

**2020-2021**

*Every Student Succeeds*

# **J. Sterling Morton High School District 201**

## 2020-2021 Return to School Plan

Effective Fall Semester - August 17, 2020 until December 18, 2020  
TO BE REVIEWED IN TWO-WEEK INTERVALS

### **Home of the Mustangs**



DISTRICT 201  
**J. STERLING MORTON**  
HIGH SCHOOL



## **Welcome to J. Sterling Morton High School District 201**

### **Who are We?**

J. Sterling Morton High School District 201 is a school district headquartered in Cicero, Illinois, United States. The district serves the city of Berwyn, the town of Cicero, and the villages of Lyons and Stickney. A small section of McCook also lies in the district boundaries.

#### **Executive Summary**

J. Sterling Morton High School District 201 has developed a Return to School plan for the 2020 - 2021 school year. In doing so, the District will be able to follow guidance from the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH). The plan emphasizes in-person instruction with the ability to modify to varying degrees of remote learning as conditions require.

The COVID- 19 pandemic resulted in the immediate early closure of schools across the United States including all of Illinois' Schools. As a result of the closures, schools in Illinois developed remote learning opportunities for students and families. Many of these remote learning opportunities relied on the use of technology for remote video learning and for communication between student and teacher. While J. Sterling Morton High School District 201 deployment of devices and establishment of student remote learning was swift and adequate, there is no substitute for in-person student learning, as it cannot be duplicated with remote meetings or video conferencing. The value of in person student and teacher interaction is key to student success and learning. The State of Illinois recognizes this fact and allows for students to return to in-person learning during phase 4 of the Restore Illinois Plan adopted by Governor J.B. Pritzker. This plan further states that Illinois schools must follow approved safety guidance from the Illinois Department of Public Health (IDPH) for re-opening.

J. Sterling Morton High School District 201 has consulted with numerous stakeholders to review options and develop a re-opening plan compliant with the phase 4 guidelines. This plan was developed with collaboration from administrative staff, teachers, various union leadership, parents and families, the Intermediate Service Center, elementary partner school districts, other area school districts, the Cook County Health Department, and other community stakeholders.



# TABLE OF CONTENTS

## RETURN TO SCHOOL PLAN

### 2020-2021

<b>Wellness.....</b>	<b>5</b>
Staff & Student Protection Plan .....	5
Signs and Messages .....	5
Physical Distancing.....	5
Face Coverings and Personal Protective Equipment (P.P.E.).....	5
Hand Hygiene .....	6
Training .....	6
Required Physicals and Immunizations.....	6
Temperature and Symptom Screenings.....	7
Illness and Diagnosis Monitoring .....	7
Reporting Illness - Students and Staff.....	8
Contact Tracing .....	8
Travel Screenings .....	8
Visitor Plan.....	8
<b>General Classroom Procedures through All Stages.....</b>	<b>9</b>
Cafeteria .....	9
Restrooms.....	9
Shared Objects .....	9
<b>School Closure Plan .....</b>	<b>10</b>
Coordinate with local health officials.....	10
School Dismissal.....	10
Communication Plan.....	10
Cleaning and Disinfection.....	10
Extending the school dismissal .....	11
<b>Human Resources .....</b>	<b>12</b>
Staff Return Plan .....	12
Remote Learning.....	12
Travel Requests.....	12
<b>Technology.....</b>	<b>13</b>
Devices & Web Access.....	13
<b>Instruction .....</b>	<b>14</b>
Safety Education for Students.....	14
Student Expectations.....	14
General.....	14
During Class Sessions.....	14
<b>Expectations .....</b>	<b>15</b>



# TABLE OF CONTENTS (Cont'd)

## RETURN TO SCHOOL PLAN 2020-2021

Parent Expectations.....	15
Teacher Expectations .....	15
Teacher Communication Expectations.....	15
Special Education Teacher Expectations.....	15
Counselor Expectations .....	16
Teacher Assistant Expectations .....	16
Certified Support Personnel Expectations.....	16
Administrator Expectations.....	16
Student Support and Services.....	16
<b>Grading .....</b>	<b>17</b>
Music-Related Courses .....	17
Driver’s Education Behind-the-Wheel .....	17
Physical Education, Gymnasiums, and Locker Rooms .....	18
Special Needs.....	18
Extracurricular Activities.....	18
English Learners (EL) .....	18
<b>Schedules .....</b>	<b>19</b>
Remote Learning.....	19
Hybrid Learning Model .....	20
Shortened Day .....	20
<b>Operations.....</b>	<b>21</b>
Food Service.....	21
Transportation.....	21
Communications .....	21
Family Engagement.....	22
Internal Communications.....	22
Facilities.....	22
<b>Finance.....</b>	<b>23</b>



## J. Sterling Morton High School District 201 2020-2021 School Year Wellness

The following plan was developed with guidance from the Center for Disease Control (CDC), Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH). This plan is subject to change as these guidelines evolve.

### Wellness

J. Sterling Morton High School District 201 is committed to the health and safety of our students, staff, and their families. The following plan has been developed with that in mind. While our plan specifies guidelines for our staff, students, and buildings to follow, everyone's health and safety is dependent on each individual. Each staff member and student must ensure their own health and safety by adhering to these guidelines and reporting any issues or safety concerns to their building principal or supervisor. Each of us will play a role in our collective safety.

### Staff & Student Protection Plan

Each building principal and/or designee will be responsible for submitting their individual plans for review. Every effort must be made to ensure the health and safety of staff and students, including quarantine and a nurse's space within each building as possible.

### Signs and Messages

Each building must post signs and messages in highly visible locations that reinforce safety precautions and promote every day protective measures (e.g., proper handwashing and appropriate face coverings). Signage posted must be in both English and Spanish outside of main entryways noting A) that persons may not enter the building if they have any currently known symptoms of COVID-19, 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; B) a 6-foot distance from others must be maintained as much as possible; C) a face covering must be worn at all times; and D) shaking hands or engaging in any other physical contact is prohibited in district buildings.

Each school must broadcast regular daily announcements about reducing the spread of COVID-19 on public address systems. The district strongly encourages that each building share videos about behaviors that prevent the spread of COVID-19 on school websites, in emails, and on school social media accounts, as possible.

