2020-21 School District Calendar

The school district will make changes to the 2020-21 school district calendar to allow for planning with our teachers and staff, as well as to comply with recently passed legislation which makes the November 3 election day a legal holiday.

While still subject to Board of Education approval, the first day for students attending school in person will be Monday, August 24 for students on the Monday/Wednesday schedule, and Tuesday, August 25 for students on the Tuesday/Thursday schedule. The first day for Prekindergarten attendance is Wednesday, August 26. The details of these schedules are outlined in a later section. The proposed 2020-21 Cass School District 63 calendar is shown in the last page of this document.

VI. Bus Transportation and Fees

The school district will be providing normal transportation routes before and after school for parents who utilize the blended in person option. Social distancing through assigned seating and the wearing of masks will be required when students ride the bus to and from school. Cleaning procedures will take place between routes. Riding the bus to school in the morning will require parents to certify daily that their child is COVID-19 symptom free as explained in this framework.

The planned 2020-21 fee for utilization of the bus is \$240. There will be no need for the use of an after school activity bus and while there will be no morning Encore bus, parents will of course be able to bring their children to school for morning Encore classes.

VII. School Lunch Program

Lunch will be available for students at school, and of course students can bring their own lunch to school. It is important to note that there will not be a large number of students eating together in the school cafeterias as we comply with best practices and social distancing guidelines, so the district is still in the process of developing lunch procedures. It is also possible that more stringent policies and protocols will be enacted with food brought from home to prevent the potential risk of foodborne allergies. The school district will provide additional details and continue to communicate on serving and eating lunch at school. The health and safety of our students and staff will be paramount in our planning.

VIII. B.A.S.E., Extra Programs and Volunteers

As explained previously to parents, the Before and After School Experience (B.A.S.E.) childcare program will not be available to start the school year. Registration fees will be reimbursed in the event it is determined that the program will be canceled for the entire school year.

Unfortunately, this decision also applies to fall extracurricular activities such as cross country and softball, as well as any extracurricular activities or events that involve contact with students from other schools, crowds of people or other situations that potentially increase the risk of spread. Our staff will review and consider ways of possibly offering alternative, remote or virtual experiences to students when possible and feasible to do so.

Additionally, we will not be able to offer our usual parent-student orientation day or curriculum nights in person. Our staff is working on plans to share and communicate with virtual orientation and curriculum night presentations. At this time, any events that bring larger groups of people into our schools or that can be avoided or modified will not be held to start the school year.

Finally, we are disappointed to start the school year without our usual wonderful parent volunteers. We will also be going to great efforts to limit any outside traffic inside the buildings and offices unless it is absolutely necessary. We appreciate the understanding and cooperation of our parents with this important matter.

IX. Educational Assurances

While providing high quality instruction and educational services for our students presents countless challenges in the current environment, Cass School District 63 will provide accessibility of remote instruction to all students enrolled in the district, our learning activities will reflect the current Illinois State Learning Standards and we will continue to meet the unique needs of our students in special populations, including English Language Learners, students in special education and students who may be homeless.

It is our intention to make a successful return to all in-person learning for all students, regardless of their background or educational needs, once health conditions allow. Until such time, Cass School District 63 is committed to meeting the needs of all learners, regardless of their background and educational or social and emotional needs.

Sections X-XVI

Proactive Prevention

X. In-Person Instruction Guidelines

According to the Illinois Department of Public Health and the Illinois State Board of Education's Part 3 Joint Transition Guidance for starting the 2020-21 school year (under the Restore Illinois Plan Phase 4 Revitalization), in person instruction may resume under the following IDPH guidelines:

- 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; and
- Require an increase in school-wide cleaning and disinfection.

XI. Social Distancing

Following the guidelines of social distancing as much as possible for students and staff is not something on which our school district is willing to compromise. In our particular school district, having larger numbers of students present could be potentially detrimental to the health and safety of our students and staff. To assist in keeping everyone at school safe, social distancing guidelines will be in effect at all times for both students and staff.

