



# Revised Return to School Fall 2020

## Parent Handbook

September 2, 2020

For the most current information, please visit

[www.ipsd.org/returntoschool](http://www.ipsd.org/returntoschool)

# Contents

<b>Introduction</b>	3
<b>Absence/Attendance Reporting</b>	3
<b>Assessments</b>	3
SAT Testing Dates	3
PSAT/NMSQT	3
District Assessments	3
<b>Athletics</b>	3
<b>Bi-Lingual and English Language Learners</b>	4
Remote Learning Services	4
Scheduled In-Person Services	4
<b>Child Supervision</b>	5
<b>Driver’s Education</b>	5
<b>Extra-Curricular Activities</b>	5
<b>Face Coverings</b>	5
<b>Field Trips</b>	5
<b>Food Service</b>	6
<b>Hand Washing / Hand Sanitizer</b>	6
<b>Instruction</b>	6
<b>Math Acceleration</b>	6
<b>Online Academy vs. Remote Learning</b>	6
<b>Preschool</b>	6
<b>Procedures for a Positive Case of COVID</b>	7
<b>Project Arrow</b>	7
<b>Registration</b>	7
<b>Remote Learning Changes from Spring</b>	7
<b>Schedules</b>	8
Preschool Sample Schedule	8
Elementary Sample Schedule	9
Middle School Sample Schedule	10
High School Sample Schedule	11
STEPS Sample Schedule	12

<b>Scheduled In-Person Services</b> .....	12
<b>Special Education</b> .....	13
IEPs and Section 504 Plans.....	13
<b>STEPS</b> .....	13
<b>Technology</b> .....	13
<b>Visitors</b> .....	14
<b>Water Fountains</b> .....	14

**Indian Prairie School District 204**  
**Revised Return to School Fall 2020 Parent Handbook**  
**August 10, 2020**

## **Introduction**

District 204 will start the 2020-21 school year with remote learning for all students through the end of October. Administrators will continue to monitor guidance from the state and public health officials to determine plan revisions beginning with the second quarter. This document provides information for parents on the Revised Return to School plan. Additional information, including an updated FAQ, is online at [www.ipspd.org/returntoschool](http://www.ipspd.org/returntoschool).

## **Absence/Attendance Reporting**

Attendance will be taken by teachers and absences will be reported by parents. Parents can either call the attendance line or use the ParentVUE website or mobile app to report an absence.

## **Assessments**

### **SAT Testing Dates**

At this time, we plan to offer the optional National SAT testing dates for students that have registered through the College Board with safety protocols in place. For the in-school SAT test that is required for graduation, we plan to offer that to seniors that were not tested last spring on September 23 with safety protocols in place. Results should be available to students around October 15. Makeup dates will be offered later in the year for students unable to test.

### **PSAT/NMSQT**

The PSAT/NMSQT is an optional assessment for juniors to qualify for National Merit recognition and scholarships. At this time, we plan to offer the PSAT/NMSQT for juniors on October 14.

### **District Assessments**

District 204 administers other assessments (e.g. aimsweb, CogAT) to monitor progress and for program and course placement. Remote administration is being explored for these assessments. Some assessments may be delayed until later in the year.

## **Athletics**

The Illinois High School Association announced their plans for the 2020-2021 school year on July 29, 2020. A new "condensed" schedule was presented allowing some traditional fall sports to continue, while moving others to the spring. The plan shifted programs to different seasons but will allow every student-athlete the opportunity to participate. The new "condensed" schedule includes the following:

Fall: Aug. 10 – Oct. 24: Boys/Girls Golf, Girls Tennis, Boys/Girls Cross Country, Girls Swimming and Diving

Winter: Nov. 16 – Feb. 13: Boys/Girls Basketball, Wrestling, Boys Swimming and Diving, Cheerleading, Dance, Boys/Girls Bowling, Girls Gymnastics

Spring: Feb.15 – May 1: Football, Boys Soccer, Girls Volleyball, Girls Badminton, Boys Gymnastics, Boys/Girls Water Polo

Summer: May 3 – June 26: Baseball, Softball, Boys/Girls Track and Field, Girls Soccer, Boys Volleyball, Boys/Girls Lacrosse, Boys Tennis

The IHSA ruling came shortly after Governor JB Pritzker announced new state rules restricting youth and adult recreational sport activities. As it currently stands, District 204 will follow the Governor's and IHSA guidelines for participation. Updated District statements related to high school participation will follow in the future, but the District is bound by the parameters of the Governor's position. The latest restrictions are available on the [Restore Illinois](#) website.