### Physical Distancing

J. Sterling Morton High School District 201 students and staff are expected to maintain physical distancing (6 feet separation as much as possible) throughout the school day. Signage reminding staff, visitors, and students to maintain physical distancing will be placed at all entrances, in classrooms and throughout other common areas. Physical distancing applies to all areas including the classroom, common areas and the main office. Student mixing must be reduced to a minimum within the building as much as possible. Building administrators and security will review student pick up and drop off procedures to maintain physical distancing. Staff break areas must be arranged to maintain physical distancing. Building administrators will need to review break times to minimize time staff is eating with their mask off near others.

### Face Coverings and Personal Protective Equipment (P.P.E.)

J. Sterling Morton High School District 201 does understand that physical distancing will not be possible for all circumstances. Face coverings must be worn at all times in school buildings even when physical distancing is maintained. All individuals in school buildings (students, staff, and visitors) will be required to properly wear a nose and mouth covering in all areas of the building, at all times, per the following guidelines:

- All individuals in a District 201 school building must wear a face covering at all times unless they are younger than 2 years old; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Face coverings must be worn at all times in school buildings, even when social distancing can be maintained.
- The use and wearing of masks and face coverings by all persons in the school building will be enforced. Students and staff with disabilities who are unable to wear a face covering may be provided reasonable accommodations per the Americans with Disabilities Act and other applicable law.
- Face coverings are not required outside if social distance is maintained (if individuals remain 6 feet apart from each other).



- The district will provide each student with two reusable masks.
- Face coverings must be plain and solid color.
- The face covering must be layered, fully cover the mouth and nose, and the covering must fit snugly against the sides of the face.
- Staff and students will be educated on the wearing and use of masks/face coverings including using signage from the Centers for Disease Control. The CDC Use of Face Coverings provides helpful explanations about the use and care of face coverings.
- The parent/guardian of a student for whom wearing a mask is medically inadvisable must provide a physician's note identifying the specific medical reason the student is unable to wear a face covering/mask. The district will then consider alternative methods of keeping the student and staff around the student safe, including allowing the student to wear a face shield which should wrap around the sides of the wearer's face and extend to below the chin. The parents of students for whom wearing a mask is medically inadvisable are advised that the CDC does not recommend face shields as a substitute for cloth face coverings.
- Parents of students who have medical conditions which pose additional risk of complication if exposed to COVID-19, should consult with their physician and also contact the school nurse to discuss your child's specific medication and medical needs within the school setting. Please see the following CDC reference for more insight: People Who Are at Higher Risk for Severe Illness | Coronavirus | COVID-19.
- The need for use of Personal Protective Equipment (PPE) for staff above a face covering will be identified by exposure risk and the need to maintain safety for all staff and students. PPE will be made available for use accordingly throughout the school year. Staff will be provided training on the proper use of PPE, including putting on and removing PPE.
- Signage will be placed in areas requiring the use of face coverings. Gloves or other PPE must be used as needed when assisting students who require close contact. J. Sterling Morton High School District 201 will provide two (2) reusable masks to students and one (1) reusable mask to employees. Staff and students may use their own approved face covering. Face coverings must be solid color with no prints or patterns of any kind.

### Hand Hygiene

Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Staff members must clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff and students must avoid touching their mouth, eyes, or nose as much as possible. Staff and students must use hand sanitizer upon entering the classroom. Hand sanitizer will be provided by the District. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing, or sanitizing must be done before and after contact with students.

### Training

Each staff member will be required to complete safety training related to our physical distancing, face covering and hand hygiene procedures. Each building will provide training to staff that is specific to their unique circumstances. Hand hygiene and physical distancing will be included in our curriculum to help educate our students on the importance of proper hand hygiene and personal safety. Employees will also be trained on the proper way to disinfect their individual workstations if they choose to do so.

### Required Physicals and Immunizations

Due to effects of the recent physical distancing and shelter in place mandates, for the 2020-2021 school year, J. Sterling Morton High School District 201 is changing the Compliance Requirements date for physicals and immunizations. Traditionally, the State of Illinois has mandated that these be submitted no later than October 15th. Although we will follow the dates set by the State of Illinois, we encourage you to obtain these requirements as soon as possible.

Clerical staff and nurses will be keeping track of families who are not in compliance as is normal procedure.

### Temperature and Symptom Screenings

Only students and staff who are healthy should report for in-person learning. Students and staff with any of the following symptoms of COVID-19 must remain home:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- A measured temperature of 100.4 degrees Fahrenheit or greater
- Headache
- New loss of taste or smell

### Return to School Plan for the 2020-2021 School Year

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- Congestion
- Abdominal pain
- Sore throat
- Nausea or vomiting
- Known close contact with a person who has been diagnosed with COVID-19

Attendance personnel must request specific symptom reporting when absences are reported along with COVID-19 diagnoses and COVID-19 exposure. This information must be documented and shared with the appropriate personnel. In accordance with state and federal guidance, staff and students who are sick should not return to school until they have met criteria to return. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 24 hours must elapse from resolution of fever without fever-reducing medication and 10 days must pass after symptoms first appeared. Families that have medically fragile and immunocompromised students must consult their medical provider prior to attending school.

Students or staff returning from illness related to COVID-19 must call to check in with the school nurse or building administrator prior to being allowed back into the building following quarantine. Staff will inform the Human Resources department of their return.

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the designated quarantine area, following the building procedure. This includes any approved before or after school activities. Students will be provided a face covering and will remain in the quarantine area until a parent or guardian picks the student up or alternative transportation home is arranged (school buses or public transport must NOT be used). Staff will remain in the quarantine area until they are able to leave. These individuals must self-monitor and return to school according to the IDPH guidelines. A doctor's note may be required for staff returning to work.

Staff who has had contact with someone who is positive for COVID-19 must notify their building principal or supervisor immediately.

Temperature and symptom screenings are required for all students and staff prior to entering the building. Students and staff will have their temperature checked and certify that they are free of COVID-19 symptoms on a daily basis during remote learning. Individuals who have a temperature greater than 100.4 degrees Fahrenheit, a cough or shortness of breath, or are exhibiting any two (2) of these symptoms; chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, may not enter buildings. Individuals who exhibit these symptoms must be referred to a medical provider for evaluation, treatment, and information about when they can return to school. Temperature and symptom screening procedures for Hybrid Learning will be under review.

### **Illness and Diagnosis Monitoring**

Schools will engage in wellness and symptom screening as needed during the school day. Visual wellness checks as students and staff enter campus and buses will be conducted on an ongoing basis.

