



LaHarpe Elementary/Junior High School, District #347  
Home of the Eagles

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Return to School Plan  
2020-2021 School Year  
5 days per Week Early Dismissal 1:30

On June 4th 2020, Governor Pritzker issued Executive Order 2020-40 allowing schools to reopen for in-person instruction. The Illinois Department of Public Health and the Illinois State Board of Education issued guidelines that School Districts are required to follow.

With these guidelines and information from surveys sent to parents and staff, the La Harpe Leadership Team met to develop a plan and procedures that will allow our students access to high-quality instruction. We recognize that in-person instruction is the most effective model for our students, and that consistency and structure are important to students, teachers, and families. We are responsible for creating and providing safe learning environments.

With the State issued guidelines and the desire to provide a quality education, the La Harpe School District will open school on Wednesday, August 19th, 2020 with teachers returning on Monday, August 17th, 2020.

### **Registration**

- Most of our returning known students have already registered via the paper packets sent home at the end of 4th quarter.
- Those who still wish to register can make an appointment to receive help if needed.
- Families must choose between full remote learning or face to face with early dismissal at 1:30.
  - Families must stick to their choice for one full quarter. Changes at the end of each quarter can be made.
  - PreK has face to face learning only.
- A placement survey with a few questions will be emailed and posted on our website. All student families will be required to make a choice by August 3rd. Those who have not responded by August 3rd will be contacted by the office.
- Those not registered by August 3rd, 2020 will not be included in our supply order nor in our various online platforms and software systems i.e. textbooks,

workbooks, Google Classroom, See Saw, Mystery Science, Wonders Literacy Curriculum, iReady Math toolbox, Scholastic Social Studies and Science resources. Therefore, they may have a disrupted beginning.

## **School Day**

### **Face to Face Students**

- Students must be medically cleared to enter the school bus and enter the building. This can be done via a QR code from home, clearance form filled out at home or by the staff at school or on the bus.
- Students whose parents have not self certified their student's medical clearance (no COVID symptoms or fever) will be screened by staff upon arrival at school or on the bus.
- Students who show symptoms will be isolated in a safe location until a parent or guardian can be notified to pick up their student. Approved face coverings must be worn at all times that students and staff are inside the building, as well as on the bus. This is a mandate from the Illinois State Board of Education, the Illinois Department of Public Health which is supported by the Center for Disease Control, our school attorney, and our liability insurance. La Harpe school district does not have a choice in this mandate. Students can be given masks at school that are returned to the school for sanitizing. Outdoor areas are being prepared where students can take mask breaks and work on assignments or classroom activities. Parents/Guardians who do not want their student to wear a face covering are offered the option of full remote learning. All staff will wear face coverings when inside the building.
- Students are in groups of 50 and those cohorts are kept from intermixing as much as possible.
- Shaking hands or engaging in any other physical contact is prohibited in the school buildings.
- A six foot distance from others must be maintained as much as possible as students enter and leave.
- Teachers will generally move to classes rather than students moving through the hallways.
  - Teachers will disinfect their work areas in each room before moving on to the next class.
  - Students will have an assigned seat in all locations they go. This includes the classroom, the gymnasium, bus and the cafeteria.

**Arrival - New signage has been ordered to clarify the following.**

- Students must enter the building at the following locations. Six feet apart markings will be on sidewalks and hallways to keep students spread out upon entry.
  - **PreK** - PreK door - Brenda Coulter will screen and help with breakfast
    - Park on the east side of the Johnson Building and walk your child to PreK
  - **Kindergarten 1st and 2nd graders** - South East Door by the greenhouse - New hire paraprofessional, Denise Kost and Liz McCarter will screen and help with breakfast
    - Bus riders will be dropped at the door.
    - Parent drop off will happen at the south end of the sidewalk that runs in front of the school from the north parking lot.
  - **3rd & 4th grades**
    - Bus riders will enter through the north lobby door and proceed to their classrooms.
    - Car riders will enter through the northwest door and proceed to their classrooms.
      - - Cassie Bundy, new hire paraprofessional and Mrs. Fry will help with breakfast and medical screening
  - **5th, 6th, 7th and 8th grades**
    - **Bus riders** will enter through the lobby doors on the east side of the building.
    - **5th and 6th bus riders** will go through the south end lobby doors and proceed through the hallway to their classrooms.
    - **7th and 8th bus riders** will go through the north side lobby doors and proceed through the gym to their classrooms.
    - **5th, 6th, 7th and 8th grades parent drop off** will be at the south west door by the office. Students will proceed to their classrooms.
      - 5th, 6th, 7th and 8th may go to the Cafe for breakfast or to their classroom.