The middle school athletic program will be suspended until after January 1. Starting in November, the administration will collaborate with coaches about the feasibility of offering a condensed athletic season for each of the middle school sports. Not all sports may be offered depending on state allowances for the current Restore Illinois phase and availability of facilities.

## Bi-Lingual and English Language Learners

### Remote Learning Services

- Students who qualified for ESL/TBE Service will receive Remote services developed by the ELL Team, and said plan will be shared with parents. The services will ensure that the necessary accommodations and modifications are developed for each English Learner and communicated to the student's general education teachers within a remote framework.

### Scheduled In-Person Services

- **Phase 1** Priority will be given to students that need to be screened for services, and to our ELL students undergoing an initial or reevaluation for ESL eligibility. They will be offered the opportunity to come in to complete necessary evaluation components.
- **Phase 2** Students with significant challenges will be identified by their school teams for instructional and/or related service delivery. This will be discussed with parents when the remote learning plan is developed. All services will be in a 1:1 or small group model in the school building, following safety protocols.

## Child Supervision

Several community partners are offering programs to assist working families who may need child supervision during school hours. Program information will be posted on [www.ipdsd.org](http://www.ipdsd.org) as soon as it is available.

### Fox Valley Park District eCARE

- Kindergarten through 5<sup>th</sup> Grade
- 7:00 a.m. - 6:00 p.m.
- Fox Valley Park District facilities
- Two, three, and five-day options

### YMCA Safe n' Sound Remote Learning Program

- 7:00 a.m. - 6:00 p.m.
- Three and five day options
- Located in several District 204 schools

Naperville Park District (program details to be announced)

## Driver's Education

Driver's Education will be offered for high school students. The classroom portion of Driver's Education will be delivered online. The district is still working on plans for behind-the-wheel instruction to be in accordance with guidance from the Illinois State Board of Education, local health authorities and District 204 guidelines for in-person instruction.

## Extra-Curricular Activities

Students will have options for extra-curricular activities and athletics in an environment that adheres to public health guidelines. Clubs will start virtually with plans to move to small groups that meet the district's safety requirements.

## Face Coverings

The Illinois State Board of Education and Illinois Department of Public Health are requiring face coverings at all times while anyone is in a school or on a bus. If your child will be at school for athletics, extra-curricular, or scheduled in-person services and can't wear a mask for medical reasons, please have your physician provide a note documenting this and give the physician's note to your school's nurse. The form for this is on the district's [website](#).

## Field Trips

Field trips will not take place in the 2020-21 school year.

## **Food Service**

U.S. Department of Agriculture announced that it is extending the distribution of free meals to students through December 31, 2020. This allows Organic Life and District 204 to continue serving free meals to all children into the fall months to help ensure children have access to nutritious food as the COVID-19 pandemic continues.

Beginning September 3, Organic Life is offering curbside pick-up of grab and go breakfast and lunch at no cost for all students. Pick-up locations are at each elementary school near door 1, 11 am – 1 pm, Monday through Friday, on days school is in session. No preordering is required.

## **Hand Washing / Hand Sanitizer**

Hand sanitizer will be available in each classroom, and students at school for scheduled in-person services will be reminded of the importance of frequent hand washing. Signs will be placed around schools with information on hand washing, social distancing, and wearing face masks.

## **Instruction**

Students should expect to engage in learning with each other in their scheduled courses each day. At each level, students will follow a schedule much like they would for in-person learning.

Instructional delivery methods may include, but are not limited to, the following:

- Live: Teachers use an online platform in real-time to instruct students. This can be done with an entire class or with small groups of students.
- Pre-recorded lessons that students can access independently
- Activities, assignments or projects where students can apply their learning with feedback from the teacher.

## **Math Acceleration**

Math Acceleration classes will be offered for students who qualified for the program.

