



Glenbard Township High School District 87

Restore Illinois Phase 4 School Day Plan

Last Updated July 21, 2020

Plan Overview and Introduction

After significant planning and consideration, Glenbard District 87 has created a Hybrid Option and Fully Remote Option to meet the educational needs of our students and the public health requirements of the COVID-19 pandemic. This plan was first drafted in early July 2020 and has evolved based on feedback from staff, families and the community. This plan incorporates and builds on the following three themes:

- 1. Strict adherence to health and safety protocols** - The health and safety of our students and staff is paramount. The various instruction and guidance documents from county, state and federal level have been clear regarding expectations and standards, and these have been incorporated into the plan with great attention.
- 2. Adaptive learning and strong technology infrastructure** - Teacher-led instruction is critical for student success and is a key part of this plan. Students will receive teacher-led instruction at school and at home via livestream. Glenbard has a robust technology infrastructure and intentional professional development for teachers. This is the fifth year that every Glenbard student and teacher has an iPad and uses Schoology for our Learning Management System. With years of experience, District 87 is well-positioned to provide a rich educational experience for each student.
- 3. Customized educational supports for each student** - Whether in person or remote, an array of individual supports and resources will be provided for each student in need. Additional supports will be designed and embedded in lunch periods, study halls and other times to allow students and staff the time to work together on academic needs, Social Emotional Learning Standards and emotional needs. In order to support each student's unique needs and embrace diversity, we will remain focused on responsive supports and student/family choice.

Design Priorities for this Plan

- Keeping **students and staff safe** is our top priority. Understanding and adherence to safety precautions and guidelines is needed to maintain a healthy, productive learning environment for each student and staff member.
- Creating a schedule that is versatile and can meet the evolving challenges of the COVID-19 pandemic.
 - The **Hybrid Option and Fully Remote option can shift back into our traditional schedule** when our region moves to Restore Illinois Stage 5 and the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) provide guidance on this safe transition.
 - The **Hybrid Option can also shift to a full remote schedule** if our region moves to Restore Illinois Stage 1-3. Since e-learning is essential and foundational to the hybrid plan we are well prepared to make this transition if necessary.
 - Create a schedule that allows us to **meet the diverse needs of our students**.
- **Focusing on our Profile of Graduate vision** for teaching and learning. Our students will learn to communicate, collaborate, think critically, create, embrace diversity and be self-empowered, whether in-person or remote. Embracing diversity includes listening to students, families and staff in regards to academic and social needs.
- **Prioritizing in-person learning**, whenever possible, per ISBE guidance.

SAFETY PRIORITIES

The areas listed below are the most current requirements from the Illinois State Board of Education, working in collaboration with the Illinois Department of Public Health. Please note that guidance continues to change and we anticipate more clarity in writing from the DuPage County Health Department regarding the guidelines listed below.

FACE COVERINGS

- All **individuals in a school building are required to wear a mask at all times**, covering mouth, face and nose, while maintaining social distancing. Face masks are required on buses at all times.
- Masks are **not required outside if individuals remain 6 feet apart** from each other.

SOCIAL DISTANCING

- **Social distance should be observed** as much as possible. Instructional spaces, hallways, bathrooms, etc will be set up and managed to keep everyone 6 feet apart as much as possible. Classroom desks will be placed in the same direction (example: all facing the front of the classroom).
- **No more than 50 individuals may be on a bus at one time.** All individuals on a bus must wear a face mask. Allow as much space as possible between each individual on a bus.
- Due to the need for contact tracing, **students will always sit in assigned seats on the bus and in the building** and cannot move around the space.

CAPACITY LIMITS

- **No more than 50 persons should be in one building space.** Examples of one space may include one classroom, cafeteria, auditorium, field house, school bus or areas of a hallway.
- When outside, **each group of 50 or fewer individuals must remain 30 feet apart.** If individuals are six (6) feet apart at all times, face coverings do not need to be worn outside. If individuals are not six (6) feet apart outside, then they must wear a mask.

SYMPTOM SCREENINGS/TEMPERATURE CHECKS

- Glenbard District 87 will conduct **temperature and symptom screenings for all staff, students, and visitors** entering school buildings.
- All persons **entering the schools** will be temperature screened and must affirm that they do not have the COVID-19 symptoms referenced below. Persons that have a temperature greater than 100.4 F or exhibit symptoms will not be able to attend that day. Students will be directed to an isolation area for next steps. Individuals who exhibit symptoms should be sent home and referred to a medical provider for evaluation and treatment and be given information about when they can return to school.
- **Students riding the bus** must self-certify that they do not have a temperature greater than 100.4 F and that they do not have COVID-19 symptoms such as 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. Parents or students can self-certify electronically or students can complete a self-certification paper form prior to boarding the bus.