## **Dismissal**

### **Buses will pick up at 1:30**

- **The final bell will ring for bus riders first. Walkers will exit as soon as buses are gone.**

### **Car line will begin at 1:35**

- Students will stay in their rooms until their names appear in a shared Google Doc. indicating it is time for them to come outside.
- A staff member will type in names of students in the order their parents are lined up for pick up.
- Parents are expected to have children buckled in proper seating before leaving the lot.

### **Full Remote Students**

- Grades count and attendance is expected at all class meeting times.
- See remote learning plan [Remote Learning Plan](#)

### **Teaching and Learning**

- Students will receive remote learning training on their first days back to school.
- Students will go over common troubles and problems that were experienced with remote learning last Spring.
- Students will learn how to utilize our website's section of "how to" video library for remote learning.
- Students will be given a cheat sheet for all login information to have at home.
- Students will attend school five days per week whether remote learning or in person learning.
- Each student will be assigned a Chromebook for use at home if needed.
- Hotspots, paid for by the District, will be assigned to students who do not have internet access at home.

### **Students**

- Attend all in-person instruction (if possible).
- Attend all remote learning sessions (if possible).
- Bring your Chromebook charged to every class every day.
- Grades 3 through 8 must utilize our website's links to Google websites and Google Classrooms to complete and submit work.
- Grades K-3 must utilize SeeSaw to complete and submit assignments.
- Respond to teachers when contacted and ask for help or clarification as needed

### **Parents/Guardians**

- Medically screen your child each day and communicate with the school via the QR code or the paper.
- Keep your student home if exhibiting any COVID symptoms (fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea).
- Call the office 217-659-3713 if your student will be absent.
- Provide a space at home for your child to complete remote learning activities
- Maintain an active phone number and email to ensure communication with your student's teachers and school office.
- Notify the school of any barriers to remote learning.
- Work with your student's teachers and school staff to address student needs.

### **Assessing Students' Skill Levels**

- Teachers will assess student skill levels when returning to school.
- All students may get extra help from teachers after in person dismissal.

### **Special Education**

#### **Special Education (IEP and 504)**

- Face to face instruction is recommended for all students with IEPs.
- Special education staff and related service providers will communicate with parents to make sure the needs of their students are being met.
- Flexibility and communication are critical for the success of students with IEPs and 504 plans.
- All special education staff and related service providers will maintain accountability documentation during periods of remote learning.
- For all students receiving IEP services, an Individualized Remote Learning Plan will be developed to outline for parents what a student will be doing while participating in remote learning. It will describe what FAPE will look like during periods of remote learning.
- During periods of remote learning, teachers and caseworks will collaborate via email and/or designated platform to ensure lessons are appropriately modified and accommodations are being provided.
- Annual IEP and evaluation dates and deadlines will be followed, per state and federal guidelines.

### **Music/Band**

- Students must wear face coverings and be outside while singing.
- Indoor rehearsals are discouraged.
- Instruments cannot be shared.
- Masks may be removed while playing instruments, but only if necessary.
- Hand hygiene with soap and water or hand sanitizer before and after playing.
- Instruments and classrooms will be cleaned and disinfected before a new cohort of 50 enters.

### **Physical Education**

- Face Coverings must be worn. The district will provide masks for students without personal masks.
- Activities must allow for 6-foot distancing between students.
- Games and sport activities that require close guarding and any potential contact with another player must be avoided in order to comply with IDPH requirements.

- Locker rooms will not be used. Students will not change clothing. Shoes may be changed.
- Any shared equipment must be cleaned between each student's use and disinfected after each use.

## Schedule - [Schedule](#)

### Breakfast

#### K-4

7:30-7:55 Breakfast will be served in classrooms.

