

AUGUST 28, 2020

 **Reset**  
**Redefine**  
and  
**Restart**  
**Plan**



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# Letter to the Community

Dear Parents and Guardians:

The global COVID-19 pandemic has changed the world in which we live. Specifically for those of us in High School District 214, it has changed the way we teach and the way we learn.

What hasn't changed is our commitment to delivering a high-quality, engaging and relevant education that will ensure every student is college, career and life ready when they graduate.

While the state has not officially announced a capacity limit on schools as it has with restaurants and other businesses, current guidelines from the Illinois State Board of Education (ISBE) and Illinois Department of Health (IDPH) have updated guidance regarding the number of individuals who are allowed in a gathering space in schools. For all practical purposes, this updated guidance significantly limits the number of students allowed in a building. Despite our previous planning efforts, it is clear at this time that we are unable to implement our original Flexible Learning Plan with Remote Options as we had hoped – which would have allowed for a daily choice of remote or in-person learning. Instead, we will be implementing a plan that slowly, over time, allows parents to decide if their students will be at school or at home. As we start the school year, we will begin by inviting specific students – particularly those who are high need or in offsite educational programs – into our schools.

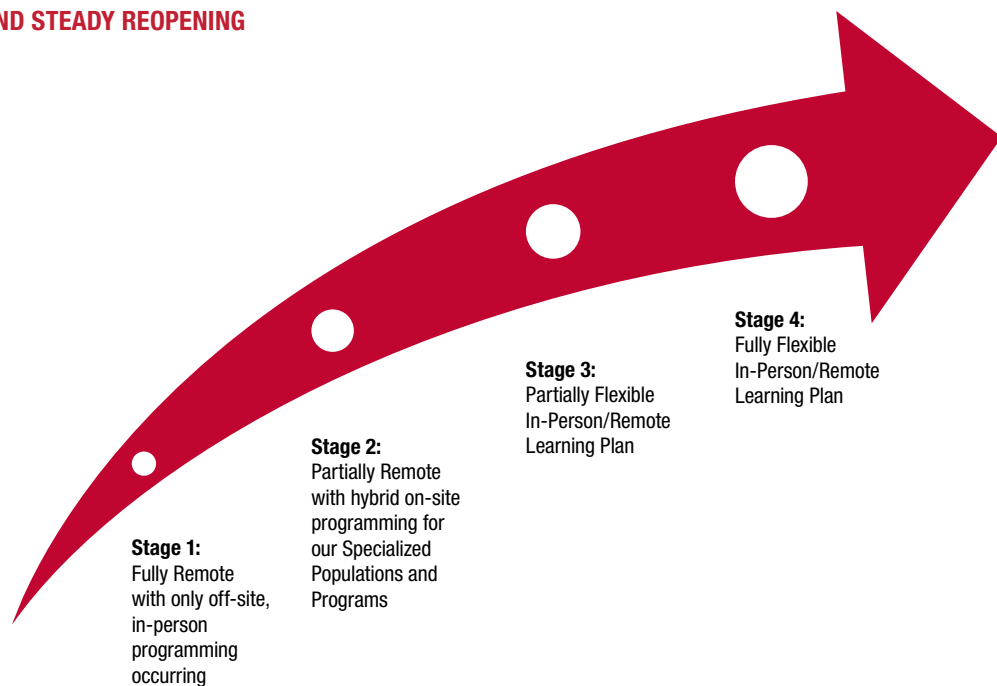
We continue to work closely with state agencies to develop plans for the 2020-2021 school year. As the situation evolves, it is clearer than ever that our job as educators is to be flexible, to listen and to understand that we will need to change course. We know our parents and our students will respond accordingly to these evolving conditions, rising to any occasion as they already have.

Our District 214 leadership has thoughtfully tracked illness rates, decisions made by other school systems and the changing guidance from the Illinois State Board of Education, Illinois Department of Public Health and other entities, and developed a purposeful continuum of learning environments – all of them different – that will be set into action if or when it becomes possible.

For now, we know our schools will look different in the fall, with our buildings largely closed to students with the exception of those in special populations – e.g., those who are extremely high need, have significant special needs or those in specialized programs. However, we are excited that many co-curricular activities will be able to continue meeting in person without restriction.

We also are hopeful things will change as the year progresses.

## SLOW AND STEADY REOPENING





Based on guidance from state and local agencies as well as current infection rates within our District 214 communities, we plan to take a slow and steady approach to reopening our schools by inviting some individuals to participate in in-person instruction while other students participate remotely.

On Friday, August 14, our Freshmen will participate in virtual orientation activities. Buildings will provide information related to how students will pick up their iPads. Monday, August 17 will serve as our official first day of school.

To ensure proper support for students who need it most, we also will be inviting specific students to join us in person, in the school buildings, for instruction beginning August 31.

Those students include our most vulnerable students – those who are homeless or part of our special needs populations or special programs. Additionally, those in our Practical Architectural Construction and Aviation pathways will receive in-person instruction off-site.

We then will look to bring in vocational students and dual-credit lab-based classes.

Other students will be instructed remotely, with our teachers livestreaming lessons from their classrooms. This will not be the e-learning that you saw in the spring. All attendance and grading policies and procedures will be in effect, and students participating in remote learning must turn on their camera and microphone to participate. They will have 1:1 iPads for learning. At D214, our teachers are creative, caring and highly effective. They will live up to the challenge of e-learning and will provide high quality instruction on this platform.

We have requested that all teachers and staff work from their classrooms and offices daily. Of course, we will offer accommodations for teachers. But our goal is to create an authentic learning environment for our students, whether remote or in person. Students will continue to follow the adjusted block-schedule instruction as originally detailed, and have live, synchronous instruction and interaction for an entire class period with their teacher. Our educators are hard at work to ensure the delivery of high-quality instruction to student devices.

We also will continue to work on ensuring all students have WiFi access.

In this updated, purposeful, slow and steady model for the school year's launch, all who enter our buildings will be required to have their temperatures checked, must wear masks and must maintain social distance (six feet) whenever possible.

Our first priority has been, and remains, the health and safety of our students and staff.

As we progress into the year, it is our intention to bring in small pods of students – between 10 to 15 per available space according to public health guidelines – to engage those who need reliable internet access or additional supports that can only be accommodated in person.

This will give us time to learn and adapt to changing conditions in our community.

We hope to progress to other models of learning:

**Stage 1:** Fully Remote with only off-site, in-person programming occurring

**Stage 2:** Partially Remote with hybrid on-site programming for our Specialized Populations and Programs

**Stage 3:** Partially Flexible In-Person/Remote Learning Plan

**Stage 4:** Fully Flexible In-Person/Remote Learning Plan

I also wanted to highlight some of our **Health and Safety** efforts and initiatives:

- We have hired an experienced health professional as the new District Health Services Supervisor, ensuring coordinated and effective efforts should COVID cases arise.
- Anyone entering a District 214 building at any time must wear a face covering, even if proper social distancing (six feet) can be maintained.
- Temperatures will be checked at designated entrances at each building.
- Anyone entering our campuses must complete a health screening.
- Hand-sanitizing stations will be available throughout the buildings.

- Students exhibiting symptoms of COVID-19 at school will be sent to an isolation space, and a parent or guardian will be called to pick them up. Parents will be given COVID testing resources and a sheet stating they cannot return for 14 days. Teachers will be notified that the student was sent home, and the attendance office will ensure they aren't in class.
- Nurse's offices will be restaged to ensure there is room for students who need other medical assistance but are not displaying COVID symptoms, minimizing the risk of exposure.
- The buildings will be thoroughly cleaned daily.
- Water fountains will be turned off; water bottle refill stations will remain open.

As we began running athletic camps this summer in line with state guidelines, we experienced several instances at all six schools that required COVID-19 consultation. We had two known students who tested positive, one known coach who tested positive, 191 people quarantined at some point within the camp window and five camps that were completely canceled.

In one instance regarding an indoor camp within a field house where multiple camps were meeting within social distancing requirements, all students were required to quarantine, not just those in the student's group, based on guidance from the Cook County Department of Public Health. After repeated conversations with Cook County, we were advised that all individuals would need to quarantine for 14 days, regardless of the fact they were maintaining social distance and not within close proximity to the athlete who was potentially ill because of the risk of increased transmission due to air circulation within the large field house. Although our building air filtration systems can provide fresh, clean air as fast as every five minutes under the right external temperature conditions, we were informed that all students needed to quarantine. As we would be indoors for several hours during the day for school, one can imagine how quickly it would become necessary to shut down an entire school based on one suspected or confirmed case and the number of students and staff who could be impacted based on the movement and interactions of one student or staff member.

Additionally, the Illinois State Board of Education and Illinois Department of Public Health released updated guidance on July 24 that would limit the use of gymnasiums and other large spaces to no more than 50 students at a time unless fire code-approved floor-to-ceiling dividers were installed, which would restrict how activities could be conducted during the day.

Many of our sender school districts already have made the decision to go fully remote to start the school year, and we know older students are often called upon to watch their younger siblings during the day. The COVID-19 positivity rate continues to climb in our region and now stands at 5 percent. We know our students and staff want to get back to what school looked like before COVID-19, and as a parent and educator, I share these feelings.

I know many of you were hoping for any updated information to come sooner. I understand those concerns, but we wanted to weigh every option and receive the most updated public health guidance before making a final decision in the best interest of our entire school community.

Thank you for your patience as we work through this together.

**We will take it one day, one week and one month at a time.**



Dr. David R. Schuler  
Superintendent  
High School District 214

# Return to School: Reset, Redefine and Restart: Reopening Metrics in the Era of COVID-19

**The COVID-19 pandemic is a public health crisis not seen for many generations. District 214 remains committed to safely bringing our students back into the building for in-person instruction. And as such, a District team has consulted with medical and public health professionals and reviewed available scientific research and data to develop a set of metrics that will allow students to slowly and steadily return to in-person instruction.**

COVID-19 cases will continue to impact our school community and the following information will guide our reopening to in-person instruction, our mitigation strategies, and the decision-making process if it is necessary to move back to a more restrictive phase.

What follows is our recommended D214 metrics for returning to school.

## Reopening Plan

We acknowledge that this could change based on revisions to public health guidance and/or an Executive Order from the Governor. The development of the D214 Metric Framework was grounded in the public health guidance from the Northern Illinois Public Health Consortium Return to School Metrics Workgroup, of which the Cook County Department of Public Health is a member. It was further supported by research from the Harvard Global Health Institute.

### STAGES

District 214 is looking at the following four-stage process for reopening our schools:

**Stage 1: Fully Remote with only off-site, in-person programming occurring**

Students will participate via remote instruction with a limited number of students invited to participate via in-person instruction in an off-campus class or program such as Practical Architectural Construction.

**Stage 2: Partially Remote with hybrid on-site programming for our Specialized Populations and Programs**

Students will participate primarily via remote instruction, with a limited number of students in specialized populations (e.g. special education) and programs invited into the building. Those in the building would have either in-person instruction with their assigned teacher or case manager or be in a small learning pod, participating in remote instruction but remaining with the same group while in the building.

**Stage 3: Partially Flexible In-Person/Remote Learning Plan**

Students will participate via remote instruction or in-person instruction depending on the day or week. Students will be invited to rotate into the building and parents will continue to have the choice to send their students for in-person instruction or continue to participate via remote instruction. Classroom capacity restrictions will be in effect.

**Stage 4: Fully Flexible In-Person/Remote Learning Plan**

Students will participate via in-person instruction or remote instruction. Students will have the option for open campus. Parents will continue to have the ability to choose on a day-to-day basis.



## RETURN TO SCHOOL: RESET, REDEFINE AND RESTART: REOPENING METRICS IN THE ERA OF COVID-19

### METRICS

The following Weekly New Cases per 100,000 People in Cook County rate will determine the phase in which we will be in as a school district during a current week:

**Stage 1:** Greater than 175 weekly cases per 100,000 people

**Stage 2:** Between 70 – 174 weekly cases per 100,000 people

**Stage 3:** Between 7 – 69 weekly cases per 100,000 people

**Stage 4:** Less than 7 weekly cases per 100,000 people

Stage Number	Learning Plan Details	Weekly Cases per 100,00 People Rate
<b>Stage 1</b>	Fully Remote with only off-site, in-person programming occurring	Greater than 175
<b>Stage 2</b>	Partially Remote with hybrid on-site programming for our Specialized Populations and Programs	Between 70 – 174
<b>Stage 3</b>	Partially Flexible In-Person/Remote Learning Plans	Between 7 – 69
<b>Stage 4</b>	Fully Flexible In-Person/Remote Learning Plan	Less than 7

### SPECIAL CONSIDERATIONS

Before moving from one phase to a less restrictive phase, a school will need to be in the previous phase for a minimum of 10 consecutive instructional days. The district will also analyze outbreak scenarios, defined as multiple epidemiologically-linked cases within a two week rolling window. Mitigation efforts may include shifting a building to a two week (14 calendar days) period of remote work.