INCREASED SCHOOL-WIDE CLEANING AND DISINFECTION

- Glenbard has developed **sanitation procedures per recommendations of the CDC, IDPH, and local health departments.**
- **Frequently touched surfaces** (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets, buses/vans) will be cleaned on a daily basis.

OPTIONS FOR LEARNING

Glenbard recognizes that students and families may have specific needs for learning during the COVID-19 pandemic. Some families may prefer their student to learn at home, with the Fully Remote Option, and others may prefer to learn on campus, with the Hybrid Option. **Families will have the opportunity to choose an option in PowerSchool from July 27 to August 2.** Families who do not choose an option will be placed in the Hybrid Option. Families are committing to the entire fall semester. We will reevaluate these options for spring semester and communicate with families at that time.

In order to prepare teachers and staff for these new instructional options, **the first day of students will be moved to Monday, August 17.** This will allow for additional training and planning for staff. For both options, **grades will count and will align with previous grading practices.** See below for additional information.

Hybrid Option

Each student will attend school on campus two days per week and participate in their classes via livestream video at home two days per week. Students attend half of their classes each day, with each class meeting for an extended period- 70 minutes. Students are on-campus from 7:30-12:25 and bus transportation is available. Additionally, all students will attend virtual classes from 7:30-2:00 once a week on the All Remote Day. On the All Remote Day every class meets virtually for 40 minutes, giving students a chance to learn with their teacher and all of the students in the class.

HYBRID OPTION				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Group A: On Campus Group B: Livestream	Group A: Livestream Group B: On Campus	All Remote Day	Group A: On Campus Group B: Livestream	Group A: Livestream Group B: On Campus
Period 1: 7:30-8:40	Period 1: 7:30-8:40	Period 1: 7:30-8:10 Period 2: 8:20-9:00	Period 6: 7:30-8:40	Period 6: 7:30-8:40
Period 2: 8:45-9:55	Period 2: 8:45-9:55	Period 3: 9:10-9:50 Period 4: 10:00-10:40	Period 7: 8:45-9:55	Period 7: 8:45-9:55
Period 3: 10:00-11:10	Period 3: 10:00-11:10	Period 5: 10:50-11:30 Period 6: 11:40-12:20	Period 8: 10:00-11:10	Period 8: 10:00-11:10
Period 4: 11:15-12:25	Period 4: 11:15-12:25	Period 7: 12:30-1:10 Period 8: 1:20-2:00	Period 5: 11:15-12:25	Period 5: 11:15-12:25
Monday/Tuesday/Thursday/Friday 1:00-2:25: Participate in additional learning activities via Schoology, attend teacher office hours, complete homework as assigned. Zero hour courses are fully remote all semester for all students, with teacher-led activities available via Schoology.				

In order to maximize social distancing, students in the Hybrid Option are divided into two groups, Group A and Group B, halving the number of students on campus at any one time. This is largely based on an alphabetical grouping by last name. In order to reduce family hardships, requests to keep household members in the same group or in different groups should be directed to the students' counselor.

During lunch periods students will work on their assigned learning activities. Additional supports, tutoring and interventions are available during this time. Students with lunch periods 4, 5, and 6 may arrive late or leave early if they have their own transportation. Once a student leaves the school, they cannot re-enter the campus/school the same school day. Students in period 7 lunch must stay on campus as this period is in the middle of the school day.

Fully Remote Option (with Livestream)

We understand that some students may benefit from a fully remote online learning experience. **Families that select the Fully Remote option will receive all of their instruction online.** Any family can select the Fully Remote option and a doctor's note is not required. If a family selects the Fully Remote option, the student may participate in on-campus athletics or extracurriculars if they are offered.

Students in the Fully Remote Option keep their full schedule of classes. These students participate in the same classes, with the same teachers, as students in the Hybrid Option. In the Fully Remote Option, students participate in all classes through livestream, and access all assignments, assessments and learning activities in Schoology. Teachers are always available for help via Gmail, Schoology or online office hours.

Fully Remote Option students will join the livestream video from the in-person classroom on Mondays, Tuesdays, Thursdays and Fridays. Most weeks will have an All Remote Day on Wednesday where classes meet via videoconferencing. Periods 1-4 will meet Monday - Wednesday. Periods 5-8 will meet Wednesday - Friday. Teachers will take attendance during the first five (5) minutes each class, whether it be livestream or a videoconference. Students are expected to be in attendance for all classes.