- If a student or staff is symptomatic with flu-like symptoms while entering campus or during the school day, the nurse must be notified and the nurse advised of the person's flu-like symptoms. The ill person will be separated from others, cared for in an isolation area and required to wear a face mask until the parent or emergency contact of the student can be reached and the student can be transported home or to a healthcare provider. Ill staff should contact their supervisor immediately and then leave campus. Parents and families will be reminded to keep their children home if they are not feeling well.
- The isolation area used by an ill person will be cleaned per CDC guidelines and will not be reused until cleaning has been completed.
- Individuals who exhibit symptoms will be referred to their healthcare provider for evaluation, treatment, and information about when they can return to school.
- Social distancing requirements will be maintained in the health office. Strategies to reduce health office visits from students, staff, and visitors; reduce health office congestion; reduce exposure to infection; and allow for separation will be implemented.
- If a student is injured or ill with non-COVID-19 related symptoms, the student may stay in place and be evaluated by the nurse in a setting other than the health office. The nurse must be notified of a student illness or injury prior to sending a student to the health office, and screening and temperature checks can be completed outside of the health office so appropriate triaging and/or isolation can take place. Basic first aid will usually be managed in the classroom or other suitable area. Student's specific medical needs in the school setting will be individually evaluated.
- Many students have health and medication needs during the school day and prompt and ongoing attention to their health-related concerns is of vital importance. Parents should be prepared to discuss their student's health needs with the



school nurse in order to identify and develop the necessary health plan and/or medication regimen. Clean areas inside or outside of the health office will be designated for attending to the health care needs of students who do not demonstrate virus symptoms.

- All non-essential medications and treatments should be administered at home. Student needs and prescribed treatments for asthma and respiratory care at school will be reviewed for safety and effectiveness and discussed with the parent. All required medication procedures will be enforced and medication forms must be completed by the student's physician and parent to meet legal prescription and authorization requirements.
- Parents of students and all staff will be educated on the updated Stay at Home and Illness Procedure.

The district will follow the CCDPH/IDPH guidelines for returning to work. These are current as of July 20, 2020 and will be updated as needed. For persons recovered from COVID-19 illness, isolation at home can end and they can return to work 10 days after illness onset AND at least 1 day (24 hours) after recovery.

- Illness onset is defined as the date symptoms begin.
- Recovery is defined as resolution of fever without the use of fever-reducing medications with progressive improvement or resolution of other symptoms.

### Reporting Illness - Students and Staff

To protect our school community as a whole, all staff, parents and students are expected to report COVID-19 exposures, symptoms and diagnoses when reporting absences. Attendance personnel and nursing staff will utilize attendance information to support our ability to monitor the health of the District 201 students and staff. District 201 attendance will be reported as required by local health officials.

When a parent or guardian needs to report a COVID-19 related absence, they should follow the same practice as report a routine absence from school. IN ADDITION - the child's dean will be notified of the absence.

- If your child is in close contact with 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).

The school dean will determine if the [Contract Tracing Protocol](#) needs to be initiated.

### Contact Tracing

Following Health Department guidance, should a positive case occur, the district will work with the Cook County Department of Public Health on contact tracing to identify individuals who need to be notified and who will need to self-quarantine or self-isolate. We recognize circumstances are fluid, which is why it is critical to work closely with and take direction from the health department. Staff, students and parents should be aware that personal contact information for individuals who test positive for COVID-19 must be provided to the health department by the district.

### Travel Screenings

Screening and additional requirements to quarantine following travel may occur based on guidance from local, state and federal recommendations. For instance, at the present time, the Cook County Health Department recommends that all travelers returning from international travel, or from states on the County's high-risk list as states with high positivity rates be required to self-quarantine for 14-days upon returning home to prevent any possible spread of the virus. Parents and families returning from travel are expected to notify the school nurse.

### Visitor Plan

Visitors must be restricted to prearranged, authorized visits, only. Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening which includes a temperature check. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have access to the instructional areas of the building as to maintain physical distancing. In addition to the normal sign-in procedures:

1. **Visitors are instructed to use hand sanitizer at the Greeter's Desk.**
2. **They will be asked if they have any of the symptoms identified by the CDC as COVID-19 symptoms, including the following:**

- Cough
- Fever

OR at least TWO of these symptoms

- Shortness of breath



- Shaking with chills
- Headache
- Loss of taste or smell
- Muscle Pain
- Sore Throat
- Congestion or runny nose
- Vomiting
- Diarrhea

If YES, restrict them from entering the building. If NO to all, continue to step #3

**3. Check temperature, looking for a fever of 100.4 or higher**

- If YES, restrict them from entering the building. If NO to all, continue to step #4

**4. Allow entry to the building and remind the individual to:**

- Wash their hands or use hand sanitizer throughout their time in the building.
- DO NOT shake hands with, touch or hug individuals during their visit.

**J. Sterling Morton High School District 201**  
**2020-2021 School Year**  
 General Classroom Procedures through All Stages

**General Classroom Procedures through All Stages**

Teachers must assign student seating and require students to remain in these seats to the greatest extent possible. Teachers should develop a marked path of travel, as well as procedures, inside the classroom to ensure student social distancing as students enter and exit the classroom. Only supervisors and staff who are required for instruction are allowed to be in classrooms.

The following guidelines must be considered for each location:

- Seating must be arranged 6 feet apart and be facing the same direction as possible
- Common areas and tables must be clearly marked where to sit, stand or line-up for 6 foot spacing
- Windows should remain open as much as possible for increased ventilation
- Hand sanitizing must occur whenever anyone enters the classroom
- School supplies must not be shared between students or staff
- Classrooms will be cleaned daily between sessions and overnight
- Building administration and security will review student pick up and drop off procedures
- Hand washing must be encouraged throughout the day
- Health screenings will take place for visitors
- Clearly visible signage will be reminding the community of social distancing and wearing face coverings
- Students will be restricted to specific areas as identified by the building principal
- High touch areas will be cleaned throughout the day

**Cafeteria**

Under current ISBE and IDPH return to school guidelines, no more than 50 people may gather in a space. This prohibits the schools from serving meals on site. For meals information please see the "Food Service" section of this document.

**Restrooms**

- Face coverings will be required for all
- Areas will be clearly marked to indicate safe distancing for students
- Clearly visible signage reminding everyone of physical distancing, hygiene and face coverings
- Some fixtures may be disabled to adhere to social distancing requirements
- High touch areas will be cleaned throughout the day

**Shared Objects**

Students and staff are restricted from borrowing or sharing any items. The CDC recommends that electronic devices, books, and other games or learning aids not be shared. Electronics, including, but not limited to, tablets, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., must be cleaned before and after use. Items that are used by multiple students such as keyboards, lab equipment, and student classroom tools, must be cleaned after use and individuals perform hand hygiene between uses. Utilizing hand sanitizer before and after use of books or library material is recommended.