## **Online Academy vs. Remote Learning**

The Online Academy in the previous plan was structured as a district-wide online program. Every effort would have been made to assign a teacher from your school, but there was no guarantee. Classes most likely would have had a blend of students from multiple schools. In the revised plan, all students will start remotely with teachers and classmates from their school.

## **Preschool**

All students will receive a remote learning plan which outlines how the services will be delivered remotely. Remote learning at the preschool level will be accomplished by work

packets and activities that are aligned with the preschool curriculum. These packets will be sent to the home on a weekly basis. Regularly scheduled time between staff and parents will be included in the remote learning plan to discuss student progress, problem solving strategies, and social emotional status. Board Certified Behavior Analysts as well as Assistive Technology specialists will also be available for consultation on behavioral strategies and the use of assistive technology devices.

## **Procedures for a Positive Case of COVID**

When a positive case of COVID-19 is reported to the school involving students or staff who have been physically present in school for athletics, extracurricular activities or scheduled in-person services, the COVID-19 Response team will review the case, consult with the county health department, determine home isolation timelines, and notify those who may have experienced exposure. If a possible case of COVID-19 is discovered, the same protocol will apply. Individuals with pending lab results for COVID-19 will not be allowed in school until the results are received and reviewed by the Health Services staff. All information shared for the purpose of COVID-19 contact tracing is strictly confidential.

## **Project Arrow**

Project Arrow courses will be offered for students who qualified for the program.

## **Registration**

If you have already completed online registration for the 2020-21 school year in ParentVUE and selected either the Online Academy or A/B/C Schedule from the previous plan, you do not need to re-register your child or change your selection. If you have not completed online registration, we ask that you do so as soon as possible so we can prepare class assignments for the start of school. You can verify that your registration is complete by following the steps [here](#).

## **Remote Learning Changes from Spring**

Students will have a very different experience this fall from the remote learning students had in the Spring of 2020. The state has made changes, including requiring five hours of instruction per day, 2.5 hours must be live instruction, attendance will be taken, and all work will be counted toward a final grade. Students will have set schedules and all students in kindergarten through grade 12 will have district-issued devices.

## Schedules

### Preschool Sample Schedule

- To help our students achieve the early childhood learner outcomes, each family will be provided with weekly activities and plans to facilitate learning experiences in their home setting aligned to our curriculum.
- Our teachers and staff will contact and connect with families to provide coaching and support (Synergy mail, phone calls, Zoom)
- Individualized Education Program meetings will be held virtually.
- On a case by case basis, students with significant challenges may receive instruction or related services at a scheduled time in person during the week.

Preschool Sample Schedule	
Time	Monday – Friday
15 minutes	Social Emotional Learning Activity
20 minutes	Literacy/Language Activity
20 minutes	Structured Plan Activity
15 minutes	Math Activity
15 minutes	Fine Motor/Art Activity
10 minutes	Snack
20 minutes	Gross Motor Activity
20 minutes	Social Emotional Learning and Play Activity
15 minutes	Discovery or Science Activity

## Elementary Sample Schedule

- Students will have opportunities for whole group instruction as well as small group guided support/enrichment.
- All core curriculum will be included in each day of the week.
- Daily independent practice time is incorporated for all subjects.
- Dedicated Enrichment and Intervention time to focus on curricular needs of all students.
- Beginning and end of the day is designed for live connection between teacher and all students to build strong relationships and classroom community.
- Staff Connection time allows for communication with parents, students, peers, professionals, counselors, etc.
- Dedicated Professional Learning Community (PLC) and professional development for all teachers.

Elementary Sample Schedule					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	Daily Meeting/Schedule Overview/Social Emotional Learning (30 Minute Live)				
9:30	English Language Arts <ul style="list-style-type: none"> <li>• Whole group, small group (40 Minutes Live)</li> <li>• Practice (20 Minutes Independent)</li> </ul>				
10:30	Specials <ul style="list-style-type: none"> <li>• Art, Music or Physical Education (30 Minutes Live and Independent)</li> </ul>				
11:00	Math/Math Acceleration <ul style="list-style-type: none"> <li>• Whole group, small group (40 Minutes Live)</li> <li>• Practice (20 Minutes Independent)</li> </ul>				
12:00	Science/Social Studies/LMC Connection (30 Minutes Live and Independent)				
12:30	Class Meeting and Wrap Up (30 Minutes Live)	Lunch and Staff Connections			
1:00	Dismissal				
1:30	Independent Student Practice and Professional Learning Communities/Professional Development and lunch for teachers	Writer's Workshop/Journaling (20 Minutes Independent) <ul style="list-style-type: none"> <li>• Practice</li> </ul>			
2:00		Guided Groups (30 Minutes Live, 30 Minutes Independent) <ul style="list-style-type: none"> <li>• Intervention</li> <li>• Enrichment/Project Arrow</li> </ul>			
3:00		Class Meeting and Wrap Up (30 Minutes Live)			
3:30		Dismissal			

