



McHenry Elementary School District 15

**RETURN TO
IN-PERSON LEARNING**





Return to In-Person Learning

Parent Resource Document

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Overview - Hybrid A/B with Remote Option

We have been continually reviewing guidelines put forth by the CDC, IDPH, and the McHenry County Department of Health regarding a possible return to in-person instruction ([Click Here](#)). To that end, D15 administrators and staff have been engaging in return to in-person learning planning as well. The planning discussions always include the following criteria set forth by the Illinois State Board of Education as non-negotiables regarding returning to in-person learning:

- 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;
- Require an increase in schoolwide cleaning and disinfection; and
- Districts must provide remote learning services to anyone who requests this option.

In order to meet this criteria and limit the amount of students in the building at any one time, any return to in-person instruction will have to follow a Hybrid model where some students attend school one day and some attend another day. More specifically, in District 15's plan, students are separated into two groups (A and B). Group A consists of students who have last names that begin with A-La. Group B consists of students who have last names that begin with Lb-Z. Group A students will attend in-person school on Mondays and Wednesdays while Group B students will attend in-person school on Tuesdays and Thursdays. On the days that students are not learning in-person, they will access their learning via live-streaming of their teachers. Live-streaming will allow for teachers and students learning from home to interact with each other. On Fridays, all students in D15 will learn remotely via live-streaming of their teachers. Finally, as is listed in the last bullet point above, there is a provision that allows for any family to opt for a full-remote learning experience. Should families choose this option, they will access their learning daily via live-streaming of their teachers. In this plan, no child needs to change the teacher that they began the year with.

Again, students who are learning from home either on their off hybrid day or those who are opting for a full-remote learning experience will access their learning via live-streaming. Again, it should be noted that we believe live-streaming will be an active experience that allows for two-way communication between teachers and students. Additionally, parents and students will be provided with targeted times throughout the day when live-streaming is prioritized so that students are not simply passively viewing a computer monitor all day.

Special Programs

Self-Contained Programs

Students that are part of Adjusted Learning, SAIL, SES or LOP (LOP at Valley View or Hilltop) will attend school in-person on both A and B days (4 days a week: M-Th) with the same start and end times as all other students in their school. (see [sample schedule](#) for your child's school below). Fridays will be remote.

Pre-Kindergarten

Both AM and PM classes will meet 4 days a week during normal times. Fridays will be remote.