## J. Sterling Morton High School District 201 2020-2021 School Year School Closure Plan

### School Closure Plan

J. Sterling Morton High School District 201 schools must be prepared for a short-term closure, regardless of community spread, if COVID-19 infections in a school make it necessary to do so. The district will consult with the Cook County Department of Public Health to make determinations about self-quarantine or school closure.

### Coordinate with local health officials

Once learning of a COVID-19 case in someone who has been in a school, J. Sterling Morton High School District 201 will immediately notify local health officials. These officials will help administrators determine a course of action for the school and programs.

- J. Sterling Morton High School District 201 will notify the Cook County Health Department of the positive case of COVID-19.
- The two entities will collaborate to confirm the positive COVID-19 case and to what degree the J. Sterling Morton High School District 201 Positive Case Plan will be implemented.

### School Dismissal

- It is not expected that reports of individual cases of COVID-19 will result in school dismissal or closure. Local health officials will help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19. A school, or students from impacted classrooms, may in some cases, be dismissed for 1 or more days. This initial short-term dismissal allows time for J. Sterling Morton High School District 201 and the local health officials to gain a better understanding of the COVID-19 situation impacting the school.
- Schools are not expected to make decisions about dismissal or canceling events on their own. J. Sterling Morton High School District 201 along with the Cook County Health Department recommendations for the scope (e.g., class sections, a single school, multiple schools, or the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During any full school dismissal, all extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) may be cancelled.
- During any full school dismissal, staff, students, and their families are discouraged from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.
- During any full school dismissal, full virtual learning will continue for all students M-F on the same class schedule as the hybrid model.
- Meals will be offered as "grab-and-go" for students affected by the school closure.

### Communication Plan

J. Sterling Morton High School District 201 will coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- This communication to the school community will align with the communication plan in the school's emergency operations plan.
- In such a circumstance, J. Sterling Morton High School District 201 will maintain confidentiality of students or staff members as required by HIPAA the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- Families will be notified of the planned duration of the closure and the anticipated return to in-person learning

### Cleaning and Disinfection

J. Sterling Morton High School District 201 custodial staff will follow the established cleaning procedures for building cleaning and disinfection.

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they must be cleaned using a detergent or soap and water prior to disinfection.

### Return to School Plan for the 2020-2021 School Year

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**Extending the school dismissal**

Temporarily dismissing schools is a strategy to stop or slow the further spread of COVID-19 in communities. The need to extend school closures will be made in collaboration with the Cook County Health Department.

- School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- During school dismissals (after cleaning and disinfection), J.S. Morton District 201 may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff must be allowed in the school will be made in collaboration with the Cook County Health Department.
- Administrators must seek guidance from local health officials to determine when students and staff will return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 must follow instructions from local health officials to determine when to return to school.



**J. Sterling Morton High School District 201**  
**2020-2021 School Year**  
 Human Resources

**Human Resources**

This set of guidelines was developed in the summer of 2020 as a proactive effort by J. Sterling Morton High School District 201 to anticipate COVID-19 related eventualities in the fall of 2020.

This plan includes guidelines provided by ISBE, most recently on June 30, 2020. This plan will: (a) continue to be dynamic in its implementation, (b) be responsive to constructive input from District constituencies, and (c) continue to evolve based on a set of guidelines and/or mandates from State agencies.

Collaboration is instrumental in developing a successful plan for instruction in the fall. The District is developing guidelines and protocols for employees with input from the unions. The District will also continue to monitor input from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, and others as it implements the plan.

**Staff Return Plan**

The District will make every effort to follow all CDC, IDPH, and CCDPH guidelines regarding district employees who fall under one or more of the “High-Risk” categories for susceptibility to COVID-19 as displayed communicated by the CDC and IDPH.

The district will follow the CCDPH/IDPH guidelines for returning to work from COVID-19. These are current as of July 30, 2020 and will be updated as needed.

For persons recovered from COVID-19 illness, isolation at home can end and they can return to work 10 days after illness onset AND at least 24 hours after recovery.

- Illness onset is defined as the date symptoms begin.
- Recovery is defined as resolution of fever without the use of fever-reducing medications with progressive improvement or resolution of other symptoms.

**Remote Learning**

The following Student Privacy Policy guidelines must be observed by teachers regarding instructing students virtually.

- It is permissible for a teacher to take student records home, including students' Personally Identifiable Information (PII), for the purpose of preparing and instructing students online. However, the teacher MUST take great care to protect the information from being disclosed to unauthorized individuals.
- It is permissible for non-students in an enrolled student's home to observe virtual lessons provided students' PII is NOT disclosed during the lesson. However, as a precaution, letting non-students observe must be discouraged given the likelihood that PII may be disclosed deliberately or inadvertently during virtual instruction.
- Teachers are strongly advised to warn their students against sharing PII of themselves or their fellow students during online instruction, unless they have obtained prior written consent that permits such disclosure.
- It is permissible for a teacher to record virtual classes and share it with students who are unable to attend the session provided the recording does not contain PII.
- Students and families are encouraged to report concerns or actual violations of student privacy to the building principal

**Travel Requests**

District sponsored travel will be limited in response to the COVID-19 pandemic. Any permitted travel MUST align with current IDPH, ISBE and CDC guidelines at the time.



**J. Sterling Morton High School District 201**  
**2020-2021 School Year**  
Technology

**Technology**

We believe that device availability along with access to the internet are key to student virtual learning. Therefore, technology will play a vital role in student success. Under phases 3 and 4 of the Restore Illinois plan, student virtual learning will be an integral part of the return to school for our students. Restricted in person learning was allowed during phase 3 and, as a result, most learning would be through remote means. As the State of Illinois entered phase 4, more in person learning was allowed. We understand that families may elect for complete virtual learning rather than return to in person learning.

**Devices & Web Access**

District 201 is a 1:1 device district. All students are issued Windows laptops upon enrolling as incoming freshmen or transfer students. For more information, please refer to our website at <https://www.morton201.org/Page/1921>

Parents must notify their child's building administrator if they will need assistance with Internet access at home. Internet access will be required for both hybrid and all virtual learning options. Parents will need to maintain web access in their homes for student, to attend virtual class sessions, to interact with classmates on Microsoft Teams pages, to complete assignments and monitor course performance. Resources for home internet are also listed on the district website.