XII. Mask Requirements

The proper wearing of face masks covering the nose and mouth will be required of all students and staff while at school, on school grounds, at bus stops and on buses. While the school district will maintain an inventory of disposable masks, we are asking parents to provide multiple personal masks for their child, preferably in sealed plastic bags for the masks not being worn at the time.

Mask breaks will be provided for students during the day as much as possible when conditions and social distancing allow the staff to make this decision. The school district also wants our students to have as much fresh air as possible and will make a strong effort on a daily basis to have our students outside when it is safe to do so and weather and other conditions allow.

We respectfully ask for the cooperation and understanding of our families on this important matter.

XIII. Other Protective Equipment

In addition to the mask and handwashing requirements of both students and staff, the school district has built a healthy inventory of personal protective equipment for staff including disposable masks, gloves, wipes and sanitizer to be used periodically throughout the day. In addition to these items, the school district is planning to provide two mobile plexiglass shields for each classroom occupied by students. This is an added precaution to place a physical barrier between individual students or students and staff at any given time if needed. Additionally, plexiglass shields have been installed in school offices. The district is also planning to provide clear face shields for staff use in addition to face masks in the event this is necessary to protect students or staff.

XIV. Proper Handwashing

Proper handwashing and sanitizing, particularly before lunch, but also at other times throughout the day, will be a critical component of the routines with students at school.

XV. Cleaning and Disinfecting

Best practices in cleaning and disinfecting are being researched and protocols developed to ensure that when students and staff return, the school district maintains a very clean, safe and sanitary environment. Every classroom and student space will be provided with FDA approved hand sanitizers and cleaners. We will also be very sensitive to allergies and other needs of individual children in our planning. Additional training of not only our custodial and maintenance staff, but all employees will occur prior to the start of the school year.

The school district will continue to be vigilant in monitoring best practices in safety equipment, cleaning, disinfecting sanitizing products and will invest in the proper equipment and supplies to keep our students and staff safe at school.

XVI. Daily Symptom-Free Certification

On each day of in-person attendance at school, parents will be required to certify in writing that their child is free of any COVID-19 symptoms prior to entering a school district bus or building. The school district is working on the details and considering if this will be completed electronically or in paper form. Under current health guidelines, parents will be required to certify that the child is free of all of the following symptoms:

Shortness of breath or difficulty breathing	Cough
Muscle and body aches	Fatigue
New loss of taste or smell	Headache
Congestion or runny nose	Sore throat
Diarrhea	Nausea or vomiting
Temperature in excess of 100° (the district will also follow the current policy that students are fever free without assistance from medication for 24 hours before returning to school)	

In addition to certifying that the child is free of these symptoms, the parent must also certify that the child has not been within six feet of anyone residing in the same household who has tested positive for COVID-19 or is suspected of having COVID-19 for any period of time in excess of 15 minutes, starting from two days prior to the onset of their symptoms or, if they are asymptomatic, from two days prior to their positive test date until the time the individual is isolated.

If a parent is unable or unwilling to provide this certification, then designated school district staff will conduct a symptom screening for that child. This self-certification process will be required for all staff on a daily basis as well.

Sections XVII-XXII

Blended and Remote Options

XVII. Blended Full Day Framework

Under the Cass School District 63 Return to Learn Framework, students who attend school will do so under a blended approach that is 60 percent remote learning and 40 percent in person learning.

The 40 percent in person learning will take place for a cohort of students who attend school in person full days on Mondays and Wednesdays and the second cohort of students will attend on Tuesdays and Thursdays. On the alternate two days for each cohort as well as all Fridays (with a few exceptions noted later in this document), students will be provided with remote instruction.