## Mitigation Efforts

The district will track the positivity rate of each building over the 14 day rolling period. The district will adopt the Restore Illinois 8% positivity rate metric during Stages 1 and 2. The limited number of people in the building during these two phases allows for social distancing and other preventative measures. In Stages 3 and 4, the district will utilize methodology established from the *Covid Act Now epidemiology model* ([https://docs.google.com/document/d/1cd\\_cEpNill1TzUJBvw9sHLbrbUZ2qCxcgN32lqVLa3Do/edit#](https://docs.google.com/document/d/1cd_cEpNill1TzUJBvw9sHLbrbUZ2qCxcgN32lqVLa3Do/edit#)). The model establishes a 3% positivity rate, which is considered a suppressed, low rate. This low rate has led to successful, sustained reopening of schools *across the world* (<https://ourworldindata.org/coronavirus#coronavirus-country-profiles>) including in South Korea, Norway, Germany and Denmark. Additionally, the district will monitor all cases and determine if an outbreak, as defined by the IDPH, necessitates a work from home order (for those that apply).

## RETURN TO SCHOOL: RESET, REDEFINE AND RESTART: REOPENING METRICS IN THE ERA OF COVID-19

### POSITIVE CASE PERCENTAGE PER DEPARTMENT

Over the course of a two week rolling window, if 8% of those staff in attendance in an instructional division test positive for COVID-19, that instructional division will work from home for the next 14 calendar days. Staff that have offices adjacent to that instructional division will have the opportunity to work from home for the next 14 days if they are able to complete their job responsibilities remotely.

### POSITIVE CASE PERCENTAGE PER BUILDING (STAGES 1 & 2)

Over the course of a two week rolling window, if 8% of those staff in attendance in a school test positive for COVID-19, that school's staff will have the opportunity to work from home for the next 14 calendar days if they are able to complete their job responsibilities remotely.

### POSITIVE CASE PERCENTAGE PER BUILDING (STAGES 3 & 4)

Over the course of a two week rolling window, if 3% of the students and staff in attendance test positive for COVID-19, the school will automatically revert to Stage 1 (Fully Remote) for at least the next 14 calendar days.

### OUTBREAK SCENARIOS

The district will also analyze outbreak scenarios, defined as multiple epidemiologically-linked cases within a two week rolling window. Mitigation efforts may include shifting a building to a two week (14 calendar days) period of remote work.

## One Day, One Week, One Month at a Time

District 214 appreciates the understanding, flexibility and cooperation of our parents, students and staff as we continue to navigate these uncertain times and follow the latest public health guidance from local, state and federal officials. We know that our amazing teachers and staff can provide a high quality educational experience, remotely or in-person, that is rigorous, engaging and relevant for our students to prepare them for college, careers and life beyond high school.

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Northern Illinois Return to School Metrics drafted by the Illinois Public Health Consortium Return to School Metrics Workgroup on August 14, 2020 (<https://www.lakecountyil.gov/DocumentCenter/View/36182/Northern-Illinois-Return-To-School-Metrics---NIPHC>)

Max Roser, Hannah Ritchie, Esteban Ortiz-Ospina and Joe Hasell (2020) - "Coronavirus Pandemic (COVID-19)". *Published online at OurWorldInData.org*. Retrieved from: '<https://ourworldindata.org/coronavirus>' [Online Resource]

*Covid Act Now epidemiology model*, Max Henderson, Eric Carlson, Igor Kofman, Jonathan Kreiss-Tomkins, Anna Blech, and many others. Updated: July 23, 2020 ([https://docs.google.com/document/d/1cd\\_cEpNii1TzUJBvw9sHLbrbUZ2qCxcgN32lqVLa3Do/edit#](https://docs.google.com/document/d/1cd_cEpNii1TzUJBvw9sHLbrbUZ2qCxcgN32lqVLa3Do/edit#))

*The Path to Zero and Schools: Achieving Pandemic Resilient Teaching and Learning Spaces* by the Harvard Global Institute for Health ([https://globalepidemics.org/wp-content/uploads/2020/07/pandemic\\_resilient\\_schools\\_briefing\\_72020.pdf](https://globalepidemics.org/wp-content/uploads/2020/07/pandemic_resilient_schools_briefing_72020.pdf))

# DAILY SCHEDULE

## CLASS SCHEDULES FOR ALL STUDENTS



## A/B CLASS SCHEDULES – ALTERNATING DAYS

BGHS, EGHS, JHHS, PHS, WHS	Class Periods	
Class Times	A Day	B Day
8:45 a.m. – 9:55 a.m.	Zero Hour	Zero Hour
10:00 a.m. – 11:10 a.m.	6	5
11:15 a.m. – 12:55 p.m.	2*	1*
1:00 p.m. – 2:10 p.m.	3	7
2:15 p.m. – 3:25 p.m.	4	8

\* Includes a 30-minute Independent Student Work break.

RMHS	Class Periods	
Class Times	Gold Day	Purple Day
8:45 a.m. – 9:55 a.m.	Zero Hour	Zero Hour
10:00 a.m. – 11:10 a.m.	1	6
11:15 a.m. – 12:55 p.m.	2*	5*
1:00 p.m. – 2:10 p.m.	3	7
2:15 p.m. – 3:25 p.m.	4	8

\* Includes a 30-minute Independent Student Work break.

## EDUCATION & PUBLIC HEALTH GUIDANCE

- High School District 214 | [www.d214.org](http://www.d214.org)
- Restore Illinois Plan | [coronavirus.illinois.gov](http://coronavirus.illinois.gov)
- Illinois State Board of Education | [www.isbe.net](http://www.isbe.net)
- Illinois High School Association | [www.ihsa.org](http://www.ihsa.org)
- Illinois Community College Board | [www.iccb.org](http://www.iccb.org)
- Illinois Department of Public Health | [www.dph.illinois.gov](http://www.dph.illinois.gov)
- Centers for Disease Control and Prevention | [www.cdc.gov](http://www.cdc.gov)
- American Academy of Pediatrics | [www.aap.org](http://www.aap.org)

## TEACHERS AND STAFF

- **Teacher workday** would be 7:30 a.m. – 3:30 p.m.
- **Teacher Collaboration** would be a minimum from 7:30 a.m. – 8:40 a.m.
- **IEP, Committee meetings** could take place from 8:45 a.m. – 9:55 a.m. if a staff member is not teaching a zero-hour class.





## Reset, Redefine and Restart Plan Goals

**The District has prioritized the need to get students back to in-person instruction with a consistent schedule and has developed a flexible learning plan to do just that while also ensuring student and staff safety and providing parental choice. The goal is to have a strong first day, first week and first month of the school year while getting all students and staff back in the buildings each day. District 214's plan focuses on the following goals:**

### **HEALTH AND SAFETY**

District 214 is implementing various health and safety protocols that are mandated by the Illinois State Board of Education and Illinois Department of Public Health, including the requirement that all students, staff and visitors wear masks when in a school building. In addition, all District schools are shifting to a block-type schedule that reduces the number of passing periods and extends class periods, and installing teacher-controlled cameras in every classroom so teachers can livestream instruction.

### **THE IMPORTANCE OF RIGOROUS INSTRUCTION AND ACCOUNTABILITY**

The Illinois State Board of Education has mandated, to the greatest extent possible, to have students return to in-person instruction. We know that our community wants students and staff in the building, every day, to the greatest extent possible. At this time, we are inviting a select number of students in special populations and programs to participate via in-person instruction.

### **FLEXIBLE AND ADAPTABLE INSTRUCTIONAL MODELS**

While the state has not officially announced a capacity limit on public schools as it has with restaurants and other businesses, the current guidelines by the Illinois State Board of Education and Illinois Department of Health, in its most recent iterations, for all practical purposes significantly limits the potential number of students allowed in a school. Despite our local planning efforts over the past months, continued updates to guidance being released weekly have made it clear we are unable to implement our Flexible Learning Plan with Remote Options at this time.

We continue to work closely with state agencies to develop plans for the 2020-2021 school year. As the situation evolves, it is clearer than ever that our job as educators is to be flexible, to listen and to understand that we will need to change course. We know our parents and our students will respond accordingly to these evolving conditions, rising to any occasion.

Our District 214 leadership has thoughtfully tracked illness rates, decisions made by other school systems and the changing guidance from the Illinois State Board of Education, Illinois Department of Public Health and other entities, and developed a purposeful continuum of learning environments – all of them different – that will be set into action if or when it becomes possible.

We have developed different instructional models based on local public health conditions and guidance from local, state and national authorities.

### **Stage 1: Fully Remote with only off-site, in-person programming occurring**

Students will participate via remote instruction with a limited number of students invited to participate via in-person instruction in an off-campus class or program such as Practical Architectural Construction.

### **Stage 2: Partially Remote with hybrid on-site programming for our Specialized Populations and Programs**

Students will participate primarily via remote instruction, with a limited number of students in specialized populations (e.g. special education) and programs invited into the building. Those in the building would have either in-person instruction with their assigned teacher or case manager or be in a small learning pod, participating in remote instruction but remaining with the same group while in the building.

### **Stage 3: Partially Flexible In-Person/Remote Learning Plan**

Students will participate via remote instruction or in-person instruction depending on the day or week. Students will be invited to rotate into the building and parents will continue to have the choice to send their students for in-person instruction or continue to participate via remote instruction. Classroom capacity restrictions will be in effect.

### **Stage 4: Fully Flexible In-Person/Remote Learning Plan**

Students will participate via in-person instruction or remote instruction. Students will have the option for open campus. Parents will continue to have the ability to choose on a day-to-day basis.

**Reset, Redefine and Restart Plan Goals** (continued)**EXTENDED LEARNING TIME**

At the District's six comprehensive high schools, the traditional eight-period, 48-minute class schedule will be moving to a 70-minute block-type schedule over the course of two days with the option to attend early-bird/zero-hour classes beginning at 8:45 a.m. and the first all-student instructional period beginning at 10:00 a.m. with school ending at 3:25 p.m. After-school activity buses will run if co-curricular activities are allowed by the Illinois High School Association. The staff workday will be from 7:30 a.m. to 3:30 p.m. During the extended morning time, students will have the opportunity to meet virtually with teachers and peers, participate in micro-internships and complete learning activities.

**TEACHER PROFESSIONAL DEVELOPMENT**

Redesigning the school day allows teachers to innovate in their instructional approach. Teachers will use the morning time to plan for the new learning model, participate in professional development, meet virtually with students and parents, and attend to other professional meetings and responsibilities.

**RIGOROUS REMOTE LEARNING**

We will not repeat the experience of the spring 2020 semester, where the state mandated that no new content could be introduced or negatively impact a student's grades. We will have a consistent schedule and replicate the high-quality educational experience that our community expects.

**UNION COLLABORATION**

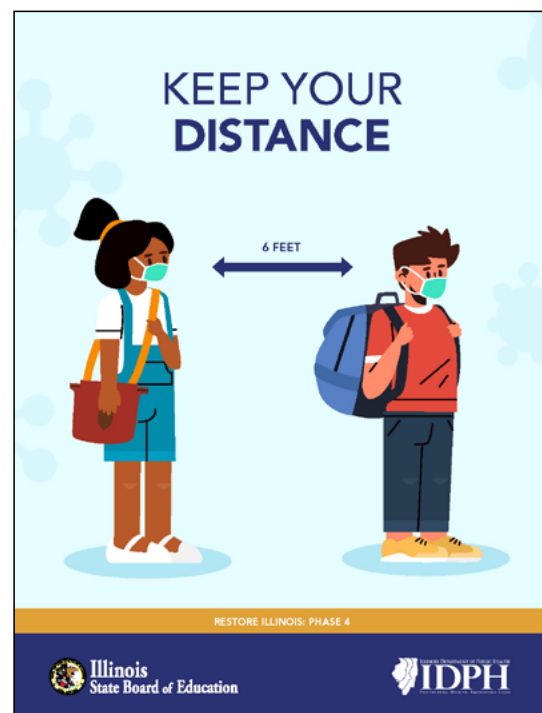
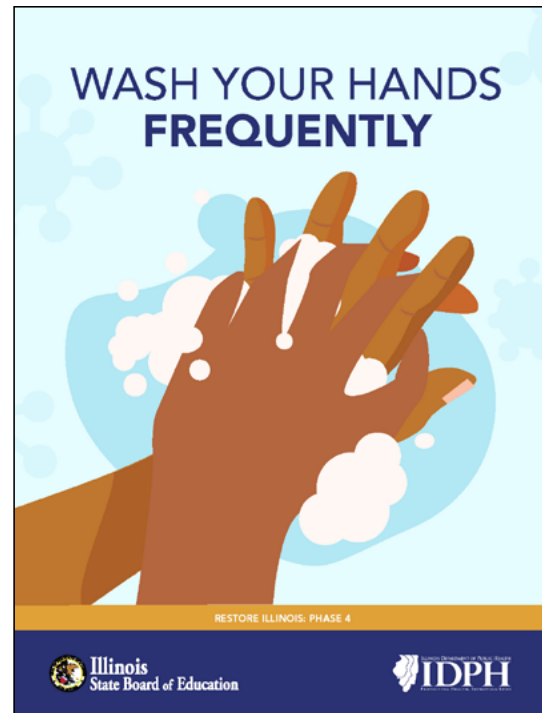
We have worked closely, and continue to work closely, with the leadership of each of our District's unions and various employee groups. We value our long history of collaboration, flexibility and innovative approaches to delivering a high-quality educational experience.