**J. Sterling Morton High School District 201**  
**2020-2021 School Year**  
Instruction

**Instruction**

During Phase 4 of the Governor's Restore Illinois Plan, school districts may conduct in person learning following guidelines from the IDPH, ISBE and the local Health Department. J. Sterling Morton High School District 201 has developed an instruction plan to allow for a return to in person learning for our students. This plan includes a combination of in-person learning and remote learning to maximize instructional time and limit occupancy in the buildings to adhere to ISBE and IDPH guidelines for the return to school.

**Safety Education for Students**

Students will be receiving appropriate education and guidance for proper physical distancing, the use of PPE (face coverings) and proper hand hygiene during the first two (2) weeks of school. Each school will develop a plan for providing our students with building specific safety measures to follow and why these measures are important. Reminders will be made often throughout this phase of returning to school.

**Student Expectations**

Students are expected to adhere to the following expectations:

**General**

- Know each teacher's student support times to know when extra help is available
- When not in class, communicate to teachers any questions using the teacher's designated platform (Teams, Outlook, Skyward and Remind.); please allow a response window until end of next school day
- Complete and submit assignments by the assigned due date
- Produce and submit high quality original work to teachers
- Be respectful to yourself, teachers, and peers
- Check grades in Skyward to monitor progress
- Complete all assessments and assignments
- Understand all Parent and Student Handbook guidelines remain in effect

**During Class Sessions**

- Log in on time to class sessions
- Mute audio when not speaking
- Keep the camera on at all times during class sessions unless directed by the teacher
- Know teachers' expectations for class sessions
- Ask questions for clarification
- Talk one at a time and be an effective listener
- Only post appropriate comments in the chat
- Use respectful language and appropriate behavior at all times
- Participate only in assigned sessions



## J. Sterling Morton High School District 201 2020-2021 School Year Expectations

### Parent Expectations

The district asks parents to support their children in the following ways:

- Ensure student can log into Microsoft Teams, Skyward, and other platforms used in the classroom
- Complete a weekly check of Skyward and Microsoft Teams with students to ensure they are on track and completing assignments
- Regularly monitor student grades by logging into Skyward
- Identify a space for student to complete remote learning work
- Help student establish and follow regular daily routines
- Remind student how to effectively communicate with their teachers
- Remind students to check their school email regularly
- Encourage students to work independently; don't feel the need to correct all errors. Encourage the learning process to take place
- Reach out to teachers with any questions regarding Microsoft Teams or other software your child is using, and your student's progress
- Be aware of days your student chooses to report to the school building for a place to work on assignments, access extra help or office hours, picking up meals, etc.
- Contact your student's counselor for academic, social, and emotional needs.

### Teacher Expectations

- Collaborate weekly with building PLTs to ensure an equitable student experiences in learning, alignment of pacing, content, and assessment.
- Use Microsoft Teams as the learning management platform for their classes.
- Host a live (synchronous) lesson via Teams during each class period/week. The session will not be a simple check-in or pre-recorded video lesson (asynchronous).
- Create engaging lessons for students that are aligned to District Curriculum including scope and sequence to drive instruction and focus on the standards of learning on Microsoft Teams.
- Create or provide video resources to support learning. Video resources can be teacher-created or created by a reputable resource. Teacher-created videos can be videos created by content area or grade level teams. Teachers will preview video resources prior to posting and respect copyrights.
- Hold student support time during the scheduled time during the day. Teachers will be available for students' questions for guided instruction, reteaching, or support.
- Teachers should schedule meetings by appointment.
- Respond to student emails within 24 hours and parent emails in 48 hours during school days.

### Teacher Communication Expectations

- Provide a welcome message to students and families (Skyward messenger)
  - School email address
  - How to access Microsoft Teams
  - How to access the primary resources used in the class
  - Attendance expectations
- Provide the course syllabus
  - Expectations of learning
  - How to engage in student support times with the teacher
  - Grading guidelines including specific grading rules and calculations
- Provide weekly feedback to students on assignments and in Skyward Grade Book (when suitable).
- Maintain records of parent communication using Skyward notes
- Collaborate with the special education case manager and/or related service provider on a regular basis, as applicable

### Special Education Teacher Expectations

- Develop a Student Remote Learning Plan for each student with the IEP team
- Attend IEP meetings
- Meet all required timelines for initial evaluations, re-evaluations and annual reviews

### Return to School Plan for the 2020-2021 School Year

At Morton, Every Student Succeeds



## Expectations

- Focus on key IEP goals and services and how students can access the curriculum in a virtual environment
- Progress monitor student goals per the Student Remote Learning plan
- Collaborate and teach with their general education counterparts via a shared Microsoft Teams for inclusion instruction
- Provide individual or small group instruction via pre-recorded or live sessions on Microsoft Teams for pull-out services
- Provide IEP accommodations and modifications to assignments, activities, and assessments to the extent possible within a Remote Learning setting.

**Counselor Expectations**

- Work with building administration to connect with families to ensure student engagement during remote learning
- Coordinate and deliver Naviance established curriculum for all grade levels through virtual meetings
- Hold individual and group counseling meetings
- Support students with college applications and scholarships
- Monitor College and Career Readiness
- Schedule and graduation requirement checks
- Participate in student support/problem solving team meetings
- Support student crisis or student check ins through teacher, student, parent, staff recommendation or through the SEL Support form

**Teacher Assistant Expectations**

- Participate in live sessions with teachers and support small groups of students (via Microsoft Teams)
- Support students in the completion of activities and assignments during independent work time
- Support classroom teachers in the adaptation of assignments for students
- Support teacher in keeping the classroom environment safe and clean

**Certified Support Personnel Expectations**

- Determine, together with the IEP team, how to support the student's IEP goals during Remote Learning
- Work with the IEP team to determine how to support accommodations and modifications, as listed in the student IEPs, during remote learning
- Collaborate with the special education or general education teachers in sharing a common Teams page for posting pre-recorded sessions
- Pre-record sessions or activities, as appropriate, for students with IEPs and post on Teams
- Schedule and provide live sessions for students (either individually or group) via Teams or onsite (as appropriate) within prescribed safety guidelines
- Maintain related service logs for documentation of service minutes
- Respond to parent and student emails within 24 hours during school days
- Complete assessments online and/or onsite (in-person) within prescribed safety guidelines depending on the evaluation components that are being administered
- Work directly with students in the provision of social emotional learning and mental health
- Support families through the provision of mental health resources and referral for crisis support

**Administrator Expectations**

School administrators will have varied responsibilities according to their position descriptions. Generally, administrators should also:

- Check email daily and return emails within one school day
- Communicate with staff and parents weekly
- Support teachers who may need extra help with online delivery and planning
- Provide logistical and other support to teachers on an ongoing basis
- Monitor the quality and consistency of remote learning activities
- Monitor the reporting of student health or safety concerns, threats, or inappropriate behaviors, including risk of harm
- Monitor student attendance
- Monitor at-risk students' health/mental health, educational progress, or other needs, especially if served or identified under: DCFS, Foster, McKinney-Vento, Truancy, and Homebound/Hospitalized

**Student Support and Services**

Supports and services will be provided for our students and staff. A process to identify students and staff who may be experiencing stress or trauma related to COVID-19 will be developed. We will continue to focus on students' emotional health which may be impacted by COVID-19. Processes will be developed to add supports to our students as needed. Consistent check-ins will be conducted with our students to identify those in need of support.