AM 9:30 - 12:00

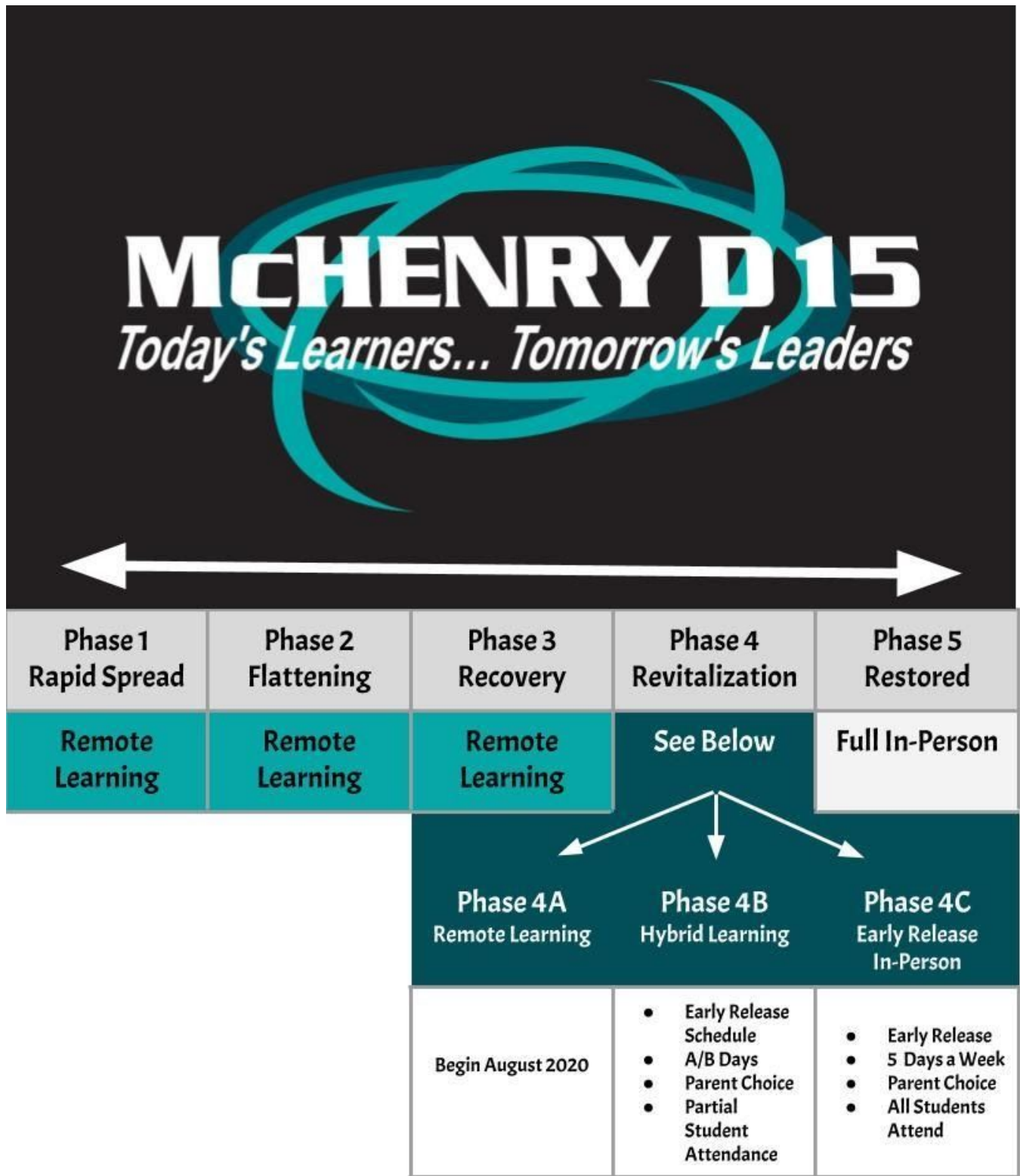
PM 1:00 - 3:30

*PreK itinerant speech will offer in-person therapy sessions and will communicate with families directly to schedule.

Students with IEPs not in a Self-Contained Program

IEP teams will be looking at individual student needs and may determine that some students require additional in-person learning opportunities and will communicate with the parents of these students directly.

Return to In-Person Learning Plan



Weekly Schedule



	Monday	Tuesday	Wednesday	Thursday	Friday
Hybrid In-Person	A - La	Lb - Z	A - La	Lb - Z	Remote Learning For All D15 Students
Hybrid Live-Stream	Lb - Z	A - La	Lb - Z	A - La	
Remote Learning Only Students	Live-Stream	Live-Stream	Live-Stream	Live-Stream	
Pre-K	All Students AM/PM	All Students AM/PM	All Students AM/PM	All Students AM/PM	
Self-Contained	All Students	All Students	All Students	All Students	

*Elementary Schools - Friday remote schedules will look different.

*Some students in special programs may attend on different days.

Sample Elementary Schedules for Monday through Thursday

Landmark, Riverwood, Valley View		Edgebrook, Duker, Hilltop		PreK	
Time	Subject	Time	Subject	Time	Subject
8:45-9:10	Student Arrival	8:10-8:35	Student Arrival	8:40-9:05	Outreach/Office Hours
9:10-9:25	SEL-Morning Meeting/Check-In	8:35-8:50	SEL-Morning Meeting/Check-In	9:05-9:30	Teacher Planning Time
9:25-10:55	ELA	8:50-10:20	ELA	9:30	Student Arrival (AM)
10:55-11:25	Writing	10:20-10:50	Writing	9:30-12:00	AM Classes
11:25-11:55	Social Studies/Science	10:50-11:20	Social Studies/Science	12:00	Dismissal (AM)
11:55-12:25	Specials	11:20-11:50	Specials	12:00-1:00	Lunch/Planning Time
12:25-12:45	Lunch	11:50-12:10	Lunch	1:00	Student Arrival (PM)
12:45-1:05	Recess	12:10-12:30	Recess	1:00-3:30	PM Classes
1:05-1:20	Read-Aloud	12:30-12:45	Read-Aloud	3:30	Dismissal (PM)
1:20-2:25	Math Lesson	12:45-1:50	Math Lesson	3:30-4:00	Planning Time
2:25-2:40	SEL - End of Day Check-Out	1:50-2:05	SEL - End of Day Check-Out		
2:40	Dismissal	2:05	Dismissal		
2:40-3:10	Professional Responsibilities	2:05-2:30	Professional Responsibilities		
3:05-4:05	Planning Time/Outreach/Office Hours	2:30-3:30	Planning Time/Outreach/Office Hours		

*These are SAMPLE schedules. Individual schools and teachers will communicate with families and students actual schedules prior to hybrid learning beginning.