**ENSURING EQUITY**

With 300,000 residents living in the 68.3-mile boundaries of the District, there is a wide range of diversity and needs within our community. The District has kept a focus on equity when developing the plan to review the impact of its decisions.

**FRESHMEN CONNECTION**

The freshman year is a critical time in the academic experience of students. The first day of the school year will be focused on Freshmen, and they will be the only students in the building on that day so they can participate in unique activities designed by each building.





# Illinois Laws and State Agency Guidance Related to the 2020-2021 School Year

High School District 214 is following the guidance, Starting the 2020-2021 School Year – Part 3 Transition Joint Guidance, released by the Illinois State Board of Education on June 24, 2020, to develop this plan to reopen for the 2020-2021 school year. This provides limited flexibility to school districts throughout the state to implement the guidance based on local school building capacity and the unique needs of the student population and community. In addition, District 214 is following the guidance released by the Illinois High School Association related to co-curricular activities.

## **OFFICE OF THE GOVERNOR**

Restore Illinois Plan  
Executive Orders

## **ILLINOIS EDUCATION LAWS**

Illinois School Code  
Illinois Senate Bill 1569

## **EDUCATION GUIDANCE AND RESOURCES**

United States Department of Education  
Illinois State Board of Education  
Illinois High School Association  
Illinois Community College Board

## **PUBLIC HEALTH GUIDANCE AND RESOURCES**

World Health Organization  
Centers for Disease Control and Prevention  
Illinois Department of Public Health  
Cook County Department of Public Health  
American Academy of Pediatrics







## Instruction

**District 214 believes in delivering rigorous, purposeful coursework that is relevant beyond high school, equipping students with the opportunities they need – from early college credits and industry credentials to critical thinking skills and work-based learning experiences – to succeed in a future we can’t yet imagine. This is the case regardless of the world around us. The pandemic does not change our determination to ensure every student leaves our doors college, career and life ready.**

Consequently, we have thoughtfully considered, in alignment with state guidelines, the best and most innovative ways to deliver instruction to students as reality continues to evolve. These plans were developed with input from a diverse representation from our communities that includes students, parents, and staff.

What District 214 delivered this spring, when schools across the United States shut their doors unexpectedly, was not the kind of remote learning we would deliver in an e-learning environment this fall. The District responded to the guidelines it was given and the adaptations our educators were able to make while not allowed to deliver new content or impact grades.

We are proud of the work of so many and the innovation of our students, but this is not the remote instruction you would see this fall should your family choose that option or we experience a state-mandated closure. That was, rather, our compliance with state-mandated parameters that recognized the historic nature of the crisis and potential impact on the most vulnerable students.

### **ATTENDANCE, GRADING AND EXPECTATIONS**

All Board policies and practices as outlined in the student handbook are in effect. Attendance is expected in all scheduled course engagements either in-person when allowed or remotely via video conferencing software or other synchronous technology. All academic policies regarding grading and expectations will be followed.

### **Attending remotely**

Every course will offer synchronous learning opportunities. New technology, including high-resolution video cameras and speakers, has been installed in every room to enable those who are learning at home to observe and participate in classes in real time. The following options allow staff to work with all of their students synchronously:

- **Zoom:** Zoom is a video conferencing app that allows you to set up video and audio conferencing, live chats, screen sharing and other collaborative capabilities.
- **Apps and Google extensions:** Classkick, Nearpod, Desmos, Pear Deck, Poll Everywhere and Padlet are examples of technology that enable teachers to interact with students in real time.
- **Google Drive:** This service allows students and teachers to work on documents collaboratively as well as provide feedback on each other’s work.
- **Schoology:** This learning management system updates in real time so students and teachers can engage in a virtual dialogue.

### **REMOTE LEARNING ESSENTIALS**

- Students will have opportunities to connect with peers in a virtual class setting (see schedule).
- Students will engage in new content and review material missed in the spring. Expectations for students in dual-credit courses will continue to focus on course outcomes and may require an in-person lab component to earn credit.
- Students are required to participate in synchronous learning during the scheduled class periods (see video conferencing expectations).
- Students should inform their teachers if they do not have access to the internet.
- Students should review any communication from their teacher via Schoology daily.
- Students should communicate with their teachers regularly and ask for help when needed

**Instruction** (continued)**VIDEO CONFERENCING EXPECTATIONS**

During this time when schools are closed, there are many benefits to using video conferencing to stay connected with classmates and engage in instructional activities. However, there are some essential requirements for students to keep in mind. Please check your district email and infinite campus portal for links to scheduled video conferencing before the first day of school.

- **Take advantage of synchronous learning.** Classes may be LiveCast in real time to your home via video conferencing software with high-resolution cameras and high-quality sound. At different times during the year, there may be some students attending in person while others join through video conferencing software.
- **Use WiFi.** Using cellular data when video conferencing can quickly consume large amounts of data. Unless you have an unlimited data plan, find a WiFi connection.\*
- **Leave the camera ON.** Cameras must be on for attendance, participation and any group work. Ensure you are dressed appropriately and be aware of anything visible in the background. Virtual backgrounds appropriate for a school environment may be used. Each class will develop video conferencing norms to facilitate instruction.
- **Class may not be recorded.** During livestreamed classroom instruction, due to student privacy concerns, participants or families may not make audio and/or video recordings, take screen shots or share images online without explicit permission. However, there are times when not everyone in your class can join during the scheduled time, and the teacher may need to record portions of the session for students to access at a later time.
- **Mute yourself when not speaking.** Remember that during both check-ins and instructional time, you are in the presence of teachers and classmates. Background noise may be distracting to the class.
- **Be flexible and understanding.** Your classmates may have pets or younger children at home. Recognize that everyone is doing the best they can under these circumstances.
- **Be kind and observant.** We can't know all the challenges each of us is facing, and we all handle stress differently. Stay connected with friends, and let an adult know if you or a peer is in need.
- **All the rules apply.** When you're in class, you're in school. Behavior during remote instruction on discussion boards or video conferencing should reflect the same expectations as in the classroom, and the same disciplinary consequences may still occur, including being removed from video conferencing by the teacher.

**LIVESTREAMING TECHNOLOGY**

New technology, including high-resolution video cameras and speakers, has been installed in every classroom to enable students at home to observe and participate in classes in real time.

**INSTRUCTIONAL TECHNOLOGY**

District 214 is a 1-to-1 technology district, with every student having an iPad for learning and accessing critical curriculum. We will also continue to ensure WiFi access for our families, so that those in need will be given resources to aid with WiFi access. Schoology and Remind will be utilized as the primary modes of communication to students for instruction.

**PHYSICAL EDUCATION**

We will do all we can to provide students options to meet the state physical education requirement. Students will meet virtually during remote instructional periods similar to any other course.

**Instruction** (continued)**DRIVER EDUCATION**

The state has limited the number of students participating in driver training to two students with vehicles sanitized after each use. At this point, the District will offer the Driver's Education classroom portion, along with limited access to Behind the Wheel to students, as long as these are permitted by the state.

**JROTC**

JROTC will meet this fall and will be treated like other after-school activities.

**PRACTICAL ARCHITECTURAL CONSTRUCTION (PAC) PROGRAM**

This program will continue to teach students real-world construction skills under the guidance of professionals and educators, with a limited number of students in each class.

**EARLY COLLEGE CREDIT OPPORTUNITIES**

Advanced Placement, Dual Credit and Middle College opportunities will continue to be offered as they have been in the past. This coursework provides critical opportunities for students to earn early college credit before leaving high school. Middle College coursework delivery, which is done in partnership with Harper College and National Louis University, will be dependent on how those colleges deliver lessons this fall.

**SPECIAL EDUCATION AND 504 ACCOMMODATIONS**

Students who have an IEP or 504 services can expect, to the greatest extent possible, that services and accommodations will be in place. Special education teams will use virtual formats to provide access to related services for continuity of services. These could look different than they would in a typical school day and IEP meetings may be held via conferencing technology. If you have questions about your student's plan, please email their case manager.

**ENGLISH LEARNERS**

Students receiving English language services can expect, to the greatest extent possible, that services and accommodations will be in place.

**SPECIALIZED SCHOOL**

Students in specialized programs may be invited to participate in in-person learning activities in addition to remote learning.

**WORK-BASED LEARNING EXPERIENCES**

The District is offering virtual work-based learning opportunities for all students. These experiences will enable them to work with professionals to solve real-world problems.

**SPECIAL EVENTS**

We anticipate that special events related to curriculum, including College and Career Nights, parent programming such as open houses and the Freshmen Parent Night, will occur virtually.

**EXPECTATIONS FOR REMOTE INSTRUCTION**

Please review Remote-Blended Learning Expectations for Students in the [Appendix](#).





## Co-Curricular Activities

District 214 believes that co-curricular activities motivate students, provide important structure and relationships and are invaluable in building life skills. As such, one of District 214’s goals as school reopens is to provide as many “normal” co-curricular opportunities as possible as long as it is safe to do so. The extent to which this objective is met will rely in large part on pandemic developments and related guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH) and the Illinois High School Association (IHSA).

### EXTRACURRICULAR EXPECTATIONS

There will be some version of co-curricular activities as school reopens. Which activities are available and what form they take will be determined by a multitude of factors, all based on the pandemic’s course and related safety guidelines from the state.

### CURRENT IHSA UPDATE

District 214, like most other school districts in Illinois, is planning for athletic competition and other activities governed by the IHSA in accordance with its guidelines for resuming conditioning and, eventually, practices and competition. IHSA has phases of a Return to Play Plan that correspond with the phases of Governor Pritzker’s Restore Illinois plan:

- **IHSA Phase 3 Return to Play Plan** permits voluntary strength and conditioning within detailed safety guidelines, including social distancing and limiting activities to groups no larger than 10.

- **IHSA Phase 4 Return to Play Plan**, which took effect on July 5, is designed to run concurrently with the state of Illinois’ Phase 4 of recovery. It is anticipated that this stage and phase will be marked by an increase in activities permitted, with a limit of 50 people in any one space and with all measures in place regarding hand hygiene, social distancing and mask wearing when and where possible.
- **IHSA Phase 5 Return to Play Plan**, permitting full and normal practices and competition, coincides with the state of Illinois’ Phase 5 of recovery and is dependent on development of a COVID-19 vaccine.

### FALL SPORTS SEASONS

District 214 will rely on and adhere to guidance from the state of Illinois as well as IDPH and IHSA mandates. Because each sport presents unique factors relating to health and safety, District 214 will follow IHSA mandates and guidelines on whether to allow all sports.

### MUSIC, FINE AND PERFORMING ARTS

ISBE guidelines also note documented concerns about aerosol transmission of the virus through singing. In addition, instrumental music presents challenges for a variety of reasons, including aerosol transmission, which is more pronounced with some musical instruments than others. While in-person performances may be limited at this time, D214 is developing opportunities for students to perform in safe alternative experiences.

SPORT/ACTIVITY	IDPH RISK	TRADITIONAL SEASON	2020-21 SEASON	START DATE	END DATE
BOYS/GIRLS GOLF	LOWER	FALL	FALL	AUGUST 10	OCTOBER. 24
GIRLS TENNIS	LOWER	FALL	FALL	AUGUST 10	OCTOBER. 24
BOYS/GIRLS CROSS COUNTRY	LOWER	FALL	FALL	AUGUST 10	OCTOBER. 24
GIRLS SWIMMING AND DIVING	LOWER	FALL	FALL	AUGUST 10	OCTOBER. 24

Co-Curricular Activities (continued)

**RECREATIONAL SPORTS**

While District 214 schools have implemented a screening process for staff and students to check for COVID-19, it is not always possible to detect an infection, especially if the person is asymptomatic. In the event that an infected person has been in a school building, the District is adopting specific guidelines for action based on recommendations from the Illinois Department of Public Health.