## J. Sterling Morton High School District 201 2020-2021 School Year Grading

### Grading

J. Sterling Morton High School District 201 understands that resources vary for high school students to fully engage in a remote or hybrid learning environment and that current events may be distressing to high school students who may miss out on some important social and developmental milestones. However, students' opportunities for learning are improved from the Spring 2020 semester. Students work and assessments will be graded for full credit and students must show mastery of content receive a passing grade. To encourage meaningful student learning while still understanding the added difficulties of flexible instruction, we believe:

- Effective feedback, grading, and evaluation can provide an important contribution to a healthy social-emotional state.
- Student work will be evaluated using established grade marks and practices while also understanding students' individual situations.
- During this time, high school students will experience positive learning gains in a way that may not happen in the traditional school setting.
- Incompletes may be issued to students who are unable to complete the instructional in-person, remote, or hybrid learning activities due to factors beyond their control.

High school students must be prepared for post-secondary education and/or career opportunities. Therefore, it is imperative that each student thoroughly learns the new content and skills necessary for college and career readiness. To account for flexible instruction while maintaining best grading professional practices, J. Sterling Morton High School District 201 teachers should consider:

- Flexibility, empathy, and an understanding of students' varying personal situations should be taken further into account than on a typical day. For example, high school students may face additional family obligations such as serving as caregivers and/or work outside the home.
- Meaningful, clear and timely feedback are an important part of the education process and can help increase student learning, motivation, and growth.
- Students should be provided with multiple opportunities to demonstrate learning, growth, and mastery of content.
- Summative assessments, formative assessments and/or other assignments may be offered for retakes to demonstrate this growth, and prompt students to learn the course material. However, retakes may not be necessary for all assignments or assessments.
- When enforcing deadlines, teachers should make sure to take into account that students are receiving different and often reduced levels of support than they are accustomed to, and that they may need time and help to adjust to remote and hybrid systems of support.
- Provide multiple methods of work submission for students to demonstrate learning (electronic, hard copy, digital portfolio, mail, picture/video, etc.).

### Music-Related Courses

Music related education will follow the most current IDPH/ISBE guidelines for student and staff safety measures. During phase 4, this will include utilizing outdoor spaces and limiting the number of students participating in these classes.

### Driver's Education Behind-the-Wheel

In order to provide behind-the-wheel training to students in driver's education in compliance with all Secretary of State and IDPH safety requirements, the following procedures must be followed:

- Only two students and one instructor per vehicle
- Face coverings must be worn
- Eating and drink are prohibited in the vehicle
- Windows must be open whenever possible
- Do not make any unnecessary stops during the training
- Complete hand hygiene with soap & water or hand sanitizer, before and after driving
- Clean and disinfect the steering wheel, door handles, seatbelt fastener, controls/dials, keys, etc. in between each behind-the-wheel session
- Conduct regular routine cleaning and disinfecting of the seats



**Physical Education, Gymnasiums, and Locker Rooms**

Physical activity can support students' overall health and reduce stress and anxiety. Whenever feasible and weather permitting, teachers should select outdoor PE activities that allow physical distancing. If physical education must be taught inside, students will maintain social distance and there will be limited physical activity. Hand shaking, high fives, or other physical contact is prohibited. It is recommended that PE teachers use a megaphone or microphone, if needed, to maximize physical distancing.

The use of shared equipment and locker rooms will be prohibited. Students will engage in physical education classes without changing clothing. The PE department is developing a plan for all activities that can be implemented under these restrictions and adaptations to grading will be made for all students.

**Special Needs**

The J. Sterling Morton High School District 201 special needs team understands the impact that COVID-19 has had on our most vulnerable student population. As a result, our special needs team is developing plans and procedures to address the various unique challenges the hybrid model creates. Our team will remain in contact with our families of students with special needs throughout the summer and will be ready for the 2020 - 2021 school year.

**Extracurricular Activities**

Extracurricular activities must follow the IDPH requirements set forth for the school setting, which include social distancing, appropriate use of PPE, limiting the number of individuals in one space. Cleaning and disinfecting to prevent the spread of COVID-19 will take place in those areas. Athletics will follow the guidelines provided by the IHSA and the IDPH.

