

Golf School District 67



Return to Learn Plan

Revised: Aug 2, 2021

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Introduction

Dear Parents/Guardians,

As we begin the 2020-2021 school year, the vast majority of students will begin the year in remote learning. While the pandemic has impacted daily life for all of us, Golf District 67 remains steadfast in our commitment to educating your children and supporting their academic and social emotional development.

The start of the year will focus on the following; health and safety, developing classroom community, classroom routines and expectations, and an introduction to technology. We will also spend time assessing students to identify current learning needs. This document was prepared to provide a framework for learning and to keep you updated with the latest information. As we get closer to moving into the Hybrid model, more information will be provided regarding procedures and protocols specific to larger groups of students who will receive in-person learning. This is a fluid document; some information may change or be revised based on the ever-changing guidance from the Illinois Department of Health, the Illinois State Board of Education and the Governor's office.

We thank you for your patience and continued support as we look to make the safest decisions for our community, students and staff. Collectively, we will weather this storm and emerge stronger and better together.

Yours in Service,

Dr. Susan Coleman

Superintendent Golf 67

#strongerandbettertogether67



District 67 Task Force Vision

With the physical and social-emotional health and safety of our children, staff, and community at the forefront:

- District 67 remains committed to providing a challenging and meaningful education in both remote and in-person learning environments that upholds the values of our district.
- Our priority is to creatively adapt best practices to challenge each student to thrive.
- While our dedication to students is unwavering, the educational plan must remain fluid as we follow guidelines from state and local authorities during the challenges of the 2020-21 year.

The District 67 Task Force created this roadmap. We are grateful for their time and attention to the needs of the community.

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Over the past several months, Golf School District 67 Return to Learn Task Force has been working on a Return to Learn Roadmap for the 2020–21 school year. The district prepared educational plans and operational protocols based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Health (IDPH) and the State’s five-phase reopening plan, [Restore Illinois](#). However, more recently, the State of Illinois has updated the plan by instituting a new [Mitigation Plan](#).

(Updated information 10/22/20)

Over the summer, the district administered a survey to all Golf District 67 parents, in which they could provide feedback about the reopening of school. In addition, parents were given the choice whether they wanted their child to enroll in full remote learning through January 22, 2021 or to participate in the Hybrid model in a phased in approach.

This guide outlines the educational plans and protocols in place for the 2020–21 school year based on the phases of the Restore Illinois plan. Due to the uncertainty of the pandemic, it is possible that several of these phases will be in effect over the course of the school year. **It is important to note that during any phase, students will not be penalized for missing school, and we strongly encourage those who are not feeling well to stay home.** While school will look different, the district’s commitment to providing a first-class education to our students remains the same.

Protocols outlined in this Roadmap are subject to change as guidelines evolve.

Health & Wellness

Following guidance from the Illinois Department of Public Health, Illinois State Board of Education, and Centers for Disease Control and Prevention, Golf District 67 has developed health protocols to allow for a safe return to our buildings. A strong emphasis will be placed on practicing good hygiene among students, staff, and visitors, which includes frequent hand washing and sanitization of buildings.

The Illinois State Board of Education (ISBE) recently updated their [Transition Guidance FAQs](#).

First and foremost, it is imperative that any staff or student stay at home if they are experiencing any COVID-19 symptoms or feel sick.

Parents are to send their child to school with two (2) fitted masks each day. The district has a limited supply of disposable and cloth masks if need be. Parents are responsible for properly washing cloth masks.

Guidance for Facilities

- Buildings
 - Frequent replacement of HVAC filters
 - Fogging machines used to sanitize spaces
 - All commonly touched surfaces sanitized daily (door handles, push bars, bathrooms)
 - Staff will self certify their health status prior to entering building
 - In the Hybrid model, all parents/guardians will self-certify their children before entering the buildings
 - Self-check questionnaires for all visitors required before entering the buildings
 - Hand sanitizing stations throughout the building
- All Classrooms
 - All student desks are placed six feet apart
 - Students will remain in the classes and teachers will travel
 - Sanitize hands whenever anyone enters the classroom
 - Clean classrooms daily. Enhanced cleaning measures
 - Schedule/coordinate restroom and handwashing breaks throughout day
 - Schedule/coordinate recess by grade level to minimize mixing student groups