The Illinois Department of Public Health guidance pertains to all youth and adult recreational sports, including, but not limited to, school-based sports (IHSA and IESA), travel clubs, private leagues and clubs, recreational leagues and centers, and park district sports programs. The detailed sports safety guidance can be found [here](https://www.dph.illinois.gov/covid19/community-guidance/sports-safety-guidance) (https://www.dph.illinois.gov/covid19/community-guidance/sports-safety-guidance).

The Illinois High School Association has issued guidance for the 2020-2021 fall sport season. The detailed sport-specific recommendations can be found [here](https://www.ihsa.org/Resources/COVID-19) (https://www.ihsa.org/Resources/COVID-19).

As this is a fluid situation, guidance and recommendations from the Illinois Department of Public Health, the Governor’s Office, the Cook County Department of Public Health, the Illinois State Board of Education and the Illinois High School Association could alter current District guidelines at any time.

**IHSA**

IHSA boys and girls golf, girls tennis, boys and girls cross country and girls swimming and diving will remain as fall sports and can start on August 10 as scheduled. Scheduling will continue to be assessed throughout each season. Additional details on the modified sports season can be found [here](https://www.ihsa.org/News-Media/Announcements) (https://www.ihsa.org/News-Media/Announcements).

The condensed 2020-2021 season dates will be as follows:

SEASON	SEASON DATES
FALL	AUGUST 10 TO OCTOBER 24
WINTER	NOVEMBER 16 TO FEBRUARY 13
SPRING	FEBRUARY 15 TO MAY 1
SUMMER	MAY 2 TO JUNE 26

**FALL SPORTS SEASON** (August 10 – October 24)

**Boys and Girls Golf:** In groups of 50 or fewer where multiple groups are distanced a minimum of 30 feet apart. Competitions should be within an Illinois COVID Region or within a conference.

**Girls Tennis:** In groups of 50 or fewer where multiple groups are distanced a minimum of 30 feet apart. Competitions should be within an Illinois COVID Region or within a conference.

**Boys and Girls Cross Country:** In groups of 50 or fewer where multiple groups are distanced a minimum of 30 feet apart. Competitions should be within an Illinois COVID Region or within a conference.

**Girls Swimming and Diving:** Fewer than 50 in attendance with multiple groups distancing 30 feet apart. Competitions should be within an Illinois COVID Region or within a conference. No relays; only one swimmer per lane at a time.

**FALL CONTACT DAYS – ALL NON-FALL SPORTS**

(September 7 – October 31)

The current Phase 4 Return to Play Guidelines have been extended so that sports that are played in the winter, spring and summer seasons are allowed an additional 20 days of contact for teams, following Phase 4 IDPH guidelines. More information will be provided on the guidelines for fall contact days.

**ACTIVITY BUS ROUTES AND INFORMATION**

Further information on activity bus routes and pickup/drop-off time details will be provided by each building.

**TRANSPORTATION TO EVENTS**

The District will abide by ISBE requirements when students are being transported on buses and vans to fall sporting events. Multiple buses/ vans and/or parental/guardian transportation likely could be needed. All students and staff must wear masks and maintain social distancing at all times.

**WHITE MINI BUSES AND SUBURBAN VEHICLES**

A bin will be placed in each bus with disinfecting spray, microfiber cloths, gloves and disposable masks. The coach/sponsor/director must spray and wipe the bus (seats, doors, dashboard) upon returning to school. Every person on the bus will be required to wear a mask at all times. When possible, windows should be opened.





## Health and Safety

The following guidelines pertain to all students in attendance.

**The health and safety of our students and staff remain a top priority. This has always been the case, but especially in the face of the ongoing global pandemic. District 214 is closely monitoring and following state guidelines and putting new practices in place to allow for the most sanitary conditions.**

### COVID-19 SYMPTOM SCREENINGS

Upon arrival to the build site each day and in compliance with both Illinois State Board of Education and Illinois Department of Public Health guidance, students will certify that they are symptom free and have their temperature taken.

#### Certification Procedures

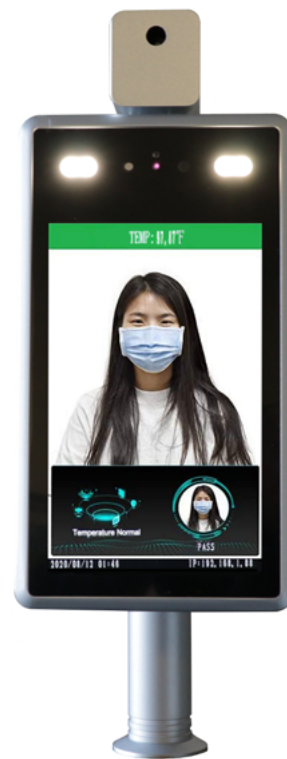
**Step 1:** Students review and confirm each of the posted self-certification statements is **true**: I do not have one or more of the following symptoms:

- 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.
- I have not been around someone who tested positive for COVID-19 in the past two weeks.
- Using the thermometer provided, my temperature is below 100.4 degrees Fahrenheit (38 degrees Celsius).

**Step 2:** Students will have their temperature taken via a contactless thermometer.

Individuals who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or have currently known symptoms of COVID-19 may not participate

All individuals entering District buildings will be required, daily, to get a temperature check at the door and self-certify that they do not have COVID-19.



### FACE COVERINGS

The District has ordered 100,000 disposable face masks, and the District 214 Education Foundation has secured a donation of approximately 100 cloth masks per school for students who lose theirs. The District has also purchased reusable masks for each student and staff member. Per ISBE's current guidance, face masks must be worn at all times while in the school buildings. See next page for further information.

**Health and Safety** (continued)**SOCIAL DISTANCING**

The District is continuing to evaluate how best to ensure social distancing in line with state guidelines. Decals will be placed on the floor in front of high-traffic, low-space areas (including the nurse's office) to mark off where students should stand. In addition, acrylic partitions have been purchased for every building for use where additional dividers are needed to enhance safety.

Bathroom and hallway rules and protocols will be established before students return to in-school learning. These will cover how students will be monitored in the morning, during lunch breaks and after school so they are not congregating in large groups or stuck in overcrowded/narrow hallways. Bathroom limitations also will be established and enforced.

**HANDWASHING**

In line with state guidelines, the District continues to advocate for frequent handwashing lasting at least 20 seconds and is evaluating installing handwashing stations in each school. Additionally, hand-sanitizer stations will be located throughout buildings.

**ILLNESS PROCEDURES AND REPORTING**

Routine absences will be handled the same as in past years.

Staff will be informed if any individual in a building tests positive for COVID-19, and follow-up protocols will be communicated and followed. Staff association presidents will be notified.

**CLASSROOM SAFETY AND DISTANCING**

While the District is doing everything possible to maintain appropriate social distancing in our classrooms, we do not have the space to ensure this at all times. Students have the option of participating via e-learning.

**MEALS**

District 214, as a participant in the National School Lunch Program, will provide grab-and-go prepacked lunches. The plan is to distribute the lunches and have students pay at stations throughout the building, so that not every student is routed through the cafeteria for meals.

**NURSE'S OFFICE**

Space for the nurse's office will be adjusted to allow for different stations with the intention of isolating any students with temperatures or COVID-like symptoms. Students with other issues, or who need medicine dispensed, will be able to go to other areas of the office without passing by those with symptoms. Essentially, those with symptoms would be quarantined within the office space.

**VISITORS AND DELIVERIES**

As always, we will be extremely thoughtful and vigilant regarding who enters the building and for what reason during the school day. Most deliveries would be handled within the sealed vestibule area. This includes parent/guardian delivery of things such as books that students have forgotten or other basic deliveries and transactions. These front foyers already offer protection to visitors. This will minimize traffic to the front office and also directly into the halls of the school. There obviously will be exceptions to this rule; whenever possible, however, it will be followed.

**Safety Guidelines**

Face masks must be worn at all times while in school buildings. It is recommended that individuals wash their hands before putting on their masks. The mask must tightly fit over the nose and mouth and be secured under the chin.

**FACE COVERING ACCOUNTABILITY**

Students and staff will be held accountable if they take off their masks while moving throughout the building or while they are in the same room with another individual.

**STUDENT ACCOUNTABILITY**

Students and parents/guardians will need to sign an agreement (see [Appendix](#) for form) before the first day of in-person instruction. The agreement would include the following provisions:

1. Students agree to wear masks that fully cover the nose and mouth at all times when in the building, except while eating.
2. Students will abide by social distancing guidelines of at least six feet to the greatest extent possible.
3. Students will follow proper hygiene protocols, including hand washing and sanitizing throughout the day.
4. Failure to abide by these safety provisions will result in inability to attend class in person.
5. The parent/guardian agrees to the health self-certification process.
6. The family agrees to abide by all local quarantine orders.

**Health and Safety** (continued)**NON-COMPLIANCE OF MASK-WEARING**

Consistent messaging from the administration is important to ensure compliance.

1. Staff and students will be reminded to wear masks as intended.
2. Staff will note patterns of non-compliance or mask-wearing refusal.
3. Staff will refer the student to the dedicated point person (one appointed in each building). This interventionist will work with the student on the issue surrounding non-compliance and determine possible solutions.
4. Staff assigned as interventionists will determine when the non-compliance becomes a need for possible exclusion. The staff member will work with the Division Head for Student Success, Safety and Wellness to problem-solve. If the interventionist isn't available, a Division Head for Student Success, Safety and Wellness or other administrator will respond to immediate need.
5. Students who are excluded for non-compliance will have the opportunity to return to face-to-face instruction when a meeting occurs during which the student and parent/guardian will explain how and why there will be a change in behavior/compliance.
6. Continued patterns of non-compliance may result in the student being assigned to remote instruction for the remainder of the grading period.
7. Consequences for any staff member who does not follow the mask-wearing protocols will be consistent with the progressive discipline procedures in their association's cumulative agreement.

**FACE COVERING CONSIDERATIONS FOR PERSONS WITH MEDICAL NEEDS**

Individuals who are not able to wear a mask will not be allowed in school buildings at this time. Staff who are not able to wear a mask should contact the Human Resources Department.

**Student Services, Health Office and Attendance Procedures**

District 214 intends to follow best practices to support the social, academic and health needs of all students. To this end, we are making changes in procedures and facilities – applicable to those students who will be in the buildings as the year opens.

**STUDENT SERVICES OFFICE**

Masks will be required at all times in the Student Services office, and floor decals will be provided to place students six feet apart while maintaining a consistent flow of traffic.

Centers for Disease Control signage with guidelines will be posted in Student Services.

There will be a separate line for Student Services and Health Services.

Students who need to see the nurse will be temperature-checked outside the office. Those presenting with a 100.4 degree Fahrenheit temperature or above, or COVID-like symptoms, will be escorted to an isolated, safe and supervised environment and a parent will be called.

Parents will be given resources regarding COVID testing, along with information stating that the student cannot return to school for 14 days. The attendance office will check daily to ensure the students are not in class, and teachers will be notified.

**PROCEDURES**

An intake screener will be placed at the main door to Student Services/Health Services to evaluate patients before they enter. This reduces potential exposure for other students and educators and helps prevent the potential spread of disease.

Students with non-urgent health needs will be assisted and sent back to class.

Students who need to see the nurse for medical needs can do so. If the nurse has two or more students waiting, additional students must wait six feet apart in the hall.

**PROCEDURES – NURSE**

Students with chronic conditions will be given a red pass by the nurse and will be able to bypass the line, although they still will need a temperature screen.

Students with one-to-one aides who need procedures in the office will be temperature-checked and enter the nurses's office. PPE is available in the nurse's office for one-to-one aides.

Students will no longer be able to "rest" in the health office, unless they have a concussion or are on a 504 plan or a health plan.

Students will scan in to the nurse's office using a touch-free system.

**APPOINTMENTS**

Students will be asked to schedule appointments with Student Services staff via email, and an administrative assistant will set up appointments using Google calendar. If preferred, students can request an appointment to meet via Zoom with their counselor.

Students without appointments will be evaluated and seen if necessary.

Freshmen will be assigned to a counselor and given their contact information. They will also be trained on how to use email and Zoom.

# COVID-19 EXCLUSION GUIDANCE<sup>1</sup>



## Decision Tree for Symptomatic Individuals in Pre-K, K-12 Schools and Day Care Programs

Send home or deny entry (and provide remote instruction) if ANY of the following symptoms are present:

Fever (100.4°F or higher), headache, shortness of breath, cough, sore throat, vomiting, diarrhea, abdominal pain.