Sample Schedules for Elementary Friday (Remote)

Landmark, Riverwood, Valley View		Edgebrook, Duker, Hilltop		PreK	
Time	Subject	Time	Subject	Time	Subject
8:45-9:10	Planning Time	8:10-8:35	Planning Time	8:40-9:05	Student Outreach/Office Hours
9:10-9:35	SEL-Morning Meeting/Check-In	8:35-9:00	SEL-Morning Meeting/Check-In	9:05-9:30	Teacher Planning Time
9:35-10:20	ELA	9:00-9:45	ELA	9:30-11:00	AM Classes
10:20-11:05	Math	9:45-10:30	Math	11:00-12:00	Intervention/Enrichments
11:05-12:35	Interventions/Enrichments	10:30-12:00	Interventions/Enrichments	12:00-12:30	Staff Lunch
12:35-1:05	Staff Lunch	12:00-12:30	Staff Lunch	12:30-2:00	Teacher Plan/Collaboration
1:05-2:35	Teacher Plan/Collaboration	12:30-2:00	Teacher Plan/Collaboration	2:00-3:30	PM Classes
2:35-4:05	Student Outreach/Office Hours	2:00-3:30	Student Outreach/Office Hours	3:30-4:00	Student Outreach/Office Hours

*These are SAMPLE schedules. Individual schools and teachers will communicate with families and students actual schedules prior to hybrid learning beginning.

Sample Middle School Schedules for Monday through Friday

Parkland					
Time	6th Grade	Time	7th Grade	Time	8th Grade
7:30-8:00	Student Arrival	7:30-8:00	Student Arrival	7:30-8:00	Student Arrival
8:00-8:20	Advisory	8:00-8:20	Advisory	8:00-8:20	Advisory
8:25-9:05	Core A	8:25-9:05	Core A	8:25-9:00	Unified Arts/PE
9:10-9:50	Core B	9:10-9:50	Core B	9:05-9:40	Unified Arts/PE
9:55-10:35	Core C	9:55-10:30	Unified Arts/PE	9:45-10:25	Core A
10:40-11:20	Core D	10:35-11:10	Unified Arts/PE	10:30-11:10	Core B
11:25-12:05	Band/Choir/SAT	11:15-11:45	Lunch	11:15-11:45	Lunch
12:10-12:40	Lunch	11:50-12:30	Core C	11:50-12:30	Core C
12:45-1:20	Unified Arts/PE	12:35-1:15	Core D	12:35-1:15	Core D
1:25-2:00	Unified Arts/PE	1:20-2:00	Band/Choir/SAT	1:20-2:00	Band/Choir/SAT
2:00	Dismissal	2:00	Dismissal	2:00	Dismissal
2:00-2:50	Professional Responsibilities	2:00-2:50	Professional Responsibilities	2:00-2:50	Professional Responsibilities

MMS					
Time	6th Grade	Time	7th Grade	Time	8th Grade
7:30-8:00	Student Arrival	7:30-8:00	Student Arrival	7:30-8:00	Student Arrival
8:00-8:15	Homebase	8:00-8:15	Homebase	8:00-8:15	Homebase
8:20-9:00	Core A	8:20-9:00	Unified Arts/PE	8:20-9:00	Core A
9:05-9:45	Core B	9:05-9:45	Unified Arts/PE	9:05-9:45	Core B
9:50-10:30	Core C	9:50-10:30	Core A	9:50-10:30	Unified Arts/PE
10:30-11:00	Lunch	10:35-11:15	Core B	10:35-11:15	Unified Arts/PE
11:05-11:45	Core D	11:20-12:00	Core C	11:15-11:45	Lunch
11:50-12:30	Band/Choir/SAT	12:00-12:30	Lunch	11:50-12:30	Core C
12:35-1:15	Unified Arts/PE	12:35-1:15	Core D	12:35-1:15	Core D
1:20-2:00	Unified Arts/PE	1:20-2:00	Band/Choir/SAT	1:20-2:00	Band/Choir/SAT
2:00	Dismissal	2:00	Dismissal	2:00	Dismissal
2:00-2:50	Professional Responsibilities	2:00-2:50	Professional Responsibilities	2:00-2:50	Professional Responsibilities

Daily Self-Certification Survey

Parents are required to self-certify their child(ren) every day prior to entering a bus and/or school building. Parents will access the survey via Skyward on Web Browser or on the Mobile App. Reminder emails/text will be sent each morning to parents/guardians with contact information in Skyward. Below are the survey questions that must be answered and links to video directions of the self-certification process. If your child is experiencing any one of the symptoms without an alternative diagnosis provided in writing to the school by your doctor, you may be asked to contact your health care provider.