- Refrain from sharing school supplies between students or staff
- Restrooms
 - Maintain six feet physical distancing
 - Require masks for staff and students
 - Clearly mark areas to indicate safe distancing for students
 - Display clearly visible signage reminding everyone of physical distancing and masks
 - Schedule/coordinate restroom and handwashing breaks
 - Clean high-touch areas throughout the day
 - Assign restrooms to student groups when possible
- Hallways, Main Office, and Other Common Areas
 - Maintain six feet physical distancing as much as possible
 - Require masks for staff and students
 - Clearly mark areas to indicate safe distancing for students
 - Perform health screenings for visitors
 - Display signage reminding everyone of physical distancing and mask usage at entryways, hallways, classrooms, and common areas
 - Provide access to school buildings to authorized personnel only. Visitor access will be as needed only and will be restricted to the main office area (clearly visible signage at each entryway).

Health Screenings (*Updated information 10/22/2020*)

In response to the COVID-19 pandemic in order to support a safe and healthy school community, guidance from ISBE and the IDPH require every student to undergo a daily symptom screener prior to coming to school or getting on a bus. Parents/guardians will be required to perform a daily symptom check of each student prior to arrival to school.

Prior to the start of in-person attendance, each parent/guardian agreed, via a one-time survey, that they would self certify their children's health each day prior to coming to school in-person. Upon consultation with local health officials and legal counsel, it was determined that this is the most effective and efficient way to conduct arrival and dismissal.

Parents complete a Parent verification form indicating they will screen their children each day. If a child is safe to come to school, a district issued lanyard must be worn around their neck, indicating to staff that the parent certification has been completed. Any student who comes to school without their lanyard will be immediately sent to the quarantine area where a nurse or designee will conduct a health screening.

Only students and staff who are healthy should report for in-person learning. **Students will not be penalized for missing school and are strongly encouraged to stay home when not feeling well.**

To keep our students, staff and community safe, we are asking parents/guardians to do their part.

Students and staff with any of the following symptoms of COVID-19 must remain home:

- Congestion or runny nose
- Cough
- Diarrhea
- Fatigue
- Fever or chills
- Headache
- Known close contact with a person who has been diagnosed with COVID-19
- Measured temperature of 100.4° Fahrenheit or greater
- Muscle or body aches
- Nausea or vomiting
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat

Hygiene

Frequent hand washing and hand sanitizing help prevent the spread of COVID-19. Staff and students must clean hands as often as possible with soap and water for at least 20 seconds. An alcohol-based hand sanitizer that contains at least 60% alcohol may also be used. All individuals must avoid touching their mouth, eyes, or nose as much as possible. Staff and students must use hand sanitizer upon entering the classroom each time. Hand sanitizer will be placed in common areas throughout each school building. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas.

Personal Protective Equipment (PPE) & Masks

Golf District 67 supports the science of social distancing and wearing masks. There is significant evidence that masks provide protection and decrease the spread of COVID-19. All individuals in school buildings must wear masks at all times, unless they are younger than two years of age; have trouble breathing; have a documented health condition certified by a physician; or are unconscious, incapacitated, or otherwise

unable to remove the cover without assistance. **Masks must be worn at all times in school buildings and on school buses, even when social distancing is maintained.**

School nurses will wear masks at all times. Face shields are provided as well. In the event that an individual displays any COVID-19 symptoms, the nurses will wear protective coverings.

Masks *(Updated information 10/22/20)*

Appropriate masks are to be worn at all times by all students, per [ISBE's guidelines](#). This includes entering and exiting Golf 67 buildings and walking in common areas, hallways, and walkways, including bathrooms.

Students are asked to bring two clean masks to school with them daily. The district will supply students with disposable masks if needed.

Type of Masks to Wear

- A mask needs to fit snugly around the mouth and nose.
- Double layered or quilted fabrics are the most effective types of cloth masks.
- Disposable surgical masks are appropriate for school if they fit snugly around the mouth and nose.