In addition, some individuals (especially adults) may present with the following symptoms: congestion or runny nose, new loss of sense of taste or smell, nausea, fatigue, muscle or body aches.

**Medical Evaluation and Testing are Strongly Recommended for ALL Persons with COVID-Like Symptoms.**

STATUS	COVID-19 diagnostic test Positive (confirmed case) OR COVID-19 diagnosis without diagnostic testing (probable case)	Symptomatic individual with a negative COVID-19 diagnostic test <sup>2</sup> (Negative COVID-19 diagnostic test must be from a specimen collected 48 hours prior to or after symptom onset.)	Symptomatic individual with an alternative diagnosis without negative COVID-19 diagnostic test <sup>2</sup>	Symptomatic individual without diagnostic testing or clinical evaluation	Asymptomatic individual who is a close contact to a confirmed OR probable COVID-19 case
Evaluated by Healthcare Provider?	YES	YES / NO	YES	NO	NA
Return to School Guidance	Stay home at least ten <sup>2</sup> calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition. Follow provider directions, recommended treatment & return to school guidance as per school policies and <i>IDPH Communicable Diseases in Schools</i> .	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition. Follow provider directions, recommended treatment & return to school guidance as per school policies and <i>IDPH Communicable Diseases in Schools</i> .	Stay home at least 10 <sup>3</sup> calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Stay home for 14 calendar days after last exposure to the COVID-19 case. If COVID-19 illness develops, use the ten-day isolation period <sup>1</sup> guidance for a COVID-19 case from the onset date. Testing is recommended.
Quarantine for Close Contacts?	YES	NO	NO	Household Member (e.g., Siblings, Parent) <sup>4</sup>	NA
Documentation Required to Return to School	“Release from Isolation” letter issued by Local Health Department and provided to parent/guardian or individual	Negative COVID-19 test result OR healthcare Provider’s note indicating the negative test result	Healthcare Provider’s note with alternative diagnosis	Note from parent/guardian documenting that the ill student and/or household contacts are afebrile without fever-reducing medication and symptoms have improved.	“Release from Quarantine” letter issued by Local Health Department and provided to parent/guardian or individual

<sup>1</sup> Based on available data and science, schools must make local decisions informed by local context in consultation with their local public health department.

<sup>2</sup> Severely immunocompromised or severely ill: may need to isolate for 20 days as per guidance from individual’s infectious disease physician.

<sup>3</sup> If individual has been identified by public health for quarantine or knows they are a close contact to a case, the 14-calendar-day quarantine must be completed.

<sup>4</sup> Consider quarantine for other close contacts if there was poor adherence to social distancing or use of face coverings.





## Social and Emotional Support Systems

**The emotional and mental health of students and staff is a priority for District 214. We know that the health hazards, economic disruptions and uncertainties caused by COVID-19 make it increasingly essential that we provide support and monitor the well-being of students and staff. Though most of our students will begin the year learning remotely, counselors and social workers will continue to be available for those who may need guidance, assistance or resources. Please reach out to your counselor for help.**

### **SCHOOL-BASED RESOURCES**

Each of District 214's six schools is staffed with at least two psychologists, two social workers and seven counselors, all of whom are prepared to assist students with pandemic-related concerns as well as a wide range of other emotional and mental health matters. These professionals have received additional training in pandemic-related emotional and mental health concerns.

### **FRESHMEN ORIENTATION**

Freshmen welcoming activities will occur virtually on Friday, August 14.

### **PROBLEM-SOLVING TEAMS**

Students do not always ask directly for help. Counseling and support personnel will be even more diligent than usual in watching data and identifying students who might need support. Problem-solving teams that are highly skilled in this work meet weekly.

### **REMOTE ACCESS**

When the Illinois stay-at-home order took effect in March, District 214 expanded students' remote access to staff for emotional and mental health issues.

### **WEB-BASED RESOURCES**

Each District 214 school home page includes a link to a Social-Emotional Support and Resource section, which offers a wealth of information, including contact information for counselors, community assistance resources, tech support, internet access details, self-care tips, workout videos and more.

### **TEACHERS AS RESOURCES**

While District 214 schools have staff specializing in providing emotional support to students, classroom teachers also play a role. With the advent of remote learning, teachers began using forms to notify counselors when they saw indications that a student might be struggling with pandemic-related emotional or mental health matters. Counselors follow up by reaching out to students.

### **SUPPORT FOR STAFF**

COVID-19 data tells us that while effects of the virus on adolescents typically are mild, such is not always the case for older adults. With this in mind, District 214 will utilize personal protective gear, rigorous cleaning protocols and other measures to ensure the safest possible environment for staff as well as students. In addition, administrative teams provide ongoing support for staff, who also have access to Employee Assistance Programs.



## Social and Emotional Support Systems (continued)

## HIGH SCHOOL DISTRICT 214

**COMMUNITY-BASED RESOURCES**

District 214 has ongoing partnerships with Omni Youth Services, the Kenneth Young Center and Amita Health, all of which provide invaluable additional support services to supplement and complement the District's own staff and resources.

**#214CARES**

The District 214 Education Foundation has raised more than \$90,000 in community donations through its #214Cares campaign to assist students and families that have suffered significant economic disruption. The campaign – which has proven vital in helping families pay for such essentials as housing, groceries and utilities – will continue as school reopens. If you require assistance from campaign funds, please contact your counselor.

## District 214 donation to Northwest Community Hospital supports response to COVID-19

*www.214ready.org, April 7, 2020*

There's no shortage of grim news stories stemming from the COVID-19 pandemic. One of the most often heard and distressing accounts comes from healthcare workers who are concerned about lacking the supplies they need to perform their jobs and care for patients while at the same time protecting themselves to the fullest extent possible.

With that in mind, High School District 214 has taken yet another step to address the shortage of Personal Protective Equipment (PPE) by donating to Northwest Community Healthcare its supply of PPE and hand soap.

The donated PPE, which was inventoried, boxed and prepared for delivery early in the pandemic, included 340 N95 masks, 800 non-N95 masks, 1,014 hospital masks, 380 gowns, more than 2,000 boxes of gloves and 16 cases of soap, said Cathy Johnson, associate superintendent for finance and operations.

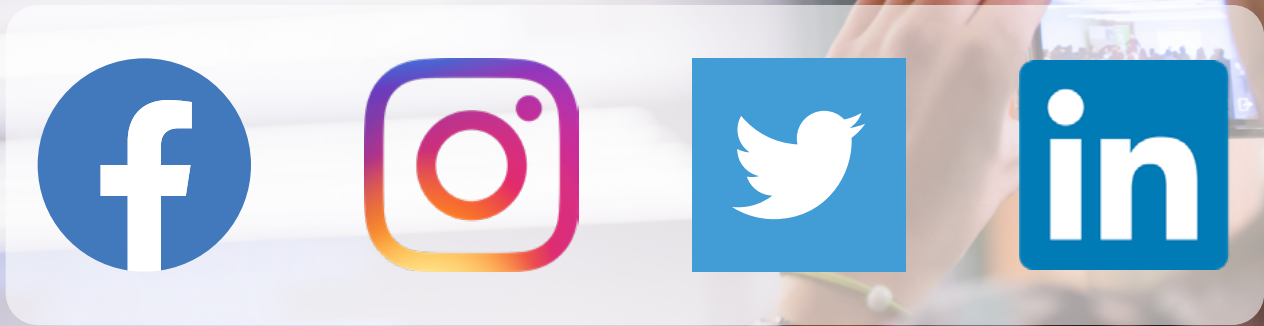
Johnson explained that District 214 was aware that some of its supplies – used primarily in healthcare classrooms and by athletic trainers, nurse's offices and maintenance departments – might be needed in the community.

"We learned that Northwest Community Healthcare was in need of supplies and, being in our own District, made the decision to connect with them to offer support in our own small way," Johnson said.



In addition to this donation to healthcare workers in our community, District 214 Career and Technical Education (CTE) teachers geared up – in partnership with Harper College – for production of PPE face shields. Buffalo Grove High School students worked in partnership with JoAnn Fabrics to cut, sew, assemble and distribute face masks.

Even when these efforts were in their early stages, requests for the finished products were high, which further illustrates the importance of communities pulling together and contributing in any way possible. Other school districts throughout the region and across the country engaged in similar efforts. More undoubtedly will see these examples and join as we all work in partnership to emerge from the pandemic as safely as possible.



## District and School Communications

High School District 214 believes in an open dialogue with our stakeholders and utilizes various tools to facilitate two-way communication across multiple platforms. In order to provide information that is easy to find and updated frequently, the District is currently in the process of redesigning the District and school websites, which will be relaunched during the 2020-2021 school year.

### COVID-19 RESOURCES

The District website has a COVID-19 information page that can be accessed at <https://www.d214.org/covid-19/>

### COVID-19 NOTIFICATION

If a student or staff member tests positive for COVID-19, the District will notify all staff, students and parents/guardians who could be affected by potential exposure. While the District cannot share which student or staff member has tested positive, transparency will be a priority in communication regarding positive cases. See Page 16 for further details.

The District will conduct contact tracing consistent with public health guidance.

### SOCIAL MEDIA

The District, as well as each school, maintains social media accounts on various platforms such as Twitter, Facebook, Instagram, LinkedIn and YouTube.



### MASS NOTIFICATIONS

Parents, students and staff can receive notifications via phone, email and text messages on important topics. Mass text messages and phone calls from the District are primarily used for emergency situations. Individuals must opt in to receive text notifications. Parents, students and staff can do so by sending a text message to 67587 with "Y" or "Yes" to subscribe.

### SURVEYS AND FOCUS GROUPS

As part of planning for the 2020-2021 school year, the District and schools are utilizing surveys and focus groups to refine our reopening plans.





## Operations

### AIR QUALITY

Our buildings are designed to be closed and utilize our HVAC systems to deliver fresh, clean air. The systems are designed to maintain safe levels of carbon dioxide (CO<sub>2</sub>) and to change the air every 10 to 15 minutes. We will be maximizing the outside air, which will create air changes with fresh outside air about once every five minutes.

### RESTROOMS

Restrooms will be open during passing periods, before school and during class periods. Restrooms will be cleaned after each passing period.

### WATER FOUNTAINS

Water-fill stations will be in operation. Bubblers will be disconnected.

### LOCKER ROOMS

No locker rooms will be used, except for athletics and band as needed.

### STUDENT LOCKERS

As school reopens, student lockers will not be in use because students stopping in front of lockers would slow hallway traffic and result in more people standing in close proximity for longer periods of time.

### STAFF AREAS

Staff areas will be maintained in accordance with state cleaning and disinfecting guidelines.

### FACILITY RENTALS

Rigorous cleaning and sanitizing procedures will be in place in the event of facility rentals.

### INFECTION CONTROL: CLEANING AND DISINFECTING

- Hand sanitizer will be available in classrooms and hallways. Four sanitizer locations will be found in every large space.
- District 214 is investigating the feasibility of installing handwashing stations throughout each building.
- Students and staff should perform hand hygiene at the start and end of each class period or when hands are visibly dirty.
- Cleaning procedures will be performed as recommended by the Centers for Disease Control and Prevention and the Illinois Department of Public Health.
- High-touch areas will be cleaned hourly.
- Overnight cleaning will include use of electrostatic sprayers to apply disinfectant after high-touch spaces have been cleaned.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Students will wear their masks in the classroom, common areas and passing periods.
- Students will be checked for masks when entering the building.
- Students will wear masks on the bus. Buses will be loaded from the back to the front.
- Staff will be required to wear masks when social distancing cannot be maintained. Teachers will need to wear masks when teaching.
- Teachers who are alone in their classrooms with their doors closed can remove their masks as per an Aug. 4 directive from the Cook County Department of Public Health.

### BUILDING SECURITY

Even before the pandemic, District 214 employed strict security protocols to limit access to school buildings to provide a safe and secure environment for students and staff. Because of the pandemic, parents and visitors should expect additional controls over building access. We will minimize entrance into buildings by anyone who is not a student or employee. The District is studying the possible use of lock boxes, in which parents could leave items needed by students.





## Budget and Finance

**District 214 and the Board of Education consistently strives for fiscal responsibility, even in the most unpredictable times. This is what has earned us budgetary awards of distinction, and this year – though the world is very different – our big-picture financial view remains fixed on delivering the best possible education while also doing all we can to ensure District spending is purposeful.**

### **REGISTRATION FEES**

Amid the COVID-19 pandemic, the District waived registration fees for all families, knowing that many of our families were hit hard through illness or job loss. The Board of Education encouraged those who were able, and so inclined, to donate this money to the District 214 Education Foundation's Cares fund, which addressed immediate needs for families. Co-curricular fees, separate from registration, are on hold until the District has a clearer picture of what co-curricular activities – athletics and after-school clubs – will look like this fall. Similarly, the driver education fee is also on hold.