FULLY REMOTE OPTION				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Livestream	Livestream	All Remote Day	Livestream	Livestream
Period 1: 7:30-8:40	Period 1: 7:30-8:40	Period 1: 7:30-8:10 Period 2: 8:20-9:00	Period 6: 7:30-8:40	Period 6: 7:30-8:40
Period 2: 8:45-9:55	Period 2: 8:45-9:55	Period 3: 9:10-9:50 Period 4: 10:00-10:40	Period 7: 8:45-9:55	Period 7: 8:45-9:55
Period 3: 10:00-11:10	Period 3: 10:00-11:10	Period 5: 10:50-11:30 Period 6: 11:40-12:20	Period 8: 10:00-11:10	Period 8: 10:00-11:10
Period 4: 11:15-12:25	Period 4: 11:15-12:25	Period 7: 12:30-1:10 Period 8: 1:20-2:00	Period 5: 11:15-12:25	Period 5: 11:15-12:25
Monday/Tuesday/Thursday/Friday 1:00-2:25: Participate in additional learning activities via Schoology, attend teacher office hours, complete homework as assigned. Zero hour courses are fully remote all semester for all students, with teacher-led activities available via Schoology.				

What does the school day look like?

ON-CAMPUS CLASSES

On-campus learning with the Hybrid Option will look very different from previous experiences at Glenbard. Students will pass through a temperature screener when they arrive on campus each day. **Students will be spaced six (6) feet apart for social distancing during all classes as much as possible**, including PE and electives. Extra furniture will be removed from classrooms to maximize space and classroom furniture cannot be rearranged. Students will always sit in assigned seats facing the same direction and cannot move around the classroom. Teachers have limited movement within the classroom, as they must stay six (6) feet away from students as much as possible. These restrictions will limit social interaction and opportunities for collaborative learning on campus, but students will still be able to collaborate online.

Masks are required for all students and staff in school buildings and buses at all times. Due to the mask requirement, no food will be allowed in the building.

Passing periods will be five minutes and some hallways and stairwells may be one-way. Masks are required in hallways and students must report directly to their classes. In order to minimize hallway interactions, **lockers** will not be used or assigned to students.

Classes will avoid the use of shared objects between students as much as possible. If an item must be shared, it must be cleaned after each use. Students will wash or sanitize hands before and after use of a shared object. Labs may switch to teacher demonstrations in order to limit the use of shared objects.

ALL REMOTE DAY

All students will be remote one day a week to allow for deep cleaning of the building. During this **All Remote Day**, **students will have 40 minutes of class time with each class and teacher via videoconferencing**. All teachers will take attendance and unlike in the Spring, these classes are NOT optional.

LIVESTREAM CLASSES

Livestream classes will show the on-campus instruction that is happening to the students at home via live video. Students may see video of the classroom, their teacher, a presentation or a demonstration and they will hear audio of the teacher speaking. All teachers will take attendance for livestream classes at the start of the period. Attendance is required for livestream classes.

ADDITIONAL LEARNING ACTIVITIES

Each class will provide additional learning activities via Schoology. These activities are in addition to the in-person/livestream classes and the All Remote Day classes.

ADDITIONAL INFORMATION

Grading

Last year, when we went into remote learning, ISBE issued a directive requiring that grades “do no harm” to students to accommodate the vastly different physical, mental, economic, technological, and social-emotional experiences of students, most of whom were engaging in remote school day learning for the first time.

ISBE has lifted that requirement for the 2020-21 school year. **This means a return to traditional grades (1, 2, 3, 4, 5) for completion of assignments, assessments, other classroom instructional activities, finals and the semester grade.** Students' grades will count and may fluctuate up and down throughout the semester as they learn new skills and concepts. **Final grades will be factored into student transcripts and reflected within GPA.**

Supports for Students, Including Students with IEPs and 504s

Whether in person or remote, **an array of individual supports and resources will be provided for each student in need.** Additional supports will be designed and embedded in lunch periods, study halls and other times to allow students and staff the time to work together on academic needs, Social Emotional Learning Standards and emotional needs. When students struggle or need assistance:

- Time for support will be available in the afternoons on Monday, Tuesday, Thursday and Friday.
- Additional time for tutoring will be available during a student's study hall and lunch when a student is on-campus.

- Additional time for supporting students will also be available in the afternoon through virtual sessions and/or supports when needed.
- A system of monitoring student success and struggles will be developed at each school in order to monitor student growth.

Food Service

Grab and Go meals will be available to students at the end of their school day, when students exit the building. Meals will be bundled so that no meals are distributed on the All Remote Day.

Transportation

Glenbard will provide bus service for students. **Students should wear a mask and maintain social distancing while waiting for the bus.** If a student forgets to bring their mask, the driver will provide them with a disposable mask. Students must pre-certify that they do not have a temperature over 100.4 F and that they do not have COVID-19 symptoms before they are allowed to board the bus. This procedure will be provided to families prior to the start of school. Students must load the bus from back to front and disembark from front to back. Students will sit in assigned seats and maintain social distancing to the greatest extent possible. Windows should be open, when possible, to increase air flow.