Required Physicals

Golf District 67 requires physicals and immunizations to be completed and turned in the school nurses by October 15, 2020. Clerical staff and nurses will keep track of families who are not in compliance by October 15, 2020. Students who are not in compliance will be excluded from in-person learning pursuant to ISBE and IDPH requirements.

Visitors

In general, visitors to schools are prohibited. In the event a visitor needs to enter a District 67 building, they will be restricted to authorized personnel only. Visitors to any building must always wear an appropriate and approved mask and report directly to the main office for a wellness screening. Visitors will remain in the main office or other designated area for the duration of the visit. Visitors will not have general access to the building in order to maintain physical distancing.

Health Offices

All school health offices will follow ISBE guidelines. Persons with common health conditions or those who need basic first aid should report to the health office. Those students or staff members who are exhibiting COVID-19 like symptoms will be managed in the designated area.

Facilities

All custodial/maintenance staff will be trained on the return to school guidelines. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including bottle fillers, countertops, desktops, door handles, handrails, light switches, and restroom fixtures

Building custodians and cleaning personnel will conduct daily cleaning and disinfection. An EPA-approved cleaner will be used for disinfection along with standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, sinks and faucets) will be cleaned on a regular basis. Restrooms, hallways, and high-touch common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be cleaned daily. Items such as cloth toys or other cloth material items that cannot be disinfected will not be used.

Illness Procedures

(Updated information 10/22/20)

Any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness should stay home. Families and staff should report possible cases to the school nurse and the Illinois Department of Health to initiate contact tracing. CDC and IDPH continue to update their guidelines as more information and data becomes available. Please check for the most recent IDPH information: [Guidelines for Positive Cases](#).

It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school.

Illness Procedures at School

Any student or staff member who begins to exhibit a fever (100.4) and/or COVID-19-like symptoms must report to the designated area at the school, inform the school nurse, and follow the building procedure. Students will wear a mask and remain in the quarantine area until a parent or guardian picks the student up or until an alternative transportation home is arranged. Staff will remain in the quarantine area until the student is able to leave.

Individuals who exhibit COVID-19 symptoms must self-monitor and return to school according to [Transition Guidance FAQs](#) and [IDHP FAQ](#) and [Guidelines for Positive Cases](#). These are live links and updated frequently.

A doctor's note may be required for staff and students to return to school. A staff member or student who has had contact with someone who has tested positive for COVID-19 must notify their building principal or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine. We are also closely tracking the [Clarification of the Adaptive Pause Metrics](#). Guidance being shared by the IDPH. Here is a two page [Decision Matrix](#) quarantine procedures from the IDPH.

Reporting Illness

When reporting illness absences, be sure to report if your child:

- Is a close contact of someone with a positive COVID-19 test.
- Has signs of COVID-19.
- Has been diagnosed with COVID-19.

- Has been diagnosed with influenza (respiratory flu)

Respiratory Protection Program *(Updated information 11/4/20)*

The purpose of this plan is to establish a program and procedures for the use of respiratory protection at Golf School District 67. To view the full plan visit:

<https://tinyurl.com/y2klxjbv>.

Instruction

Starting the School Year through Remote Learning *(Updated information 10/22/20)*

As we begin the 2020-2021 school year, the vast majority of students will begin the year in remote learning. During this time, we will be focusing on the following; health and safety, developing classroom community, classroom routines and expectations, and an introduction to technology. We will also spend time assessing students to identify current learning needs.

The schools schedules are as follows:

Hynes Elementary School: 9:00am-12:30pm; 1:30-1:50pm

Golf Middle School: 8:30am-11:55am

Attendance *(Updated information 10/22/20)*

Teachers will take attendance daily at both schools. **Parents are expected to call the school office if a child is going to be absent from instruction that day.**

- At **Hynes Elementary School**, teachers will take attendance during the morning meeting (9-9:20am) and at the afternoon check-in (1:30-1:50pm) using Infinite Campus (IC). Students are expected to be present at **both** the morning meeting and the afternoon check-in to be marked present.
- At **Golf Middle School**, teachers will take attendance every period using Infinite Campus (IC).