## Middle School Sample Schedule

- On Monday, the engagement and intervention and the personalized learning time will be both synchronous and asynchronous.
- Each period Tuesday through Friday will have 45 minutes of live and 25 minutes of independent learning.
- Homeroom will be live with the students' first or sixth period teacher depending on the day, and will include daily announcements and reminders.
- Schedule format allows for increased class time for learning.
- Dedicated Advisory Period twice a week to continue focus on Social-Emotional Learning.
- Dedicated Enrichment and Intervention time to focus on curricular needs of all students.
- Dedicated Personalized Learning time to allow for a variety of teacher directed and independent learning focused on student interest and student need.
- Dedicated Professional Learning Community and Professional Development for all teachers.

Middle School Sample Schedule						
Time	Monday	Time	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:35	Period 1/ Homeroom	8:00 – 9:20	Period 1/ Homeroom	Period 1/ Homeroom	Period 1/ Homeroom	Period 1/ Homeroom
8:35 – 9:00	Period 2					
9:00 – 9:25	Period 3	8:10 – 9:20	Period 1	Period 6	Period 1	Period 6
9:25 – 9:50	Period 4					
9:50 – 10:15	Period 5	9:20 – 10:30	Period 2	Period 7	Period 2	Period 7
10:15 – 10:40	Period 6					
10:40 – 11:05	Period 7	10:30 – 11:40	Period 3	Period 8	Period 3	Period 8
11:05 – 11:30	Period 8					
11:30 – 11:55	Period 9	11:40 – 12:40	Lunch	Lunch	Lunch	Lunch
12:00 – 12:30	Student & Teacher Lunch					
12:30 – 1:00	Drop Everything & Read	12:40 – 1:50	Period 4	Period 9	Period 4	Period 9
1:00 – 2:00	Genius Hour					
12:30 – 3:00	Teacher PLC & Professional Development	1:50 – 3:00	Period 5	Advisory Period	Period 5	Advisory Period

## High School Sample Schedule

- Each period will have 50 minutes of live and 10 minutes of independent learning.
- Staff Connection time allows for communication with parents, students, peers, professionals, counselors, etc.
- Mondays:
  - Used to provide opportunities for small group interventions, instruction, and enrichment.
  - Students experiencing social emotional issues, academic challenges, equity-related problems, homeless situations, etc. will be considered for special support and assistance.
  - College and test preparation, career counseling, and extended classroom projects, labs, and activities will also take place.
  - Professional Learning Community and Professional Development opportunities have been provided for our staff.
  - By 9 am, faculty will post in Google Classroom a Weekly Preview for the week ahead

High School Sample Schedule						
Time	Monday	Time	Tuesday	Wednesday	Thursday	Friday
7:10 – 9:00	Faculty PD/PLC for Teachers	7:25 – 8:30	Independent Staff Connections	Independent Staff Connections	Independent Staff Connections	Independent Staff Connections
9:00 – 9:30	Period 1	8:30 – 9:30	Period 1	Period 5	Period 1	Period 5
9:30 – 10:00	Period 2	9:30 – 10:30	Period 2	Period 6	Period 2	Period 6
10:00 – 10:30	Period 3	10:30 – 11:30	Period 3	Period 7	Period 3	Period 7
10:30 – 11:00	Period 4	11:30 – 12:30	Lunch Staff Connections	Lunch Staff Connections	Lunch Staff Connections	Lunch Staff Connections
11:00 – 11:30	Period 5	12:30 – 1:30	Period 4	Period 8	Period 4	Period 8
11:30 – 12:00	Period 6	1:30 – 2:25	Independent Staff Connections	Independent Staff Connections	Independent Staff Connections	Independent Staff Connections
12:00 – 12:30	Period 7					
12:30 – 1:00	Period 8					
1:00 – 2:45	Enrichment & Intervention					