Parents will be contacted for students who do not have self-certification completed.



You have unread messages

Wellness Screening

Thu Oct 1, 2020

1. In the last 24 hours, have you experienced any of the following symptoms in a way not normal to you?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*BROTHER MCHENRY: ☐ Yes ☒ No

*COUSIN MCHENRY: ☐ Yes ☒ No

*FRIEND MCHENRY: ☐ Yes ☒ No

*SISTER MCHENRY: ☐ Yes ☒ No

*STUDENT MCHENRY: ☐ Yes ☒ No

2. In the last 14 days, have you been in close contact with a suspected or confirmed case of COVID-19 or tested positive yourself?

*BROTHER MCHENRY: ☐ Yes ☒ No

*COUSIN MCHENRY: ☐ Yes ☒ No

*FRIEND MCHENRY: ☐ Yes ☒ No

*SISTER MCHENRY: ☐ Yes ☒ No

*STUDENT MCHENRY: ☐ Yes ☒ No

[Web Browser Video Directions](#)

[Web Browser Printed Directions](#)

[Mobile App Video Directions](#)

[Mobile App Printed Directions](#)

Face Masks/Shields

Consistent with guidance from the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH), students and staff must wear face coverings/masks at all times while in school buildings, on school buses, and outside when social distancing of six feet or more cannot be maintained. Students and staff are expected to wear a face covering/mask to school each day. Students who arrive at school or bus without a face covering/mask will be provided a disposable mask. Disposable masks will be provided to use for special circumstances that will follow our Personal Protective Equipment (PPE) Guidelines.

The primary purpose of a face covering is to prevent the wearer from potentially exposing or infecting others. To be effective, face coverings must be worn properly and must completely cover both the nose and mouth. Personal cloth face coverings should be taken home, laundered daily, dried in a dryer, and reused. Personal cloth face coverings should be stored between uses with the school provided lanyard. Face coverings must be changed immediately if soiled, wet, or torn.

Face coverings may be temporarily removed at school:

- When eating, when outdoors and physical distancing of at least 6 feet can be maintained
- For staff, when alone in classrooms or offices with the door closed.

The only exemptions to the face covering/mask requirement are for students who are younger than two years of age, have trouble breathing, or are incapacitated, or otherwise unable to remove the cover/mask without assistance. A note from the student's healthcare provider will be required for a student requesting an exemption from the face covering/mask requirement. Students who have been granted a medical waiver may also be provided with appropriate accommodations (including a face shield) to ensure the safety of that student and the rest of the school community.

If your student requires a medical exemption for a mask, please reach out to the school nurse for the appropriate forms and procedures. All medical exemptions will need to be approved by the district.

Students who refuse to wear a face covering/mask, including those students whose parents/guardians prohibit the use of face coverings/masks, will be moved to remote learning. In addition, students who refuse to wear face coverings/masks will be subject to disciplinary action/consequences.

******Given the shortage of PPE nation-wide, we are asking families to provide a facemask for each of their children to wear at school. They can be homemade or purchased. In addition to the facemask your child will wear to school, we are asking each child to have at least one extra face mask in a sealed, clear, plastic baggie marked with their name in their backpack. School personnel will keep a small extra supply of masks on hand for student use in case of emergency.**

Students may need support with learning how to tolerate a mask/shield. Many parents have reported success as they have worked with their child to increase tolerance to wearing a mask. Here are resources to assist parents with this at home in preparation for returning to in-person learning.

[D15 Desensitization Plan](#)

[D15 Desensitization Plan - Spanish](#)

Social Distancing

The Joint ISBE and IDPH guidance recognizes that the physical social distancing recommendation of 6 feet may not always be feasible in the school setting. This distance may be difficult to maintain in our programs as many of our students require more hands on support and guidance from staff. We will do our best to remain socially distant, but we are specifically requiring the use of masks at school because adequate social distancing is not easily achieved in a school setting.

Personal Items

Each child can bring a book bag to school, but additional personal items such as purses, bags, etc., are discouraged. If your child requires a specific item from home, please discuss this with your child's teacher.