We believe that this approach has several key advantages, including the following:

1. Students will attend school in cohorts with half of their peers, thereby reducing infection risk by half before any other precautions are implemented.
2. The smaller class sizes will allow our students and staff to maximize social distancing.
3. In most cases, students will not share desks, bus seats, equipment, etc. on the same day.
4. Educationally, our children will have the opportunity to be at school with their teachers for a full day in a healthy and safe environment, while also allowing for more robust remote learning on the alternative days when students are at home.
5. Full days of in school instruction with half of our students present will also allow our students to participate in art, music, physical education, STEM and other curricular areas that we deem to be critical to the academic, social and emotional growth of our students.
6. This framework will allow the district to bring our students back full time if the health data at the time supports this action. Likewise, this framework will also easily allow for a smooth transition to full remote learning if this becomes necessary for any reason.

We believe that having children at school with their teachers is the best path to academic, social and emotional growth. Having said that, there can be no compromising the health and safety of our staff and students. This is why we feel it is best in our particular school district to take a more cautious approach by limiting the number of students in the buildings on a daily basis and avoiding having all students in our schools on the same day. Furthermore, we believe that having a smaller number of students at a time will allow for better management of the children physically present, minimize any potential risk and to socially distance as much as possible in our particular setting.

Additionally, the blended full day framework was strongly supported by parents in our recent survey. Approximately 82 percent of parents preferred a return to either full in person learning or a blended option that includes both in-person and remote learning. When offered the option of attending school under a blended approach, 61 percent of parents preferred full days of attendance on certain days of the week, versus 39 percent who preferred half days.

XVIII. Remote Learning Only Framework

While we believe that our blended framework is safe and overall best for our students, we are absolutely going to allow parents who feel that there is a health or safety concern which requires them to be fully remote. Our survey results indicated that 18 percent would prefer this option.

XIX. Parental Choice for Instruction and Scheduling

Through a detailed survey that will be distributed, the school district will provide our parents with choices on which days their child attends school in person under the blended full day framework: (1) Flexible with no preference, (2) Monday/Wednesday, or (3) Tuesday/Thursday. This survey will also give parents the option to select supporting their children at home with all remote learning with the understanding that this is a commitment through the first trimester.

Parents will be able to choose the instructional approach preferred based on the needs of each individual child. However, all children in a particular household who attend school in person must do so on the same scheduled days. Likewise, the school district will not schedule children from the same household on different days. The school district can make no promises, but the staff will do their very best to accommodate choices for each household so long as we can keep days as balanced as possible. We appreciate parents who are truly flexible selecting that option, as this will allow the district to even out the size of the cohorts.

XX. Remote Instruction Platform and Format

We are working through the details of what classroom instruction will look like on the alternate days as well as for students who are all remote. We do believe that much of this will be synchronous (live classroom instruction), but certainly asynchronous remote learning activities will be taking place as well. While it is never the same, our goal is to have the remote educational experience mirror the live classroom instruction as much as possible.

We believe that we have the technology and capacity to do this well and the school district is investing in the full version of the Zoom technology as our platform of choice. This version is much more robust and allows for safety and controls that will be very helpful to both our students and staff. Our goal is to use this technology to focus on the actual instruction taking place at the time.

This also goes back to reimagining school and thinking outside the box, and our teachers and administrators are working on these details as we speak. Much work and time will focus on this for the remainder of the summer and the school district will continue to communicate with our parents. We will get there but make no mistake about it, our remote days this fall will look quite different than what took place this past spring.

XXI. Attendance and Grading

Unlike in the spring of 2020, the start of the 2020-21 school year will include daily attendance and grades for both in person as well as on remote instruction days. Attendance will be taken at scheduled times and grades also recorded for students who are fully remote.

XXII. Internet and Technology Access

Any parents who foresee any difficulty with access to the Internet or technology from home for remote learning activities should contact one of our school offices to see if the school district is able to assist you with your needs.

Sections XXIII-XXV

Health and Safety Protocols

XXIII. Isolation and Contact Protocol

Students or staff who exhibit COVID-19 symptoms during their screening, who develop such symptoms during the school day, and who have been in close contact within their household with an individual with COVID-19 or is suspected of having COVID-19 shall be separated from other students and staff for an assessment and evaluation by a designated staff member.