[Current Phase 4 Athletic Guidelines](#)**English Learners (EL)**

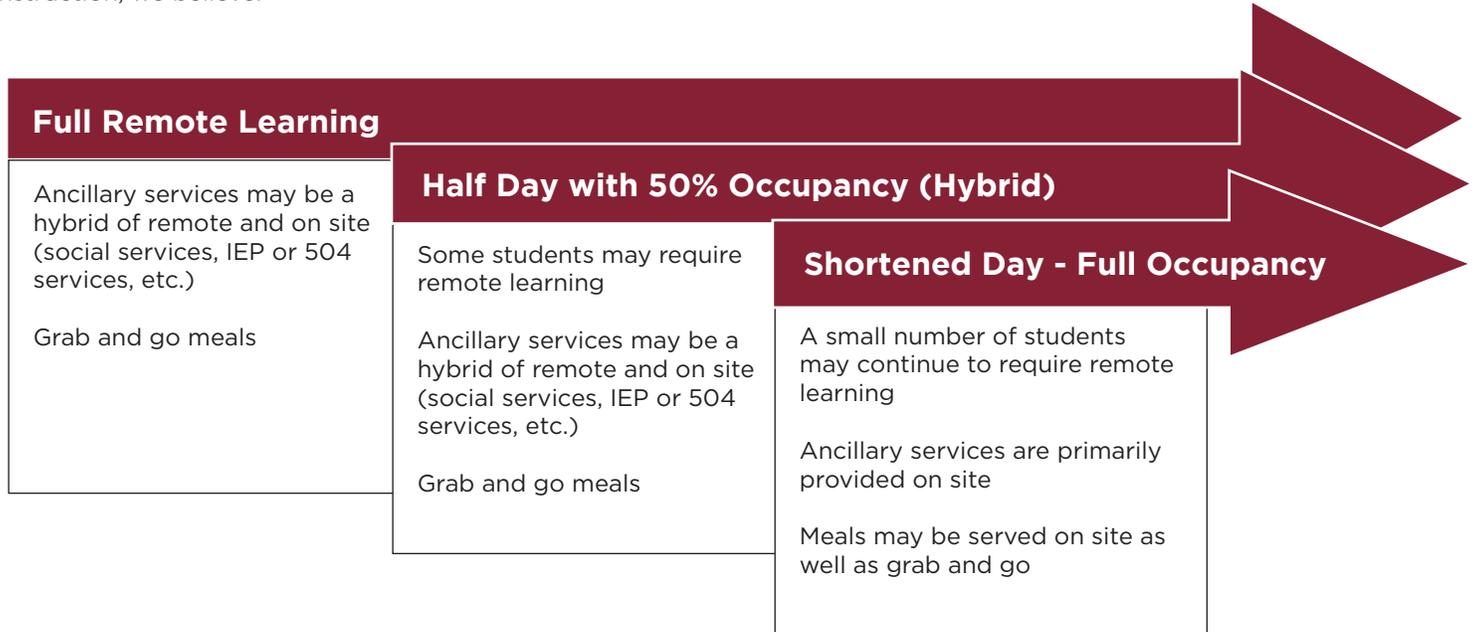
Language development is an interactive and socially driven process. Any support that can be provided for English Learners to facilitate interactive dialogue with native English - speaking peers or adults, especially on academic topics, is essential. It is also essential that our students in a bilingual program dialogue with peers and adults on academic topics in their home languages, as well as English, to ensure that their development does not regress. Language use and expectations must be targeted and authentic and activities must be meaningful to ensure students achieve linguistic and academic growth, whether English or native language instruction is online, in-person, or a hybrid. When developing instruction for English Learners, educators will continue to apply the Illinois listening, speaking, reading, and writing. Keeping these two documents in mind and differentiating instruction based on each student's English proficiency level will help ensure that lessons are scaffolded appropriately for students.



## J. Sterling Morton High School District 201 2020-2021 School Year Schedules

### Schedules

The District has developed schedules to address varying degrees of modification that may be required to the school day, depending on the conditions and restrictions imposed by Executive Order, IDPH guidance, ISBE directives or other circumstances due to COVID-19. Meaningful student learning while still understanding the added difficulties of flexible instruction, we believe:



### Remote Learning

In a remote learning scenario, students attend all classes virtually. All classes meet daily at scheduled times. There is an extended break midday for:

- Meal pickup
- Teacher office hours
- Student break time and work time
- Attendance at online class sessions in real time is mandatory. In-person services may be provided to students with IEPs, 504 plans, English learners, or other students.

Remote Learning Schedule	
Time	Daily
7:45 - 8:35	Zero Period
8:45 - 9:35	Period 1
9:40 - 10:30	Period 2
10:35 - 11:25	Period 3
11:25 - 12:30	Teacher Office Hours, Meal Pickup, Break/Work Time
12:30 - 1:20	Period 4
1:25 - 2:15	Period 5
2:20 - 3:10	Period 6



**Hybrid Learning Model**

The intent of the hybrid model is to allow students to attend school in person while maintaining CDC and IDPH guidelines for physical distancing through a reduced number of students in each building. This can reduce the risk of an increase in the spread of COVID-19 to students and adults throughout the community. Each school would be responsible for developing their physical distancing plans for their building. Face coverings for all individuals would always be required while in the school building. This requirement is subject to change as these guidelines evolve.

Students will be assigned to the Silver or Maroon group. Silver students will attend school daily in the morning and remotely in the afternoon. Maroon students will learn from home in the morning and report to school in the afternoon. Sample weekly schedules are below:

<b>Silver Hybrid Learning Model</b>					
<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:00 - 7:50	Zero Period				
7:55 - 8:45	Pd 1 - In Person	Pd 4 - In Person	Pd 1 - In Person	Pd 4 - In Person	Pd 1 - In Person
8:50 - 9:40	Pd 2 - In Person	Pd 5 - In Person	Pd 2 - In Person	Pd 5 - In Person	Pd 2 - In Person
9:45 - 10:35	Pd 3 - In Person	Pd 6 - In Person	Pd 3 - In Person	Pd 6 - In Person	Pd 3 - In Person
10:40 - 11:10	Extra Help AM				
11:10 - 12:05	Clean/Transition	Clean/Transition	Clean/Transition	Clean/Transition	Clean/Transition
12:05 - 12:35	Extra Help PM				
12:40 - 1:30	Pd 4 - Remote	Pd 1 - Remote	Pd 4 - Remote	Pd 1 - Remote	Pd 4 - Remote
1:35 - 2:25	Pd 5 - Remote	Pd 2 - Remote	Pd 5 - Remote	Pd 2 - Remote	Pd 5 - Remote
2:30 - 3:20	Pd 6 - Remote	Pd 3 - Remote	Pd 6 - Remote	Pd 3 - Remote	Pd 6 - Remote

<b>Maroon Hybrid Learning Model</b>					
<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:00 - 7:50	Zero Period				
7:55 - 8:45	Pd 1 - Remote	Pd 4 - Remote	Pd 1 - Remote	Pd 4 - Remote	Pd 1 - Remote
8:50 - 9:40	Pd 2 - Remote	Pd 5 - Remote	Pd 2 - Remote	Pd 5 - Remote	Pd 2 - Remote
9:45 - 10:35	Pd 3 - Remote	Pd 6 - Remote	Pd 3 - Remote	Pd 6 - Remote	Pd 3 - Remote
10:40 - 11:10	Extra Help AM				
11:10 - 12:05	Clean/Transition	Clean/Transition	Clean/Transition	Clean/Transition	Clean/Transition
12:05 - 12:35	Extra Help PM				
12:40 - 1:30	Pd 4 - In Person	Pd 1 - In Person	Pd 4 - In Person	Pd 1 - In Person	Pd 4 - In Person
1:35 - 2:25	Pd 5 - In Person	Pd 2 - In Person	Pd 5 - In Person	Pd 2 - In Person	Pd 5 - In Person
2:30 - 3:20	Pd 6 - In Person	Pd 3 - In Person	Pd 6 - In Person	Pd 3 - In Person	Pd 6 - In Person

**Shortened Day**

The district will continue to work with all stakeholders, ISBE, and the IDPH to create a plan for full day in person instruction when deemed appropriate for the safety of students and staff.