Social Emotional Learning

Each day will start with a morning meeting. This time includes social emotional learning (SEL) activities, as well as opportunities to encourage student socialization and build a classroom community. In addition, there will be opportunities for small group and individualized instruction for students to build relationships.

The mental health of all students is a priority. As such, all students will have access to counseling services as needed. Referrals can be made by either parent or a staff member, and each school's Problem-Solving Team will monitor student engagement regularly. Please contact your student's teacher if you have concerns about your child.

Instructional Practices

Teachers will continue to utilize the research-based instructional models through remote learning. Teachers will differentiate instruction in order to maximize student understanding. Grade level content will be emphasized as the academic priority for all students and content standards and priority standards will be addressed per ISBE guidance.

Blended Synchronous and Asynchronous Approach (*Updated information 10/22/20*)

Teachers will balance synchronous and asynchronous (definitions below) learning experiences based upon the needs of the learners and the learning goals. As with in-person learning, teachers will be mindful of the brain research on student attention spans when planning their learning experiences.

Synchronous = Live instruction in real time. Teachers and students are in a classroom setting or in a video conferencing environment together, at a specific time, learning the same content.

- *Teacher is presenting, students are watching and participating in activities in real time, including partner or group work*

Asynchronous = Instruction not in real time. Teachers prepare lessons and activities for students to complete on their own time, at their own pace.

- *Pre-recorded teacher records lessons, videos, or online resources students watch on their own time, often includes a learning activity, or assigned independent work*

During these uncertain times, your child's synchronous and asynchronous schedule may change in a moment's notice. While we can do our best to minimize the transmission of COVID-19, there may be times where we will have to pause in-person instruction for a class, cohort, building or the District. We are prepared to move swiftly between Hybrid learning and Remote learning. Besides the health factors, the availability of substitute teachers is extremely limited and there may be times where securing a substitute is not possible. In such circumstances, your child may be learning in a more asynchronous environment or be moved back to Remote learning. We ask for your patience and understanding as we try to plan for every eventuality.

Grading *(Updated information 10/22/20)*

We will return to our regular grading system and report cards for all grades. Throughout a grading period (quarter), students will receive an “I” grade, for Incomplete, if they are not passing a class due to missing assignments. Students will be provided instruction and support on the work they need to complete, however, at the end of the quarter, any “I” grades will be changed to an “F” grade if work is still not completed.

Grades will be available to parents in Infinite Campus (IC) and updated weekly. Parent questions regarding grades should be directed to their teachers.

Hynes Elementary

Arrival Protocol *(Updated information 10/22/20)*

Please be mindful of the flow of traffic for the safety of our students, staff, and families.

Buses will drop off on the side of the building along the west wall of the Judy B Gym. Cars will drop off students from the car line in the circle at the front of the building. Please pull all the way up to the drop-off sign. Drivers must remain in their vehicle. Students should be prepared to exit their vehicle (car or bus) when a staff member approaches. As students exit the vehicle, a staff member will check to ensure they are wearing a lanyard. The lanyard is the parent’s confirmation that their child(ren) is fever free and does not have any COVID symptoms listed on the lanyard.

Students wearing a lanyard will be directed to their entry door (listed below). Students will stand on a physically distanced spot when waiting in line and will maintain a 6 foot distance when walking.

Doors will open for students at 8:45 a.m. and will be staffed until 9:00 a.m. Students enter Hynes through the following doors based on their grade level.

- Kindergarten - Door 3 (near east playground)
- 1st grade- Door 1 (Hynes front door)
- 2nd grade students - Door 13 (east door of Judy B Gym)
- 3rd grade students - Door 12 (west door of Judy B Gym)
- 4th grade students - Door 11 (parking lot door)

Students who do not have a lanyard will be directed to go to the nurse's office to be checked for symptoms. If a student checked by the nurse has no symptoms, they will proceed to their classroom. If a student checked by the nurse has symptoms or a fever, protocols for symptomatic students will be initiated.

Once inside the building, students will proceed to their designated area. They will not stop at bathrooms. All materials and coats will be brought to their classroom.

Classroom teachers will supervise students until class begins at 9:00 a.m.

Students who arrive late will enter through the front entrance and will undergo the same check for lanyard/or symptoms as above.