School Supplies

You will receive a school supply list from your child's teacher outlining if your child will need any materials for in-person learning time. Our staff will encourage less sharing/more individual use of school supplies. For this reason, we might need to ask for supplemental supplies as the school year progresses.

Food

Lunches will be provided to all students daily. Students will eat in a socially distanced area (which may include the classroom) to meet the criterias outlined by ISBE. Meals provided by the District are free of charge and will be delivered to students. There will be no hot lunches until further notice. During their in-person learning days, students will be provided with the breakfasts and lunches for the days that they will be home learning remotely. For all full, remote learning students, meals will still be provided and available for pick up at a location to be determined later. All food service employees are required to self-certify daily, wear face coverings, and practice social distancing at all times while on school property. Additionally, proper food sanitation and handling procedures will be followed in kitchens at all times. Students will be allowed to bring lunches from home, but we ask that they be cognizant of possible allergies in their classroom.

Students may use a personal water bottle which they carry with them; please ensure that your child's name is prominently displayed on the water bottle. No sharing of food/drink items will be allowed. No food or other gift exchanges will be allowed for birthdays, etc. All of these restrictions are designed to limit the use of shared items to help reduce the transmission of COVID-19.

Handwashing/Hand Sanitizing

Students will be provided with multiple opportunities to wash their hands and use hand sanitizer while at school. The logistics of mass handwashing are much more complicated than most people realize. Know that we will prioritize handwashing (both with soap/water and hand sanitizer) throughout the day, as time and space constraints allow.

Drop Off/Dismissal Procedures

Please note that students may not be dropped off earlier than the assigned time due to the health risks associated with students congregating together. As soon as your child exits your vehicle, he/she must be wearing a mask.

Students will enter school immediately and go straight to their assigned classroom to limit congregating outside of school. Parents must complete the self-certification process for students before entering the building.

***additional procedures will be provided from each building outlining the drop off/pick up procedures for each school.

Student Illness

A student or staff member who may fall ill during school will be evaluated by the school nurse, a surgical mask will replace the fabric face covering and the individual will be placed in the designated isolation room.

Your student will be sent home if ANY of the following symptoms are present: Fever (100.4 degrees Fahrenheit or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, new loss of sense of taste or smell, nausea, fatigue from unknown cause, muscle or body aches.

All students and staff sent home with COVID-like symptoms should be diagnostically tested. Students and staff should remain home from school until they receive the test results. Students and staff who are confirmed or probable cases of COVID-19 must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.

Students and staff returning to school after experiencing COVID-like symptoms but being diagnosed with a non-COVID illness must meet the criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication and have had no diarrhea or vomiting in the previous 24 hours. A health care provider's note documenting the alternative diagnosis or a negative COVID-19 test result should accompany a student or staff member returning to school with an alternative diagnosis after experiencing COVID-like symptoms. Students and staff with COVID-like symptoms who do not get tested for COVID-19 and who do not provide a healthcare provider's note documenting an alternative diagnosis, must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school. Students and staff are required to submit a release from isolation or quarantine letter issued by the McHenry County Department of Health to return to school.

**If your student with symptoms has a sibling in the school district, they will be asked to quarantine for 14 days unless the child with symptoms receives a negative COVID test or alternative diagnosis.*

If a student is sent home with COVID-like symptoms all household members must be quarantined until an alternative diagnosis is made or negative results are received. If the sick student becomes a confirmed case (i.e., tests positive for COVID-19) or a probable case (i.e., has COVID-like symptoms and is epidemiologically linked to known cases), the local health department (LHD) conducting contact tracing will place household contacts, including siblings, in quarantine for 14 calendar days.

Individuals who tested COVID-19 positive within the past 3 months should not have a suspicion of COVID-19 reinfection, and therefore, do not need to be excluded, isolated or quarantined for a period of 3 months prior to onset date or specimen collection date if asymptomatic.

District 15 will work with the McHenry County Health Dept to determine when groups of students may need to be quarantined due to possible exposure. We will follow the [IDPH Exclusion Decision Tree](#) to determine when and how long individual students/staff may need to be excluded.

Additional information about COVID-19 issues impacting schools can be located on both the [ISBE](#) and [IDPH](#) websites.

The Illinois Department of Public Health recommends that medically fragile and immunocompromised students consult their medical provider prior to attending school.

NOTE: Requirements are subject to change pursuant to updated public health guidance and changing public health conditions.