Kitchen staff will need an average count for the first day's breakfast.

Parents will let office staff know when they make their placement call about breakfast needs. Paraprofessionals will be present to meet buses, and to oversee breakfast. They will need to gather milk for students as needed from the library cooler for kindergarten, 1st and 2nd grades, and the teacher's lounge refrigerator for 3rd and 4th grades.

#### 5-8

7:30-7:55

5th, 6th, 7th & 8th graders will eat breakfast in the cafeteria as long as the count is under 30. Over 30 will be redirected.

### Social Emotional Welfare

- 8:00-8:30 Flight Crews have a 1:8 adult to student ratio
- Attendance
- 2nd Step Lesson on Monday
- Small group discussions Tuesday - Friday.
- Focus is on relationships and mental health
- Social Emotional check-in
- Flight Crew will continue each morning for all learners remote and face to face.
- Adults in these groups will be responsible for these 8 students, checking in via telephone, or online meeting each day.
- They will also monitor their progress on assignments via Google Classroom and PowerSchool.

### Lunch Cafeteria can seat 30 and Classrooms will also be used

- PreK - Family style in room 11:00 Cooks will prepare for number on count and leave for pickup
- 1st Grade 26 Students Classroom or Ag Rooms 10:50-11:20
- Kindergarten 26 Students Cafe 11:00-11:30
- 2nd Grade 20 Students Ag Rooms 11:15-11:40
- 3rd and 4th 39 students Cafe 11:35-11:55

- 5th and 6th 12:30-12:50 Classrooms alternating one class in Cafe and Ag rooms
- 7th and 8th 12:30-12:50 Classrooms alternating one class in Cafe and Ag rooms

Weather permitting, all students have the option of outdoor seating.

### **Meals for Remote Learners**

- Meals are not free for all who want it like it was in the Spring during remote learning.
- Those who are on the Free and Reduced program can get a free or reduced lunch price while they remote learn.
- On Mondays at 10:30 five sacked breakfasts can be picked up by remote learners.
- Everyday at 10:30 one lunch may be picked up by remote learners in the cafeteria. Remote learners and face to face learners will have the same menu.

### **Transportation**

- Students are required to wear face covering at all times while on the bus.
- Drivers will have a supply of extra masks but students are supposed to wear their own.
- Students have assigned seats with an empty seat in between if possible.
- Bus drivers will thoroughly disinfect their bus after morning drop off and at the end of the day.
- Drivers will drop students at appropriate doors.
- Bus drivers will know before the route begins who has not done the medical screen online. Parents of bus riders will be told the time that they need to have their medical screen completed in order for their student to be able to board the bus.
- An aide or the driver will screen those who did not use the app/QR code or paper method. Students with symptoms or fever over 100.4 will not board the bus. The aide or driver will contact parents. If parents are not available a seat will be selected for these students away from all other riders for them to sit in and ride until parents can be reached.

### **Restroom Breaks**

- Classrooms will have assigned times for restroom breaks with social distancing.
- Students will be allowed to use the restroom in-between if necessary if following social distancing guidelines.
- Students must wash hands well before returning to class.

### **When a Student or Staff Member Becomes Sick**

- Anyone testing positive for COVID 19 must stay home.
- Anyone who shows any signs or symptoms of illness must stay home.
- Families and staff should also report possible cases to the school where the individual attends or works to initiate contact tracing. Information will be shared with the Hancock County Health Department.
- 72 hours must elapse from resolution of fever without fever reducing medication and 10 days must pass after COVID symptoms first appeared.
- Anyone who has close contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days.
- Close contact means the individual was within 6 feet of a person with symptoms or positive tested person for more than 15 minutes.

### **Cleaning and Disinfecting**

- Frequently touched surfaces (door glass, door handles/knobs, desktops/tabletops, light switches) will be cleaned several times per day.
- Custodians will post a schedule of cleaning times and maintain documentation upon completion of cleaning.
- Restrooms will be cleaned periodically throughout the day.
- Extensive cleaning will be done periodically throughout the week.

It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions. La Harpe has the responsibility to follow guidance from the Illinois State Board of Education and the Illinois Department of Public Health.