Dismissal Protocol (*Updated information 10/22/20*)

Bus Riders

- Bus riders will be called down to the Judy B Gym to board the buses.
- Staff members will escort the bus riders to the gym and assist them in boarding.
- Bus riders should use hand sanitizer/wash their hands before boarding the bus.

Parent Pick-Up

- After buses are boarded, classes will be called down to their waiting area.
- Students will stand in line on the marked circles; siblings will stand together.
- Staff will approach the car line to identify family. It will be helpful for families to display a paper with your last name on the car dashboard. Students will listen for their name to be called.
- Staff will escort students to cars.

Walkers

- Walkers will wait in their designated area.
- Staff will approach parents to identify family.
- Students will listen for their name to be called.
- Staff will release students to their parents.

Students and Staff:

The schedule will consist of a structured schedule that includes the core subjects and a rotation of specials being taught by the teachers online. This time may also include work they can complete independently (i.e. reading, project based learning). ***NOTE: A lunch break is included in this schedule.***

Hynes Elementary School Sample Schedule

Grades K-2		Grades 3-4	
Morning Meeting/Attendance	20 minutes	Morning Meeting/Attendance	20 minutes
Literacy/Social Studies	110 minutes	Literacy/Social Studies	100 minutes
Mathematics/STEM	60 minutes	Mathematics/STEM	70 minutes
Physical Fitness/ Specials Independent Work	20 minutes	PhysicalFitness/Specials Independent Work	20 minutes
Lunch/Break	60 minutes	Lunch/Break	60 minutes
Afternoon Check-in/Attendance	20 minutes	Afternoon Check-in/Attendance	20 minutes
Students work on asynchronous tasks from the day/ Teachers provide targeted direct support to students	70 minutes	Students work on asynchronous tasks from the day/ Teachers provide targeted direct support to students	70 minutes

Golf Middle School

Arrival Protocol (*Updated information 10/22/20*)

Students should arrive between 8:15-8:30am and go to the designated grade-level door. No students should arrive at GMS until 8:15am.

- 5th grade students - DOOR #5 (gym door)
- 6th grade students - DOOR #3 (the regular 6th grade door)
- 7th AND 8th grade students - DOOR #9 (the regular 7th & 8th grade door)

Bus arrivals:

Buses will drop-off in the drop-off zone in the south parking lot, directly adjacent to the building. See the [map](#). A staff member will approach the bus and verify that each student is wearing the red Golf Middle School lanyard. The lanyard is the parent's confirmation that their child(ren) is fever free and does not have any COVID symptoms listed on the lanyard.

Students walk along the perimeter of the drop-off zone, and stand on the designated “dot” at each grade-level entrance, and maintain 6 feet of distance. Students will follow directions from the staff member at the grade-level door.

Walkers and Bike Riders:

Students will walk and stand on the designated “dot” at each grade-level entrance, and maintain 6 feet of distance. Students will follow directions from the staff member at the grade-level door.

Vehicles arrivals:

Vehicles will drop-off students in the back of the school, following the cones and signs. See the [map](#).

A staff member will approach the vehicle and verify that the student is wearing the red Golf Middle School lanyard. The lanyard is the parent’s confirmation that their child(ren) is fever free and does not have any COVID symptoms listed on the lanyard. Students will exit from the vehicle on the perimeter of the drop-off zone. Students will walk and stand on the designated “dot” at each grade-level entrance, and maintain 6 feet of distance. Students will follow directions from the staff member at the grade-level door.

Building Entry Protocol - ALL students

A staff member standing at each grade-level door will verify each student is wearing the required mask and red lanyard, and then direct the student to enter the building. Students who do not have the required red lanyard will be directed to go to the nurse’s office to be checked for symptoms. Students will be directed to enter the front office doors. If a student checked by the nurse has no symptoms, they will exit the building and return to their grade’s entrance door. If a student checked by the nurse has symptoms or a fever, follow and initiate safety protocols.

Upon entering the building:

Students will use hand sanitizer located near each entry. Students will walk directly to the classroom designated for his/her classroom. They will not stop at lockers. They will not stop at bathrooms. All materials and coats will be brought to the assigned classroom. The 2nd or 3rd period teacher will supervise students until class begins at 8:30 a.m.