Medication Distribution at School

Medications should only be administered when it is absolutely necessary for the critical health and well being of the student. Routine medications required in the morning should be administered at home. If prescription medication is required during mid-day, special accommodations will be developed to assure the safety of the students and staff. Emergency medications will be administered as required.

School Closures - Short Term

During previous health pandemics, individual schools sometimes closed for 24-48 hours after an outbreak for deep cleaning. We anticipate that this may occur during the school year. You will be notified immediately when a short-term closure is required. Unfortunately, given the nature of the contagion, we will likely not be able to provide much advance notice, but we will do our best to help ensure that childcare arrangements can be made.

School Closures - Long Term

In the event that a long-term school closure is required, the School District's remote learning platform will go into effect. This will be communicated as soon as possible after state and local health officials make this determination.

Cleaning Protocols

The School District has implemented extensive daily cleaning protocols for our school buildings and buses. Some individuals have chemical sensitivities and allergies that will be impacted by the deep cleaning methods and sanitizers used to combat COVID-19. Please notify your child's building principal or school nurse immediately if this is a concern for you or your family. Additional cleaning protocols that will be implemented are outlined below:

- Students and staff must wear face coverings/masks at all times while in the buildings, on school buses, and outside when social distancing of six feet or more cannot be maintained.
- Sanitizing solution and hand sanitizer will be available in each building.
- Custodial staff will wipe down all door handles, push bars, light switches, bottle filling stations, stair handrails, phones, keyboards, radios, sinks, faucets and any other frequently touched surfaces throughout the day.

- Staff will be supplied with either a spray bottle of disinfectant (follow label instructions) or appropriate wipes (as we are able to procure them) to disinfect.
- Electrostatic sprayers are available throughout the District for custodial use. The product for this disinfection is Maxim Facility Plus, an EPA approved product effective against SARS-CoV-2.
- Bathrooms will be cleaned and disinfected thoroughly throughout the day. Standard procedures have been modified to accommodate more frequent cleaning and disinfection. Each building has a bathroom cleaning protocol with a maintenance log.
- Bathroom usage will be monitored and regulated to adhere to social distancing guidelines.
- Drinking fountains will be closed and water refilling stations will be available throughout the school where needed.

Discipline

Our staff members are committed to addressing student misconduct using a growth mindset approach. Educators explicitly teach their students that learning occurs most often during challenges. The COVID-19 pandemic is requiring a focus on others over self which can be, especially for young children, a difficult developmental concept to master.

Please discuss the concept of ensuring the safety of others/self with your child prior to the start of the school year. When mistakes are made, your child can rely on school personnel to guide them to self-correct the mistakes. Intentional coughing or sneezing on others, not wearing a mask, etc., will not be tolerated at school. Repeated instances will result in discipline.

Visitors

Due to the pandemic, visitors to our school buildings will be limited. We will require all staff members and visitors entering school buildings to self-certify the status of their health at the time of entrance. Individuals who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or currently known symptoms of COVID-19 may not enter our school buildings.

Transportation

Transportation will be contacting all parents that have indicated their child will require transportation to share route information. All riders must wear masks and must undergo symptom and temperature checks at home before boarding the bus. Drivers are required to self-certify daily and wear face coverings at all times while students are on the bus. Buses will be cleaned and disinfected daily and seating charts will be implemented to assist with contact tracing. Also, buses will be limited to a capacity of 50 total riders/drivers. Finally, unfortunately, District 15 will have to stop its pay rider services for this school year.

Devices

K - 8th grade students will bring their Chromebooks and family provided headphones to and from school daily. Please be sure the device is charged at night before they are brought to school. Pre-K students may leave devices at home.

Special Education (IEP) Meetings

To reduce the number of visitors in the buildings, special education (IEP) meetings will continue to be scheduled virtually with families.

If Your Family Needs Assistance

We are all living through a complex and difficult time. If your family requires extra assistance in relation to any basic need such as food, clothing, school supplies, etc., please contact the building principal who will work with you to locate assistance. Please do not hesitate to ask for help – we are here to help you through this difficult time.

We welcome and encourage open communication and dialogue. In addition to reaching out to your child's school, you can call the District 15 office at 779-244-1000. Other ways to connect with District 15 staff are listed here:

General questions: info@d15.org

Technology support: helpdesk@d15.org

Other Remote Learning Support or Concerns: [Remote Learning Contact Form](#)

Frequently Asked Questions

[Click here to view a list of frequently asked questions.](#)

NOTE: Aspects of this plan are subject to change pursuant to updated public health guidance and changing public health conditions.
Revised 01/15/2021