## STEPS Sample Schedule

- The STEPS day is designed to continue to provide a range of options and supports that are necessary in the areas of cognition and learning, communication, social skills, emotional regulation and or executive functioning.
- The STEPS day focuses on skills aimed at achieving a student’s individual goals for independent living.
- Young adults will have opportunities and activities that will provide purposeful independence.
- Students will continue to focus on the STEPS pathways through post-secondary outcomes in a block schedule that provides for opportunities for social-emotional learning.

STEPS Sample Schedule					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 -8:30	Advisory Live	Advisory Live	Advisory Live	Advisory Live	Advisory Live
8:30 – 10:15 (Rotation)	Block #1 Community Live	Block #2 Academics Live	Block #3 Independent Living Live	Block #4 Vocational Skills Live	8:30 – 10:30 IEP Goal Work Live
10:15 – 11:30	Break/Lunch	Break/Lunch	Break/Lunch	Break/Lunch	10:30 – 11:15 Friday Lunch Responsibilities Independent
11:30 – 1:15	Teachtown or Be Safe Independent	Volunteer/Service Independent	Teachtown or Be Safe Independent	Work Training, PAES, Production Independent	Elective Friday Live/Independent
1:15 – 1:45	Advisory (Social-Emotional Learning/Related Services) Live	Elective Friday Live/Independent			
1:45 – 3:00	Professional Learning/PLC	Professional Learning/PLC	Professional Learning/PLC	Professional Learning/PLC	Professional Learning/PLC

## Scheduled In-Person Services

At all levels, the schools will be assessing opportunities to bring individual or small groups of students in the school for enrichment and intervention activities. Protocols are being developed that will outline all safety measures that must be in place for this to occur. Protocols include groups will not exceed ten (10) people including adults, groups will be in for a limited duration of time determined by the school, groups will not be mixing with other groups (cohort/pod).

Students who enter a school for scheduled in-person services are all expected to enter the building using assigned entrances in order to reduce the likelihood of spreading an infection. When entering the building, students and staff are required to wear masks

and must self-certify prior to entering that they are symptom and fever free. Students and staff are to follow appropriate directional signs for movement within the school.

## Special Education

All special education students will have a remote learning plan developed with the input of the parents. Some flexibility of scheduling may be necessary on a case by case basis to address a child's unique learning needs. An [updated list of FAQs](#) related to special education is [online](#).

### IEPs and Section 504 Plans

Per state law, all special education students will have a remote learning plan, similar to the document used in the spring, that outlines the nature of the services to be provided in a remote platform or through scheduled in-person services. The student's IEP is the guiding document for planning the remote learning delivery. All timelines for reevaluations and annual reviews will not change. For the 2020-21 school year, all IEP meetings will be held in a remote format. Students with Section 504 Plans will continue to receive their accommodations and modifications. A remote 504 Plan will be developed by the team that outlines the manner in which the student will continue to be supported.

## STEPS

The STEPS students will have a remote schedule with each student receiving a remote learning plan. Instruction will be delivered via live, independent, or scheduled in-person services, according to the individual needs of the student as outlined in the remote learning plan. The STEPS students will have online coursework in their pathway that follows the following blocks: Academics, Vocational, Community and Independent Living.

Students attending College of DuPage will be scheduled to accommodate their COD schedule. Monday will be designated as a student choice coursework option, which will also be in a remote platform.

## Technology

Students in kindergarten and first grade will receive a district issued device. Chromebook distribution and pick-up information will be emailed to families in grades K-2, 6, 9-12 the week of August 10.

To prepare for the start of school:

- Have your child log in to their Chromebook.
- Follow the instructions at <https://bit.ly/204chromebooks> to check for software updates before the first day of school.

## **Visitors**

Per state guidance, we will restrict access to campus for anyone other than students who are participating in athletics, extra-curricular activities or receiving in-person services. If a parent needs to pick up a student, they will call the main office and wait outside to pick up their child.

## **Water Fountains**

Students who are in the buildings will be encouraged to bring their own water bottles. Water filling stations will be accessible, but water fountains will not be available for use.