Dismissal Protocol (*Updated information 10/22/20*)

Students will remain in the classroom until an announcement is heard for his/her group to be dismissed. The order of dismissal groups will be bus, followed by walkers, followed by pick-ups.

Once called, students will exit the building using the same door they entered for arrival, even if there is a door that is closer, and then follow the specific instructions for his/her group.

- 5th grade students - DOOR #5 (gym door)
- 6th grade students - DOOR #3 (the regular 6th grade door)
- 7th AND 8th grade students - DOOR #9 (the regular 7th & 8th grade door)

Bus dismissal (11:50am):

Upon exiting the building, bus riders should use the portable hand sanitizer. Students will walk along the perimeter of the building to line-up along the exterior wall of the Innovation Lab. If there is no line, students may immediately get on the bus. Students will be seated one person per seat. A staff member will be present making sure students load the bus.

Walker and Bike Rider dismissal (11:55am):

Students exit the building and immediately proceed home. Students who need to cross Waukegan Road, will walk along the perimeter of the building and walk directly to the cross-walk.

NOTE: Bike riders should walk their bike until they get past the bus area and to the sidewalk.

Vehicle pick-up dismissal (12:00pm):

Students stand on a physically distanced spot along the perimeter of the building. Students should alert a staff member when they see their parent/guardian picking them up. Students will walk along the perimeter of the pick-up zone and get in the vehicle.

Golf Middle School Schedule

In order to enhance the learning time for students, we will be following a modified period structure.

1. Students are expected to join a live session with their class on Monday, Tuesday, Thursday, and Friday during the periods listed below where attendance will be taken.
2. On Wednesdays, students will be expected to join their advisory for the morning meeting where attendance will be taken. For all other periods, students will have either synchronous or asynchronous work assigned as determined by the teacher.

GMS Weekly HYBRID Schedule Beginning 10-5-2020						
	Minutes	Monday	Tuesday	Wednesday	Thursday	Friday
		A day	B day	(Remote day for everyone)	A day	B day
8:15-8:30	15	Arrival of M/Tu Cohort. Follow arrival procedures.			Arrival of Th/F Cohort. Follow arrival procedures.	
8:30-9:20	50	Arrival, Attendance	Arrival, Attendance	Morning Meeting (Attendance is taken) 8:30-8:55	Arrival, Attendance	Arrival, Attendance
		Period 2	Period 3	Period 2 9:00-9:25	Period 2	Period 3
9:25-10:10	45	Period 4	Period 5	Period 3 9:30-9:55	Period 4	Period 5
				Period 4 10:00-10:25		
10:15-11:00	45	Period 6	Period 7	Period 5 10:30-10:55	Period 6	Period 7
				Period 6 11:00-11:25		
11:05-11:50	45	Period 8	Period 9	Period 7 11:30-11:55	Period 8	Period 9
				Lunch 12:00-12:45		
11:50	5	Bus Students Dismissed at 11:50		Period 8 12:50-1:15	Bus Students Dismissed at 11:50	
11:55	5	Walkers Dismissed at 11:55			Walkers Dismissed at 11:55	
12:00	5	Pick-up Dismissed at 12:00		Period 9 1:20-1:45	Pick-up Dismissed at 12:00	
12:00-1:00	60	Lunch			Lunch	
1:05-1:30	25	Advisory/Afternoon Meeting (Attendance is taken)		1:45-3:05pm	Advisory/Afternoon Meeting (Attendance is taken)	
1:30-3:05	100	Students work on asynchronous tasks for Day A classes and homework	Students work on asynchronous tasks for Day B classes and homework	Students work on homework or asynchronous tasks	Students work on asynchronous tasks for Day A classes and homework	Students work on asynchronous tasks for Day B classes and homework
		Monday - Friday Office hours (follow-up with individual students, conduct small groups, communicate with parents), remote planning, creating videos, team time, etc DAY ENDS at 3:05				

Special Education Continuum of Services

Teachers continue to utilize the research-based instructional models that are used in person through distance learning. Exposure to grade level content area concepts is priority for all students with disabilities.