In the event this is necessary, the following procedures will be followed:

1. A safe location at each school will be designated where students can be assessed and wait to be picked up by the parent.
2. The location will be discreet, so that others may not see the student waiting. Students sent to this location will be supervised at all times.
3. A designated staff member(s) will make a good faith effort to identify individuals with whom the student has had close contact in the school setting within 6 feet for at least 15 minutes for the two days prior to the onset of symptoms, if any.
4. In all instances, the parent will be called and notified of the situation. Parents will be asked to pick up the child for possible isolation or quarantine from school.
5. These same procedures will apply to all school district staff as well.

XXIV. Exclusion from School Protocol

If a student or staff member is required to be excluded from school because they have COVID-19 symptoms, have tested positive for COVID-19, or have had close contact within their household with an individual with or is suspected of having COVID-19, that student or staff member shall be excluded from school for the period of time recommended by public health officials. This information will be provided in a future update of the framework.

In the event this is necessary, the school district will provide information to the parents about COVID-19, as well as the general exclusion requirements. This information will include how and when the student may return to school, as well as the contact name, position, phone number and email address of the designated staff member the parents should contact to confirm the student's release to return-to-school at the end of the isolation/quarantine period. The school district shall follow up with the parents during the student's exclusion from school to obtain updated information about the student's health condition and needs.

The parents of an excluded student will be provided information regarding full remote learning during the child's isolation/quarantine period.

Finally, the school district shall collaborate with local health department officials regarding all positive and probable cases of COVID-19. The Family Education Rights and Privacy Act (FERPA) allows the school district to disclose to a public health agency personal identifiable information from student education records without prior written consent. In the event this is necessary, designated staff will maintain records of this communication. These same procedures will apply to all school district staff as well.

XXV. Protocol for Notification to Others

If a student or staff member is required to isolate or quarantine because they have tested positive for or are suspected of having COVID-19, school staff shall make a good faith effort to identify students and staff who have been in close contact with that individual.

“Close contact” is defined in this framework as meaning within 6 feet of the individual for at least 15 minutes, starting two days prior to the individual’s onset of symptoms or, for asymptomatic individuals, two days prior to a positive test date, until the time the individual is isolated.

Staff and the parents of students who were in close contact with the isolated/quarantined student shall be provided notice that they were in “close contact” with an individual who has either tested positive for COVID-19, or is suspected of having COVID-19. The confidentiality of the individual who is isolated/quarantined shall be maintained unless an exception allows its disclosure under the Family Educational Rights and Privacy Act (FERPA). In the event this is necessary, designated staff will maintain records of this communication. In all cases, school staff will maintain records of communication with staff and families who are required to be notified.

Section XXVI

Updates and Next Steps

XXVI. Updates and Next Steps

As stated in the superintendent's letter on page one, *School Reimagined: The Cass 63 Return to Learn Framework* will continue to evolve as updated health guidance is provided and as school district leaders and staff work through the countless details required in our planning. While no plan of this nature is perfect, the school district will continue to communicate openly with our parents and community. The goal is to keep everyone safe and to exceed your expectations in providing your child with an excellent education regardless of the circumstances.

Parents should watch for the survey which will allow choices in blended attendance days, as well as the option of choosing blended versus remote instruction. The due date for the survey is Monday, July 27, at noon.

Our plans will continue to be reviewed, updated and eventually recommended for approval to the Cass School District 63 Board of Education. The school district expects to communicate additional details and updates by the first week of August.

In the meantime, please direct any questions, concerns, comments or suggestions to the school district administrators under the contact information at the top of page three. We will continue to seek any feedback and input to help reimagine school and keep our children and staff safe.