## J. Sterling Morton High School District 201 2020-2021 School Year Operations

### Food Service

The following plan outlines meal distribution for students and families. This distribution plan has been approved by the U.S. Department of Agriculture or USDA.

#### During remote learning:

- Meal pick-ups will be available between 10:30am - 12:30pm.
  - Additional times at the schools are being considered, such as early morning.
- Students will pick up a breakfast and a lunch.
- Regular meal pricing will resume on August 19, 2020. Families should complete free/reduced meal applications as soon as possible.
- Schools are identifying additional sites in the community for meal pickups. Further information will be provided as it becomes available.

#### During hybrid learning:

- Students attending school for the AM session of school will be able to pick up lunch and dinner for the current day and breakfast for the following day upon dismissal of school.
- Students attending school for the PM session of school will be able to pick up dinner for the current day and breakfast and lunch for the following day upon dismissal of school.
- Grab & Go meals will be served for both breakfast and lunch.
- Each building will design their own unique meal distribution plan for their location in conjunction with the District Food Services Team

### Transportation

The school district will continue to provide transportation services for students who typically receive them per their Individual Education Plans (IEPs) and/or 504 Medical Plans. The special education department will communicate specific plans for each student. To the extent possible, social distancing will be observed on all school buses, vans or other forms of transportation as designated by the transportation providers. **All individuals onboard school buses (students, staff, and supervisors) will be required to properly wear a nose and mouth covering, at all times,** unless they have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the face covering without assistance. A doctor's note is required for individuals who are not able to wear a face cover for medical reasons. This requirement is subject to change as IDPH/ISBE guidelines evolve. Drivers and monitors may use face shields in lieu of masks.

### Communications

The purpose of our communication plan is to keep families and stakeholders informed of the current phase of the Restore Illinois Plan and how that relates to the return to school in the fall. Our current communications will follow these items:

- **External Website** - A district web page will convey remote and hybrid learning plans, implementation, and supports for families and students. Content will include high-value topics: school schedules, curriculum resources, student expectations, tech support, meal distribution, mental health, special education, FAQs, and community resources.
- **E-Newsletters** - A regularly scheduled E-newsletter which provides critical updates and information for all stakeholders. Specific information for each learning mode will be highlighted as needed.
- **Videography** - Produce high quality visual storytelling for all audiences. YouTube, Instagram TV, and potentially new broadcast outlets will serve as content distribution platforms.
- **Social Media** - Maximize the use of our three district social media channels(Facebook, Twitter, Instagram) to provide content that encourages interaction and participation with external audiences. A key tool to engage students and staff to share learning experiences with a wider audience.
- **Voice & Text** - The district and all schools provide important updates and crisis alerts in multiple languages utilizing the Blackboard Messenger broadcast platform. With the potential for fluctuating schedules and plans in the hybrid model, these immediate contact tools become increasingly important.



- **Campus Signage** – Using school marquees and posting signage at strategic locations outside the buildings, the district will post important messages and reminders for families and the community.

### Family Engagement

- Family engagement initiatives create opportunities, programs, and resources for families to partner with their student's school, connect to educational progress, and engage in aspects of learning with their student. Engaged families have a direct impact on learning outcomes, and are especially critical for the success of remote learning.
- Whether school is in session traditionally, remotely or a combination of the two, the Community Outreach Department will create specific messages and products to support the learning and information needs of families through the District website and social media channels, district and school newsletters, direct mail, webinars.

### Internal Communications

The superintendent and Human Resources department will provide crisis and regular updates to Morton employees via multiple channels including internal website, email, newsletters, dedicated social media channels, video, face-to-face, or virtual meetings.

### Facilities

All custodial/maintenance staff will be trained on the return to school guidelines, where applicable. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including:

- Desktops
- Door handles
- Countertops
- Handrails
- Light switches
- Drinking fountains
- Restroom fixtures

Building custodians and cleaning personnel will conduct daily cleaning and disinfection. An EPA approved cleaner will be used for disinfection along with our standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, sinks, and faucets) will be cleaned on a regular basis. Restrooms, hallways, cafeterias, and common areas will be cleaned throughout the day. Building and Grounds may be adjusting personnel schedules to meet the return to school needs. Cleaning schedules will be created and implemented for all facilities and equipment. Extra sanitation efforts will occur during in-class learning which will address high traffic/common areas.

- Hallways
- Stairwells
- Foyers
- Entry ways
- Restrooms
- Main offices

During the daily scheduled cleaning and transition time a detailed sanitation will occur throughout the facility with extensive deep cleaning of restrooms and other common areas. Our custodial staff will support food service operations with trash collecting and sanitation of food service areas. Sanitation, hygiene, and PPE supplies have been purchased and stockpiled for employee access. All supply requests will use the requisition procedure to order masks, sanitizer, gloves, and thermometers from the warehouse inventory. Signage for handwashing, physical distancing and face coverings will be made available through request from building administration. Physical distancing markings within classrooms will be done by designated building personnel.



**J. Sterling Morton High School District 201**  
**2020-2021 School Year**  
Finance

**Finance**

The district finance team plays a critical role in the sustainability of the district. This team will continue to play a vital role as plans develop. Because of their role, the finance team will be involved in any future discussions. Development of this plan has resulted in the following additional expenses:

- Two face coverings for each student
- One face covering for each employee
- Hand sanitizer for each classroom, main office and entryways
- Signage for physical distancing, hand hygiene and face coverings for each building
- Visitor specific signage for entrance
- Gloves and other specialized PPE for special needs application
- Disinfectant and cleaning supplies
- Disinfectant wipes
- Face coverings for building visitors
- Thermometers for fever checks
- Funding for summer school programs

The district is covering additional costs created by COVID-19 response with the ESSER (Elementary and Secondary School Emergency Relief) grant utilization and seeking other funding where possible funds are necessary. The district will continue to review its COVID-19 RTS response to ensure fiscal responsibility and sustainability.

The above plan will be subject to revisions and updates as the district continues to gain guidance from ISBE, the IDPH, and the CDC. Please continue to check in with [Morton201.org](http://Morton201.org) for the most up to date announcements and guidance.





**#MortonPride**

**#OrgulloMorton**

For more return to school updates, visit our website at  
[www.morton201.org/returntoschool2020](http://www.morton201.org/returntoschool2020)