### **FEMA/IEMA REIMBURSEMENT**

The District may receive more than \$1.2 million in reimbursement from FEMA and through the CARES Act to cover purchases such as the 3D printing machines and plastic used for PPE production this summer and salaries for additional staffing needed for deep cleaning and food service staff that assisted elementary districts in summer meal distribution. The money also would supplement the cost of cleaning supplies, some instructional equipment and things such as acrylic dividers, face masks and other items intended to ensure the safety of students and staff upon returning to school.

### **GENERAL COST CONTAINMENT**

The District is always looking to spend money wisely. This year, for instance, careful consideration was given to potential expenses related to fall athletics that may or may not take place. Depending on final decisions, further cost containment may be necessary – and that most likely would begin in the 2021-2022 school year. The District also continues to evaluate all expenses and make adjustments where possible to spend wisely.



## Human Resources

**The health and safety of our employees is of primary importance to District 214. Please keep in mind we are working with a variety of entities to ensure workplace procedures meet a multitude of benchmarks, making it difficult to pin down specifics for all areas at this time.**

### **RETURN TO WORK GUIDELINES**

Per ISBE's current guidance, all staff are to wear face masks at all times. Staff members may wear a plastic shield in addition to your face mask, but plastic shields are not a replacement for a face mask. The District has purchased reusable masks for each student and staff member.

However, teachers who are alone in their classrooms with their doors closed can remove their masks as per an August 4 directive from the Cook County Department of Public Health.

### **HEALTH CHECK**

Temperature checks will be conducted at the door each day.

### **STAFFING NEEDS/SUBSTITUTES**

The District is expanding its list of qualified substitute employees to fill in for positions within the schools to maintain a consistent, quality learning environment for students. In addition, the District is providing professional development to substitute teachers who have teaching degrees and other strong candidates so they can step in for teachers who take an extended leave or other long-term vacancies.

### **REASONABLE ACCOMMODATIONS**

The District is following ISBE guidelines and precautions to ensure a safe environment for all staff and students.





## Additional Staff Guidelines

### ENTERING WORK

All District 214 school employees will need to do the following when arriving for work each day:

- Enter the building through designated doors. There will be markings on the ground to ensure social distancing is maintained when entering the building.
- Staff will have their temperatures taken at that time and affirm that they are not currently experiencing any COVID-19 symptoms.
- If employees enter the building before security staff is present, they will need to answer the questions, take their temperatures, affirm that they meet the criteria to enter the building and sign off on the provided form that they self-certified.

### FACE COVERINGS

All staff must wear face masks at all times. Plastic shields can be worn in addition to face masks, but plastic shields are not a replacement for face masks. However, staff may remove their masks when alone in a room with the door closed, as per an Aug. 4 Cook County Department of Health directive.

It is a job expectation that all individuals in a building wear a mask when in the presence of others or when moving throughout the building. Failure to do so will result in appropriate disciplinary action.

### PHYSICAL DISTANCING

All individuals in the school building should maintain a distance of six feet from any other person whenever possible. In rare instances, distancing may not be possible. Those interactions should be kept as brief as possible and a face mask should be worn at all times.

In-person learning will be limited to 15 students for regular classes and small groups for special education classes to achieve six feet of social distancing between students when possible. One exception could be the Fine and Performing Arts classes, which are exploring alternate ways to maintain social distancing.

The District will be working on a plan to limit class sizes while ensuring quality education for all students during the remote learning period.

### WORKING REMOTELY

Staff members will work in the building during school hours, but the District may accommodate staff who meet the Families First Coronavirus Response Act (FFCRA) or the Family and Medical Leave Act (FMLA) thresholds for working remotely or using sick time. When staff are not teaching, they have flexibility throughout the school day to spend time outside working and preparing for upcoming classes.

### COVID-19 TESTING

Staff members who want to get tested for COVID-19 can go to a testing facility or a local Walgreens or CVS testing site. Insurance should cover the cost of testing

### GENERAL ETIQUETTE

By following common sense rules of etiquette, District employees can reduce the risk of spreading disease:

- Movement around the building should be limited.
- Conversations with others should be done via phone, Zoom, Google Chat, etc.
- If an item from another office is needed, the item can be left in staff mail.
- Only one person is allowed in the mailroom, copy room or small spaces at a time.
- Staff should stay to the right in hallways and stairwells.
- Socialization time in-person should be limited.

**Additional Staff Guidelines** (continued)**RESTROOM ETIQUETTE**

- Should all bathroom stalls be full, staff should return later rather than waiting.
- No more than two people should be washing their hands at the sink at a time.
- Hands should be washed for a minimum of 20 seconds with soap and water.

**OFFICE ETIQUETTE**

- Staff should maintain a six-foot distance when possible from others in an office, although it is OK to briefly pass closer than six feet to get into or out of a work space.
- Unnecessary foot traffic should be minimized.
- Staff should not use others' work spaces or congregate in a work space.
- Work spaces should be sanitized after use.
- Staff who are alone in a room with the door closed may remove their masks.

**SHARED CLASSROOM ETIQUETTE**

- Desks in the areas in which staff have worked should be sanitized with the supplied microfiber cloth and spray disinfectant.
- Personal belongings should not be left on desktops.
- Rather than sharing technology, staff should use a personal laptop or other technology when possible.
- When both teachers are in the room at once, they should stay at least six feet apart.
- Staff should wash their hands before and after transferring materials to a colleague.

**LUNCH/BREAKS**

Access to cafeterias will be restricted until further notice. Staff should ensure they are maintaining social distancing while eating. It is strongly recommended they eat by themselves in their classrooms.

Staff will have their duty-free lunch each day. If a staff member decides to leave the building for lunch, they will have their temperature checked upon re-entry and will need to certify they are not experiencing any symptoms of COVID-19.

**HYGIENE AND CLEANING****Hand Washing**

All staff in the building should wash their hands at least 20 seconds with warm, soapy water:

- Before leaving home.
- After arriving at work.
- Before and after touching their face mask for any reason.
- Before touching surfaces in common spaces.
- Before and after eating.
- After using the restroom.
- After removing gloves.

**Cleaning Protocol**

There is a difference between sanitizing and disinfecting. Sanitizing is cleaning that lowers the number of germs, while disinfecting kills germs.

The following procedures follow the CDC's recommendations for cleaning, including sanitizing and disinfecting:

- Schools will continue to follow recommendations from state and local health departments and the CDC, with cleaning procedures increased to address high-touch areas each hour as instructed by the CDC and IDPH.
- First-shift custodians will clean high-touch surfaces and bathrooms while class is in session.
- High-touch items include desks, countertops, doorknobs, door push plates, computer keyboards, learning items, faucet handles, phones and railings.
- Additional help will be given to the first shift when students return to the building full time to address additional sanitation and disinfecting needs.
- The most effective way to clean/sanitize and disinfect hard surfaces is with a microfiber cloth and spray cleaner.
  - Microfiber towels contain more than 200,000 fibers per inch and can absorb more than seven times their weight in water, making them much more effective than traditional cleaning cloths or Clorox-type wipes.
  - Microfiber cloths, used with only water, are 98.9 percent effective in removing bacteria from smooth surfaces.

**Additional Staff Guidelines** (continued)

- Electrostatic sprayers have been purchased for each school for disinfectant use.
- Second- and third-shift custodians will use sprayers to disinfect all high-touch surfaces, including desks, and bathrooms nightly.
- Throughout the day, after passing periods, staff will continue to clean, sanitize and disinfect door handles, door push bars/plates, toilet room fixtures and other high-touch areas.
- Staff will ensure restrooms have plenty of soap.
- Staff will wash their hands frequently and use gloves when cleaning, sanitizing and disinfecting.
- Hand sanitizer will be provided throughout the building.

**Building Procedures**

Building procedures and amenities will be improved to reduce surface touching. The District will work to ensure streamlined and convenient access for staff as they enter the buildings and proceed through hallways.

In addition, touchless paper towel dispensers are installed in all restrooms and workrooms. Soap dispensers are not required to be touchless because users wash their hands directly after touching the dispenser. Finally, all toilets will be touchless where possible.

**AIR QUALITY**

The air flow in District 214 buildings is designed for closed windows to provide filtered air to occupants. The HVAC system in each school is designed to deliver fresh clean air, maintaining safe levels of carbon dioxide (CO<sub>2</sub>), and to change the air every 10 to 15 minutes. To provide the most outside air, the District will be maximizing the outside air programming in building automation systems, creating additional outside air changes per hour, or about once every five minutes.

When windows are opened it destabilizes the HVAC system design and can have a negative impact on the airflow in the buildings, causing the potential of fewer air changes per hour. Windows should be kept closed and the HVAC system should be utilized as intended, along with the Building Automation System, to deliver fresh air that can be controlled.

**SAFETY REPORTING**

It will be difficult to learn new habits and also practice them faithfully, but it's critically important that we do so. Safety precautions work best when everyone follows them. Everyone must be vigilant about following the protocols and correcting unsafe situations.

**IT'S OK TO SPEAK UP**

Staff and others in the building should not be afraid to remind one another of the protocols when lapses are observed. It is important to work together to adjust to this new way of working, and staff are encouraged to give students or colleagues a friendly reminder if they aren't complying with rules. Should persistent or especially troublesome safety violations be observed, they should be reported immediately to an administrator or supervisor. The concern will be taken seriously, acted upon promptly and kept confidential.





## Food Services

Applicable to students who are in attendance on campuses.

**While adjustments will be made in light of the COVID-19 pandemic, the mission of District 214 Food and Nutrition Services remains unchanged: to provide safe, nutritious and appetizing meals and snacks at a fair price to promote and encourage the development of sound nutrition habits that will foster academic success.**

### EMPLOYEE AND STUDENT HEALTH AND SAFETY

District 214 is committed to providing safe, wholesome food. With the ongoing COVID-19 pandemic, additional steps will be taken as recommended by ISBE, the CDC and the Illinois Department of Public Health.

### FOOD SAFETY

District 214 has always taken extreme care in food safety. All food service staff are trained food handlers, and the majority have food manager sanitation certification. All food service personnel will use appropriate PPE, including gloves and face coverings, while preparing and distributing food.

### NATIONAL SCHOOL LUNCH PROGRAM

District 214 will resume participation this year in the National School Lunch Program, a federally assisted meal program providing nutritionally balanced, low-cost or free lunches to students.

### MEAL SERVICES OPERATIONS

Breakfast will be available as students arrive at school. Grab-and-go lunches – designed to limit surface contact – will be available.

### CASHLESS PAYMENT

While cashless payments are welcomed and encouraged through My School Bucks, cash payments also will be accepted at a designated location in the school. Students will pick up their breakfast or lunch and then scan their ID.

### REMOTE LEARNING MEAL BAGS

District 214's Food and Nutrition Services is offering five-day meal bags for weekly curbside pick-up during remote learning this fall. These meal bags are only available for District 214 students with valid student ID. For more information on pricing and pickup times, please see the Remote Learning Meal Bags section in the [Appendix](#).



## Transportation

Applicable to students who are in attendance on campuses.

### GENERAL SCHOOL BUS OPERATIONS AND REQUIREMENTS

All individuals on a bus must wear a face covering, no more than 50 individuals should be on a bus at one time, and social distancing must be maintained to the greatest extent possible.

Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene. Drivers and monitors must undergo symptom and temperature checks or self-certify and verify that they are free of symptoms before the start of each workday. Drivers and monitors who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or symptoms of COVID-19 may not work. Drivers and monitors who become ill during their route should contact their supervisor immediately.

### SCHEDULING AND STAGGERED ARRIVALS

Buses will be routed as usual, with overflow buses provided for routes that may have more than 50 students on any given day. The bus schedule moves to drop off students at 9:45 a.m. while pickup would remain at 3:25 p.m.

The District is exploring options to stagger arrivals and departures by scheduling lunch, study halls and PE waivers at the beginning and/or end of the day.

### AFTER-SCHOOL TRANSPORTATION

After-school activity buses will be available to support any activities and athletics allowed. During remote learning, activity buses will be routed to pick up students to take them to practice and take them home following fourth period. For information about shuttle service to school and co-curricular activities during remote learning, please go to the [Appendix](#) at the end of this guide.

### SUPPLEMENTAL TRANSPORTATION

Transportation needs for internships and work experiences will be evaluated on a case-by-case basis.

### SPECIAL EDUCATION

IEP or 504 teams will meet to determine individual transportation needs for students who require special accommodations.