Technology Support

Glenbard will partner with families to address technology issues. Technology assistance will be available to families and students. Students with technical difficulties may submit a [technical help request online](#). Students may also call the technical support phone line at 630-942-7777 and leave a message with your first and last name, school, ID number, call back phone number and a description of the issues. A tech support person will call you back during school hours.

PLANNING CONSIDERATIONS

Because the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) guidelines were distributed midsummer and continue to be updated, designing a hybrid schedule that maximizes student and staff safety has been challenging. Glenbard started planning for returning to in-person learning at the end of May before specific guidance was released from ISBE and IDPH. Eight teams were created to frame this work: Remote Learning Platform and Instruction, Curriculum, Student Supports, In-Person Events, Registration and Enrollment, Safe Access to Facilities, Transportation and Communication plan. Each of the eight teams met weekly and at joint meetings for collaboration. On June 23, 2020 ISBE released [Starting the School](#) year guidance, providing clear direction on the necessary public health measures to keep our students, staff and families safe. This guidance has been updated several times and Glenbard has adjusted our plan multiple times in order to stay in compliance.

Several surveys were conducted in order to collect data about the needs of the Glenbard community. Students were surveyed twice in the Spring about their remote learning experience. All teachers were surveyed about their Spring remote learning experience as well. Students who participated in Summer School 2020 (fully remote) were surveyed at the end of each session. All of the surveys contained free-response answers. We received thousands of responses to these five surveys and this information was all reviewed and considered as part of the planning process.

In order to get feedback and input from stakeholders, the district surveyed parents/guardians and staff as well as conducted a focus group representing parents/guardians from all four Glenbard schools. This data informed the planning process and increased our ability to develop a hybrid plan that increased instructional time while honoring the priorities

of maintaining a safe and healthy environment for all, optimizing the infrastructure around e-learning and building supports for the diverse student body.

A draft of this plan was discussed at the Glenbard Township High School District 87 Board of Education meeting on July 13, 2020. Based on feedback from the Board and the community, additional teacher-directed instruction was added to the plan. An additional time was added to every period throughout the week. Additionally, all classes are now being livestreamed to the students at home, adding additional teacher-led time for all students.

Many factors were considered during the planning process. **Safety was the most important factor in planning the 2020-21 instructional schedule.** Guidance from ISBE and IDPH states that six feet social distancing must be maintained whenever possible. Most classrooms only have enough square footage for 7-20 students if everyone is 6 feet apart. For this reason it is necessary to reduce the number of students in a classroom at one time by dividing into Group A, Group B and Fully Remote students. Large classes like music, PE and double-blocked classes may be reassigned to larger space in order to achieve social distancing.

ISBE and IDPH guidance states no more than 50 people can be in a room at any one time. This includes very large rooms like our cafeterias, field houses, libraries and auditoriums. No matter how large the space, there cannot be more than 50 people in at one time. During the hybrid option, every inch of space will be used in order to divide larger groups of students into groups under 50. This includes lunch periods and study halls.

By shortening the on-campus school day we can avoid lunch hours and the space shortage that would result from social-distanced lunch time. A shortened day will also reduce the amount of mask fatigue some people may notice after being at school for several hours. Avoiding the high-risk health issues (exposure) during lunch time increases Glenbard's ability to provide a safe and healthy learning environment for each student.

One main priority was for students to retain their full schedule of courses, including electives for the 2020-21 school year. This allows students to stay on track for graduation, pursue their passions and interests and take the courses that best prepare them for the world after graduation. Even students who are Fully Remote retain their full schedule of classes and have the same teachers that are teaching in the hybrid option.

Glenbard considered several ways to organize time on-campus. **By moving to a block schedule we can maximize in-person learning and reduce the number of passing periods.** This allows students to focus on half of their classes each day and for teachers to really dive deep into the material. By grouping periods 1-4 and 5-8 we minimize traveling teacher disruptions for teachers who teach at more than one Glenbard school.

Consideration was also given to which day of the week we would place the Group days and the All Remote Day. We also decided to arrange the hybrid schedule as an A/B/All Remote/A/B schedule rather than an A/A/All Remote/B/B schedule so that students are not away from the building too many days in a row. By placing the All Remote Day on Wednesday, we gained a midweek day for deep cleaning all facilities. Our design teams also considered lengthening the passing periods when looking at maximizing social distance in the hallways. We decided to keep passing periods at 5 minutes to minimize contact time and keep traffic flowing. Designating one-way hallways and stairwells will all assist with this.

The All Remote Day is a long day of screen time but we felt it was necessary to **have additional teacher-led time.** This day has 10 minute breaks between each class and students will use their scheduled lunch period as a lunch break. The All Remote Day also allows all students - Group A, Group B and Fully Remote- to come together at one time to learn and collaborate.