2020-21 School District Calendar

Cass School District 63

Approved 8-4-2020

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

0 Student Attendance Days (0)

AUGUST

S	M	T	W	T	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17 I	18	19 I	20 I	21 I	22
23	24	25	26	27	28 R	29
30	31					

6 Student Attendance Days (6)

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4 R	5
6	7 H	8	9	10	11	12
13	14	15	16	17	18 S	19
20	21	22	23	24	25 R	26
27	28	29	30			

21 Student Attendance Days (27)

OCTOBER

S	M	T	W	T	F	S
				1	2 R	3
4	5	6	7	8	9 S	10
11	12 H	13	14	15	16	17
18	19	20	21	22	23 R	24
25	26	27	28	29	30 S	31

21 Student Attendance Days (48)

NOVEMBER

S	M	T	W	T	F	S
1	2	3 X	4	5	6	7
8	9	10	11	12	13 R	14
15	16	17	18	19	20 R	21
22	23 P	24 P	25 X	26 H	27 X	28
29	30					

15 Student Attendance Days (63)

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4 R	5
6	7	8	9	10	11 R	12
13	14	15	16	17	18 S	19
20	21 X	22 X	23 X	24 X	25 H	26
27	28 X	29 X	30 X	31 X		

14 Student Attendance Days (77)

IMPORTANT DATES

August 17
No School - Staff Institute Days

August 18
Parent-Student Virtual Orientation Day

August 19-21
No School - Staff Institute Days

August 24
First Day of Student Attendance (K-8)
(In School or Remote Learning - See Key Below)

August 26
First day of Student Attendance (PreK)

September 7
No School - Labor Day

September 18
School Improvement Day

October 9
School Improvement Day

October 12
No School - Columbus Day

October 30
School Improvement Day

November 3
No School - Election Day

November 13
End of 1st Trimester

November 23-24
No School - Parent-Teacher Conferences

November 25 - 29
No School - Thanksgiving Break

December 18
School Improvement Day

December 19 - January 3
No School - Winter Break

January 4
No School - Staff Institute Day

January 18
No School - Martin Luther King Holiday

February 12
School Improvement Day

February 15
No School - Presidents Day

February 25
End of 2nd Trimester

February 26
No School - Teacher Institute

March 26
School Improvement Day

March 29 - April 2
No School - Spring Break

April 5
No School - Local School Holiday

April 23
School Improvement Day

May 14
Last Day of School for PreK

May 28
School Improvement Day
Last Day of School

JANUARY

S	M	T	W	T	F	S
					1 H	2
3	4 I	5	6	7	8	9
10	11	12	13	14	15 R	16
17	18 H	19	20	21	22	23
24/31	25	26	27	28	29 R	30

18 Student Attendance Days (95)

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5 R	6
7	8	9	10	11	12 S	13
14	15 H	16	17	18	19	20
21	22	23	24	25	26 I	27
28						

18 Student Attendance Days (113)

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5 R	6
7	8	9	10	11	12 R	13
14	15	16	17	18	19 R	20
21	22	23	24	25	26 S	27
28	29 X	30 X	31 X			

20 Student Attendance Days (133)

APRIL

S	M	T	W	T	F	S
				1 X	2 X	3
4	5 X	6	7	8	9	10
11	12	13	14	15	16 R	17
18	19	20	21	22	23 S	24
25	26	27	28	29	30 R	

19 Student Attendance Days (152)

MAY

S	M	T	W	T	F	S
2	3	4	5	6	7 R	1/8
9	10	11	12	13	14 R	15
16	17	18	19	20	21 R	22
23	24	25	26	27	28 S	29
30	31					

20 Student Attendance Days (172)

JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Calendar Legend

Bold	Student Attendance Days
M/W	M/W Students In School Attendance Days
T/Th	T/Th Students In School Attendance Days
P	No School - Virtual Parent-Teacher Conferences

I	No School - Insitute Day or Remote Planning Day
H	No School - School Holiday
X	No School - Not in Attendance
R	Remote Learning Day - All Students
S	School Improvement Day

Student Attendance Schedules

Concord Elementary School (PreK-4)

8:00 a.m. - 2:45 p.m. Regular Dismissal

Cass Junior High School (5-8)

8:45 a.m. - 3:30 p.m.