### VEHICLE INFECTION CONTROL

Sanitization should be completed daily or between use on all vehicles used for student transportation. Individuals should disinfect vehicles using only products that meet the EPA criteria and manufacturers' guidelines.

### PERSONAL PROTECTIVE EQUIPMENT

- All individuals on a bus must wear a face covering.
- Appropriate supplies to prevent the spread of COVID-19 (e.g., hand sanitizers, gloves, face coverings, tissues and trash receptacles) will be available on every bus.

### SOCIAL/PHYSICAL DISTANCING

- No more than 50 individuals should be on a bus at one time, and social distancing must be maintained to the greatest extent possible.
- Seating arrangements with respect to social distancing can be adjusted for students who live in a household with other students.



## Technology

**District 214, a leader in technology to enhance learning, will expand its use of technology to provide a learning environment that is flexible, adaptable and student-centered, as public education makes advancements to create the next normal.**

### **INSTRUCTIONAL FLEXIBILITY**

District 214 will utilize our partner, Audio Enhancement, which will provide numerous benefits, including a seamless classroom experience for students in remote learning as the school year opens, uniform volume and sound quality for all students, and many other academic-enhancement and safety and security features.

### **INFRASTRUCTURE**

District 214 has increased total bandwidth and upgraded and installed new wireless controllers and access points. These infrastructure upgrades will allow students and staff to interact with remote participants more consistently.

### **CONNECTIVITY FOR STUDENTS AND STAFF**

District 214's on-campus infrastructure ensures connectivity for students and staff; we also have internet hot spots available for students who need connectivity in their homes. Additional solutions are being designed to ensure equity for students without access.

### **EQUIPMENT FOR STUDENTS AND STAFF**

District 214 offers 1-to-1 learning by ensuring each student has an iPad tablet to connect with teachers and curricular materials.

### **ONLINE PLATFORMS FOR INTERACTION WITH STUDENTS**

District 214 utilizes multiple online learning platforms, with Schoology as our central learning management system. Teachers are able to create an online classroom environment where students can interact in discussions, work collaboratively and submit assignments. Additional curricular materials include online textbooks, simulations and interactive design programs.

### **HOW CAN I ACCESS THE INTERNET?**

For students who do not have access to the internet at home, Comcast is offering new customers 60 days of complimentary Internet Essentials service.

#### **Click here for free Internet Information from Comcast.**

Comcast will send all new customers a free self-install kit that includes a cable modem with a WiFi router. There will be no term contract or credit check and no shipping fee.

To sign up, applicants can visit [www.internetessentials.com](http://www.internetessentials.com). The accessible website includes the option to video chat with customer service agents in American Sign Language. There are also two dedicated phone numbers: 1-855-846-8376 for English and 1-855-765-6995 for Spanish.





**Technology** (continued)**TECHNOLOGY SUPPORT**

Each building has a helpdesk phone number and email, which are utilized for students to submit tickets for either hardware or software issues. If a student has a technology equipment issue that requires the iPad to be sent in for repair, please contact your school. A student-support website has been created with articles to help at-home troubleshooting.

Technology support staff are available to assist students and parents with technical support on Remote Instructional Days. Students and parents should email their building help desk for assistance:

<b>BUFFALO GROVE HIGH SCHOOL</b>	bghshelpdesk@d214.org
<b>ELK GROVE HIGH SCHOOL</b>	eghshelpdesk@d214.org
<b>JOHN HERSEY HIGH SCHOOL</b>	jhhhelpdesk@d214.org
<b>PROSPECT HIGH SCHOOL</b>	phshelpdesk@d214.org
<b>ROLLING MEADOWS HIGH SCHOOL</b>	rmshelpdesk@d214.org
<b>SPECIALIZED SCHOOLS</b>	fvehelpdesk@d214.org
<b>WHEELING HIGH SCHOOL</b>	whshelpdesk@d214.org

*NOTE: Comcast has opened up its Xfinity hot spots throughout the District's boundaries. If that is not available in your area, the District 214 Technology Department will work with families to provide connectivity.*



## Community Education

**The District 214 Community Education Department for years has run a robust program of courses ranging from cultural and performing arts activities and travel opportunities to self-improvement and fitness courses and programming for English as a Second Language students and those seeking citizenship coursework and more.**

With more than 50,000 residents taking advantage of the programming every year, COVID-19 created a significant impact in programming. Much programming, including travel, was immediately suspended. Other opportunities were provided online. Going forward, we will continue to evaluate the opportunities for learning in each of these areas for our students.

Community Education will continue to follow state recommendations for social distancing, and masks must be worn in all public areas while indoors. Given restrictions and best practices, the travel program has temporarily been suspended, and course options have been moved online.

Please check the Community Education website ([ce.d214.org/](http://ce.d214.org/)) for updates on course offerings.

# Mission, Vision and Goals

## MISSION AND GOALS

Our primary mission is to help all students learn the skills, acquire the knowledge and develop the behaviors necessary for them to reach their full potential. Our secondary mission is to provide residents with opportunities for lifelong learning. As a District, we embrace continuous improvement and growth, and that can be seen as we change with the world around us.

The pandemic led to new, innovative ways to deliver instruction, and brought out the best in our students and staff who joined together to learn better and help our community.

As a District, our goals include providing a quality education that is relevant to membership in a global society while maintaining a balanced operating budget; increasing student learning; promoting and expanding lifelong learning; and increasing student success annually.

District 214 is the state's largest high school system and a national leader in delivering relevant education. That will never stop – no matter what may change in our world.

## PRIMARY MISSION

Our primary mission is to help all students learn the skills, acquire the knowledge and develop the behaviors necessary for them to reach their full potential as citizens who can meet the challenges of a changing society.

## SECONDARY MISSION

Our secondary mission is to provide residents with opportunities for lifelong learning.

## DISTRICT 214 PARAMETERS

1. Keep all programs, practices and activities consistent with the District mission, vision and goals.
2. Operate six comprehensive high school and one specialized school with six programs to meet student needs and interests.
3. Enlarge our candidate pool to attract highly qualified individuals to increase our cultural and ethnic diversity.
4. Give the instructional program the highest priority in allocation of resources.
5. Maintain sound fiscal practices to ensure appropriate budget fund balances and a balanced operating budget.
6. Provide a Community Education Program that supports lifelong learning opportunities.
7. Review and update District goals annually.

## DISTRICT 214 VISION

The District 214 vision embraces continuous improvement and includes:

### A Board of Education that:

- provides high-quality resources for students and staff;
- respects successful programs and practices;
- encourages continual improvement through risk-taking and innovation;
- cooperates and communicates as a partner with parents and the community in the education of students;
- celebrates student and staff success;
- promotes lifelong learning;
- involves school and community members in decision-making processes.

### An environment in which people are:

- physically, psychologically and emotionally safe;
- treated fairly and ethically;
- valued for their unique backgrounds and contributions.

### Students who demonstrate:

- analytic capabilities;
- communication skills including reading, writing, speaking, listening and numeracy;
- creative expression and educated response to the creative works of others;
- ethical judgment and decision-making ability;
- career- and life-planning skills;
- responsible citizenship;
- understanding of ways to participate in an interdependent world;
- problem-solving skills;
- concern, understanding and respect in social interactions;
- technology literacy;
- ability to develop and maintain wellness.

### Staff members who:

- are active, lifelong learners committed to continuing professional and personal development;
- are leaders in instructional practices;
- create schoolwork that engages and challenges students;
- are innovative, take risks and share what is learned from successes and failures;
- are concerned, caring and compassionate;
- cooperate as partners with parents and the community in the education of students;
- use student learning data to inform instructional decisions and practices.



# Mission, Vision and Goals

## BOARD OF EDUCATION GOALS

1. Provide quality education that is relevant to membership in a global society and economy while maintaining a balanced operating budget and serving the student population.
2. Increase student learning through engagement and innovative programs to ensure students will develop self-awareness, self-management, and interpersonal and decision-making skills measured by social and emotional learning growth objectives to establish and maintain positive relationships and achieve school and life success in a global society and economy.
3. Promote and expand lifelong learning opportunities for residents of all ages through positive relationships, community involvement, community engagement and outreach, and collaborative planning in the efficient use of resources.

## BOARD OF EDUCATION INSTRUCTIONAL GOALS

1. As measured by the Board-approved College/Career Readiness Indicators, the District will increase student success annually or will exceed a threshold established by the Board after two years of data are collected and analyzed.

### College Ready Indicators

Students are College Ready if they meet either the academic indicators OR standardized testing benchmarks listed below.

#### Academic Indicators

GPA 2.8 out of 4.0 and one or more of the following academic indicators:

- Advanced Placement Exam (3+)
- Advanced Placement Course (A, B or C)
- Dual Credit College English and/or Math (A, B or C)
- College Developmental/Remedial English and/or Math (A, B or C)
- Algebra II (A, B or C)
- International Baccalaureate Exam (4+)

#### Standardized Testing Benchmarks (minimum score)

- SAT Exam: Math (530) | Reading and Writing (480)
- ACT Exam: English (18) | Reading (22) | Science (23) | Math (22)
- College Readiness Placement Assessment (determined by post-secondary institution)

#### Additional Factors that Contribute to College Success

Earning As, Bs, Cs; FAFSA completion; enrollment in career pathway course sequence; college academic advising; participation in college-bound bridge programs; senior year math class; completion of a math class after Algebra II.

### Career Ready Indicators

Students are Career Ready if they have identified a career interest and meet two of the behavioral and experiential benchmarks listed below. In addition, students entering the military upon graduation must meet the passing scores on the Armed Services Vocational Aptitude Battery (ASVAB) for each branch of the military.

#### Career Cluster Identified and two or more of the following benchmarks:

- 90% Attendance
- 25 hours of Community Service
- Work-based Learning Experience
- Industry Credential
- Dual Credit Career Pathway Course
- Two or more organized Co-Curricular Activities

2. As measured by the growth from PSAT to SAT, the percent of students meeting or exceeding national growth norms from PSAT to SAT will increase annually or will exceed a threshold established by the Board after two years of data are collected and analyzed.



## Redefining Ready!

**Students are more than a test score. That belief led District 214 to develop an entirely new research-based set of metrics that takes a fresh look at college, career and life readiness.**

The Redefining Ready! Movement, launched in 2015 in partnership with AASA, The School Superintendents Association, aligns closely with the groundwork already laid in District 214's robust Career Pathways program.

Redefining Ready! assesses readiness beyond a single test score, looking at numerous factors, including completion of career credentials, success in Advanced Placement courses, participation in work-based learning opportunities, community service and attendance.

Our students learn differently, and they should be able to demonstrate readiness in different ways. This is more important than ever amid a pandemic that has taught us to think differently, adjust quickly and come up with new ways to deliver instruction and learning.

### **COLLEGE READY INDICATORS**

Students are College Ready if they meet either the academic indicators OR standardized testing benchmarks listed below.

#### **Academic Indicators**

GPA 2.8 out of 4.0 and one or more of the following academic indicators:

- Advanced Placement Exam (3+)
- Advanced Placement Course (A, B or C)
- Dual Credit College English and/or Math (A, B or C)
- College Developmental/Remedial English and/or Math (A, B or C)
- Algebra II (A, B or C)
- International Baccalaureate Exam (4+)

#### **Standardized Testing Benchmarks (minimum score)**

- SAT Exam: Math (530) | Reading and Writing (480)
- ACT Exam: English (18) | Reading (22) | Science (23) | Math (22)
- College Readiness Placement Assessment (determined by post-secondary institution)

#### **Additional Factors that Contribute to College Success**

Earning As, Bs, Cs; FAFSA completion; enrollment in career pathway course sequence; college academic advising; participation in college bound bridge programs; senior year math class; completion of a math class after Algebra II.

### **CAREER READY INDICATORS**

Students are Career Ready if they have identified a career interest and meet two of the behavioral and experiential benchmarks listed below. In addition, students entering the military upon graduation must meet the passing scores on the Armed Services Vocational Aptitude Battery (ASVAB) for each branch of the military.

#### **Career Cluster Identified and two or more of the following benchmarks:**

- 90% Attendance
- 25 hours of Community Service
- Work-based Learning Experience
- Industry Credential
- Dual Credit Career Pathway Course
- Two or more organized Co-Curricular Activities

# Appendix

## APPENDIX

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**District 214 believes in delivering rigorous, purposeful coursework that is relevant beyond high school to equip students with the opportunities they need – from early college credits and industry credentials to critical thinking skills and work-based learning experiences – to succeed in a future we can't yet imagine. This is the case regardless of the world around us. The pandemic does not change our determination to ensure every student leaves our doors college, career and life ready.**

**Attendance, grading and expectations:** All Board policies and practices as outlined in the student handbook are in effect. Attendance is expected in all scheduled course engagements either in-person when allowed or remotely via video conferencing software or other synchronous technology. All academic policies regarding grading and expectations will be followed.