Resource

- During the resource period, students will have a consistent routine to ensure engagement and productivity.
- Teachers will guide students through checking their schedule, ensuring they have assignments completed and submitted, and communicating questions or concerns to teachers.
- A special education teacher will be assigned as a case manager.

Instructional

- Pacing will be individualized.
- Skills based instruction.
- Accommodations will be honored.

Specialized Program

- Large Google meets sessions will provide overview of learning targets; breakout sessions in small groups will provide practice and reinforcement or lesson.
- Schedule will remain consistent.
- Accommodations will be honored.

Related Services

- Regularly scheduled group and individual sessions.
- Related service staff will maintain communication with students and families.
- May use a co-therapy model in order to meet IEP minutes.
- Assignments may be pushed out to students via Google Meets/Seesaw for independent work that will be reviewed by related service providers as appropriate.
- IEP goals may be adjusted depending on goals/accessibility during distance learning.
- Hearing/vision equipment will be available to students with hearing/vision impairments.

Case Management- Special Education

- Review students' IEPs and communicate all accommodations and goals to appropriate staff members.
- Communicate with student's general education teachers frequently.

- Provide information for team members if a student is struggling; problem solve with student and team on ways to help student success.
- Provide progress monitoring data.

Modifications and Accommodations of Assignments/Assessments

Teams will honor all modifications and accommodations as outlined by current IEP plans. Formal adjustments/amendments may be made for individual students as necessary. We understand that students may have challenges with participation in Google meets, electronic group work, and engaging in assignments via virtual platforms. Supports teams (case managers, related service providers, general education teachers) will assess student needs on an individual basis. Students will be instructed by case managers and related services staff on how to best communicate needs and challenges in an appropriate manner. As needs are identified, teams may adjust assignments and/or expectations to maximize learning and content mastery with appropriate support and understanding of social/emotional and learning needs.

Progress Monitoring

Teachers and related services staff will keep track of progress towards IEP goals and objectives. Data will be taken from both synchronous and asynchronous activities as well as information from families. Student Services staff should continue to keep track of service minutes. This progress will be shared at typical reporting time periods each quarter.

Hynes Blended Preschool Program

For more information about the Hynes Preschool Program, visit [Preschool 2020-2021](#).

Student Expectations

This school year will be very different from every other year. As always, try your best, don't be afraid to fail, and know that your teachers and parents/guardians are here for you!

Getting ready for your virtual and/or in-person learning day (EVERY day):

- Eat a healthy breakfast before the daily morning meeting
- Get dressed for school wearing appropriate school clothes
- Find a quiet place in your house to listen and participate in virtual classes
- Make sure you have the necessary supplies for each class

Academic

- View daily checklist from your teacher
- Complete assignments on time
- Do your best work
- Participate in/attend all classes, INCLUDING specials/PE
- Ask your teacher questions about assignments or expectations

Virtual Classroom Behavior Expectations

- Attend all virtual meetings on time (attendance will be taken)
- Show care and respect toward others
- Students should be the only person on the screen (pets, siblings, parents, etc. should enter the screen ONLY when instructed)
- Mute your device unless instructed otherwise
- Show your face during each class
- Use appropriate language
- Use chat feature for classroom/academic use only and when directed by teacher
- Eat during designated breaks (snacks and lunch)

Technology

- Use your school issued device for classes and school work only
- Keep your username and passwords available in your work space
- Charge your device every night
- If you have technology OR device related questions, email help@golf67.net FIRST.

Parent/ Guardian Expectations

We are all in this together! We sincerely appreciate your partnership and help in encouraging your child to participate and persevere during remote/hybrid learning.

For Academic Success

- Find a quiet place for your student to participate in virtual sessions and learning activities with necessary school supplies at hand on a daily basis.
- Support online student expectations (students should be on time, dressed appropriately, using their camera, and not eating).
- Provide basic support (e.g. keep devices charged, provide a healthy breakfast, post a weekly schedule, encourage healthy sleep patterns).
- Practice basic tasks such as logging on with your student and wearing a mask.
- During remote learning, check in periodically with your child to ensure they are on task.
- Allow students to work independently on learning activities.
- Encourage movement (rather than more screen time) during learning breaks.

For Parent Support

- Refer to the Return to Learn Roadmap for any questions you may have.
- Sign up for student platforms (i.e. SeeSaw and Google Classroom) per teacher direction.
- We are here for you! Reach out for support (educational, emotional, tech) and staff will respond in a timely fashion. See communication guidelines.

For Health and Wellbeing

- Please send your child to school with two (2) well-fitted masks. The district can supply a disposable mask if a student forgets or if their mask is unusable.
- Parents are responsible for properly laundering masks.
- Please call the office before 8:30 A.M. if your student will be absent.
- Review COVID screening guidelines. If one or more symptoms are present in your children, keep them home. If someone in your home has COVID, keep your child home.
- Be certain that all required health forms are up-to-date and on file in the school office.
- Both in and outside of school, please follow CDC guidelines (mask wearing, limit gatherings) with your family and friendship groups.

Looking for more tips on how to help your child learn at home, Understood.org posted an [article](#).

Staff Expectations

Our dedication to our students remains steadfast during remote or hybrid learning.

- Maintain rigorous student expectations, focusing on student progress and growth.
- Communicate student expectations regarding digital citizenship, and appropriate virtual classroom etiquette.
- Upload assignments to Google Classroom or SeeSaw prior to morning attendance. Include parents/guardians in SeeSaw/Google Classroom.
- Review available student assessment data and differentiate instruction.
- Evaluate work, provide consistent and meaningful feedback, and update grades in a timely manner.
- Provide individual and/or small group student support as needed.
- Facilitate a daily morning meeting to support students' social and emotional growth
- Record accurate daily attendance per school directions.
- Maintain consistent communication with families, e.g. progress reports, responding to emails, periodic classroom updates.
- Use plan time for preparing digital content, holding office hours, team time, articulation, family communications, etc.

Transportation

Golf District 67 is working closely with Northshore Transit to ensure procedures are in compliance with all applicable expectations under State and Federal guidelines. All individuals on a bus must wear a mask and social distancing will be maintained to the greatest extent possible. Students must undergo symptom and temperature checks through self-certification before boarding a bus. Students and families should be aware of procedures and expectations regarding transportation. One per child per seat will be permitted with the exception of siblings.

Drivers and monitors will wear approved and appropriate PPE and perform regular hand hygiene. Before the start of each workday, drivers and monitors will undergo symptom and temperature checks to verify that they are free of symptoms. Drivers and monitors who have a temperature greater than 100.4° Fahrenheit/38° Celsius or symptoms of COVID-19 will not work. Drivers and monitors who become ill during their route will contact their supervisor immediately.

Communication

Common communication structures are imperative to ensure that parents and students have a clear and consistent way of accessing and interacting with their learning experiences.

- Learning experiences will be shared with students via Google Classroom/SeeSaw before morning attendance is taken and is due at teacher discretion.
- If you have questions about your child's instruction, grades, or other matters of the classroom, please contact your child's teacher first.
- If you have a question regarding issues with technology (Google Classroom, SeeSaw, connectivity, etc) please contact help@golf67.net.
- If you are reporting an absence call:
 - Hynes 847-965-4500, press 1
 - Golf- 847-965-3740, press 1
- If you have questions regarding your child's health, please contact the school health office
 - Hynes 847-965-4500 ext. 103
 - Golf- 847-965-3740 ext. 225
- If you have questions regarding your child's social emotional health, please contact the social workers/counselor at:
 - Hynes - Jamie Levin jlevin@golf67.net 847-965-4500 ext 344
 - Golf - Jenni Orsello jorsello@golf67.net 847-965-3740 ext 242
 - Lisa Featherstone lfeatherstone@golf67.net
 - Golf: 847-965-3740 ext 317
 - Hynes: 847-965-4500 ext 121
- If you have questions regarding bus transportation, please call:
 - Northshore Transit at 847-677-9700
 - The business office at 847-965-8200

Additional information

[Transition Guidance FAQs](#)

[Guidelines for Positive Cases](#)

[Decision Matrix](#)

[IDHP FAQs](#)