**Attending remotely:** Every course will offer synchronous learning opportunities. New technology, including high-resolution video cameras and speakers, has been installed in every room to enable those who are learning at home to observe and participate in classes in real time. The following options allow staff to work with all of their students synchronously:

- **Zoom:** Zoom is a video conferencing app that allows you to set up video and audio conferencing, live chats, screen sharing and other collaborative capabilities.
- **Apps and Google extensions:** Classkick, Nearpod, Desmos, Pear Deck, Poll Everywhere and Padlet are examples of technology that enable teachers to interact with students in real time.
- **Google Drive:** This service allows students and teachers to work on documents collaboratively as well as provide feedback on each other's work.
- **Schoology:** This learning management system updates in real time so students and teachers can engage in a virtual dialogue.

### REMOTE LEARNING ESSENTIALS

- Students will have opportunities to connect with peers in a virtual class setting (see schedule).
- Students will engage in new content and review material missed in the spring. Expectations for students in dual-credit courses will continue to focus on course outcomes and may require an in-person lab component to earn credit.
- Students are required to participate in synchronous learning during the scheduled class periods (see video conferencing expectations).
- Students should inform their teachers if they do not have access to the internet.
- Students should review any communication from their teacher via Schoology daily.
- Students should communicate with their teachers regularly and ask for help when needed.



### **VIDEO CONFERENCING EXPECTATIONS**

During this time when schools are closed, there are many benefits to using video conferencing to stay connected with classmates and engage in instructional activities. However, there are some essential requirements for students to keep in mind. Please check your district email and infinite campus portal for links to scheduled video conferencing before the first day of school.

- **Take advantage of synchronous learning.** Classes may be LiveCast in real time to your home via video conferencing software with high-resolution cameras and high-quality sound. At different times during the year, there may be some students attending in person while others join through video conferencing software.
- **Use WiFi.** Using cellular data when video conferencing can quickly consume large amounts of data. Unless you have an unlimited data plan, find a WiFi connection.\*
- **Leave the camera ON.** Cameras must be on for attendance, participation and any group work. Ensure you are dressed appropriately and be aware of anything visible in the background. Virtual backgrounds appropriate for a school environment may be used. Each class will develop video conferencing norms to facilitate instruction.
- **Class may not be recorded.** During livestreamed classroom instruction, due to student privacy concerns, participants or families may not make audio and/or video recordings, take screen shots or share images online without explicit permission. However, there are times when not everyone in your class can join during the scheduled time, and the teacher may need to record portions of the session for students to access at a later time.
- **Mute yourself when not speaking.** Remember that during both check-ins and instructional time, you are in the presence of teachers and classmates. Background noise may be distracting to the class.
- **Be flexible and understanding.** Your classmates may have pets or younger children at home. Recognize that everyone is doing the best they can under these circumstances.
- **Be kind and observant.** We can't know all the challenges each of us is facing, and we all handle stress differently. Stay connected with friends, and let an adult know if you or a peer is in need.
- **All the rules apply.** When you're in class, you're in school. Behavior during remote instruction on discussion boards or video conferencing should reflect the same expectations as in the classroom, and the same disciplinary consequences may still occur, including being removed from video conferencing by the teacher.

### **HOW CAN I ACCESS THE INTERNET?**

For students who do not have access to the internet at home, Comcast is offering new customers 60 days of complimentary Internet Essentials service.

**Click here for free Internet Information from Comcast.**

Comcast will send all new customers a free self-install kit that includes a cable modem with a WiFi router. There will be no term contract or credit check and no shipping fee.

To sign up, applicants can visit [www.internetessentials.com](http://www.internetessentials.com). The accessible website includes the option to video chat with customer service agents in American Sign Language. There are also two dedicated phone numbers: 1-855-846-8376 for English and 1-855-765-6995 for Spanish.



### TECHNOLOGY SUPPORT

Technology support staff are available to assist students and parents with technical support on Remote Instructional Days. Students and parents should email their building help desk for assistance:

<b>BUFFALO GROVE HIGH SCHOOL</b>	bghshelpdesk@d214.org
<b>ELK GROVE HIGH SCHOOL</b>	eghshelpdesk@d214.org
<b>JOHN HERSEY HIGH SCHOOL</b>	jhhelpdesk@d214.org
<b>PROSPECT HIGH SCHOOL</b>	phshelpdesk@d214.org
<b>ROLLING MEADOWS HIGH SCHOOL</b>	rmshelpdesk@d214.org
<b>SPECIALIZED SCHOOLS</b>	fvechelpdesk@d214.org
<b>WHEELING HIGH SCHOOL</b>	whshelpdesk@d214.org

NOTE: Comcast has opened up its Xfinity hot spots throughout the District's boundaries. If that is not available in your area, the District 214 Technology Department will work with families to provide connectivity.

### A/B CLASS SCHEDULES - ALTERNATING DAYS

BGHS, EGHS, JHHS, PHS, WHS	Class Periods		RMHS	Class Periods	
	A Day	B Day		Gold Day	Purple Day
8:45 a.m. – 9:55 a.m.	Zero Hour	Zero Hour	8:45 a.m. – 9:55 a.m.	Zero Hour	Zero Hour
10:00 a.m. – 11:10 a.m.	6	5	10:00 a.m. – 11:10 a.m.	1	6
11:15 a.m. – 12:55 p.m.	2*	1*	11:15 a.m. – 12:55 p.m.	2*	5*
1:00 p.m. – 2:10 p.m.	3	7	1:00 p.m. – 2:10 p.m.	3	7
2:15 p.m. – 3:25 p.m.	4	8	2:15 p.m. – 3:25 p.m.	4	8

\* Includes a 30-minute Independent Student Work break.

NOTE: September 23, October 14 and October 27 are designated by the Illinois State Board of Education in the fall semester for mandatory state testing and may limit synchronous learning opportunities on these dates.



**IN-PERSON ATTENDANCE AGREEMENT : 2020-2021**

The safety of our students and staff is a top priority in High School District 214. Prior to the first day of in-person attendance, students and their parents or guardians must sign this agreement.

The student may not enter the school building until this is signed.

We are relying on public health experts for this guidance.

**STUDENTS AGREE TO:**

1. Wear face coverings that fully cover their nose and mouth at all times while in the building, except when eating, playing a musical instrument or if medically excused.
2. Abide by social distancing guidelines of 6 feet to the greatest extent possible.
3. Follow proper hygiene, including handwashing and sanitizing, throughout the day.
4. Abide by the health certification process, e.g. confirming they are not feeling ill.

**PARENTS AND GUARDIANS AGREE TO:**

1. Abide by the health certification process, e.g. confirming their child is not ill.
2. Follow all local quarantine orders

Failure to abide by the safety provisions laid out in this document may result in an inability to attend class in-person. Again, the safety of our students and staff is a top priority.

---

 Student Signature

---

 Date

---

 Parent or Guardian Signature

---

 Date



## SCHOOL MEALS: A CRITICAL LINK TO LEARNING

### **Welcome Buffalo Grove High School parents and students!**

Because balanced nutrition contributes to student success throughout the day, District 214's Food and Nutrition Services is offering five-day meal bags for weekly curbside pickup during remote learning this fall. These meal bags are only available for District 214 students.

Each meal bag will include five complete breakfast and five complete lunch meals containing proteins, whole grains, fruits, vegetables and milk. Instructions for storing and cooking meals will be included in each bag.

If you are eligible for free meals, bags are free. If you receive reduced price meals, meal bags are \$3.50. If you would like to purchase a meal bag, the cost is \$27.50 per bag. Meal bags can be paid for by adding funds to your student lunch account at MySchoolBucks.com.

Students or parents must pick up the meal bag at the school the student is currently enrolled in and show student ID.

**The first meal bag will be distributed on Wednesday, August 19 from 3:30 p.m. to 5:30 p.m. and will cover seven days of meals. After that, all pickups will be on Wednesdays, beginning August 26 from 3:30 p.m. to 5:30 p.m. and will contain meals for five school days, Wednesday through Tuesday.**

Please note that our Food Services team is practicing social distancing and offering contactless drive-up service. In addition, these meals will be prepared following strict food safety standards and as well as the Centers for Disease Control and Prevention (CDC) recommendations for COVID-19 meal preparation.

### **BUFFALO GROVE HIGH SCHOOL MEAL PICKUP DIRECTIONS**

**Enter lot off Dundee Rd or Arlington Heights Rd and line up in the bus lane to Door #1**

1. Pull into the parking lot as if you are doing drop-off/pickup for your child.
2. Remain in the car and a Food Service team member will come to you. Please have your student ID ready.
3. Pop your trunk so the Food Service team member can place the meals in your trunk and you can then drive home.

Your bag may contain a mixture of refrigerated and frozen meals. Please store items in a refrigerator/ freezer within one hour of pickup. Please refer to the cooking instructions of various items that may be in your bag.

Frozen meals will need to be heated to at least 165 degrees before consuming.

Please contact your school's Food and Nutrition service manager with any questions:

**Buffalo Grove High School:** Cyndee Michelau, 847-718-4060, [cyndee.michelau@d214.org](mailto:cyndee.michelau@d214.org)

Thank you,

Christine Frole, Director of Food and Nutrition Services  
847-718-7638 | [christine.frole@d214.org](mailto:christine.frole@d214.org)



## SCHOOL MEALS: A CRITICAL LINK TO LEARNING

### **Welcome Elk Grove High School parents and students!**

Because balanced nutrition contributes to student success throughout the day, District 214's Food and Nutrition Services is offering five-day meal bags for weekly curbside pickup during remote learning this fall. These meal bags are only available for District 214 students.

Each meal bag will include five complete breakfast and five complete lunch meals containing proteins, whole grains, fruits, vegetables and milk. Instructions for storing and cooking meals will be included in each bag.

If you are eligible for free meals, bags are free. If you receive reduced price meals, meal bags are \$3.50. If you would like to purchase a meal bag, the cost is \$27.50 per bag. Meal bags can be paid for by adding funds to your student lunch account at MySchoolBucks.com.

Students or parents must pick up the meal bag at the school the student is currently enrolled in and show student ID.

**The first meal bag will be distributed on Wednesday, August 19 from 3:30 p.m. to 5:30 p.m. and will cover seven days of meals. After that, all pickups will be on Wednesdays, beginning August 26 from 3:30 p.m. to 5:30 p.m. and will contain meals for five school days, Wednesday through Tuesday.**

Please note that our Food Services team is practicing social distancing and offering contactless drive-up service. In addition, these meals will be prepared following strict food safety standards and as well as the Centers for Disease Control and Prevention (CDC) recommendations for COVID-19 meal preparation.

### **ELK GROVE HIGH SCHOOL MEAL PICKUP DIRECTIONS**

#### **Elk Grove Blvd to Lions Drive, through "back" Parking lot to door #29 / Bus Entrance**

1. Pull into the parking lot as if you are doing drop-off/pickup for your child.
2. Remain in the car and a Food Service team member will come to you. Please have your student ID ready.
3. Pop your trunk so the Food Service team member can place the meals in your trunk and you can then drive home.

Your bag may contain a mixture of refrigerated and frozen meals. Please store items in a refrigerator/ freezer within one hour of pickup. Please refer to the cooking instructions of various items that may be in your bag.

Frozen meals will need to be heated to at least 165 degrees before consuming.

Please contact your school's Food and Nutrition service manager with any questions:

**Elk Grove High School:** Kristen Petlicki, 847-718-4627, kristen.petlicki@d214.org

Thank you,

Christine Frole, Director of Food and Nutrition Services  
847-718-7638 | christine.frole@d214.org

**SCHOOL MEALS: A CRITICAL LINK TO LEARNING****Welcome District 214 Specialized Schools (The Academy at Forest View, Newcomer, Vanguard and Life Program) parents and students!**

Because balanced nutrition contributes to student success throughout the day, District 214's Food and Nutrition Services is offering five-day meal bags for weekly curbside pickup during remote learning this fall. These meal bags are only available for District 214 students.

Each meal bag will include five complete breakfast and five complete lunch meals containing proteins, whole grains, fruits, vegetables and milk. Instructions for storing and cooking meals will be included in each bag.

If you are eligible for free meals, bags are free. If you receive reduced price meals, meal bags are \$3.50. If you would like to purchase a meal bag, the cost is \$27.50 per bag. Meal bags can be paid for by adding funds to your student lunch account at MySchoolBucks.com.

Students or parents must pick up the meal bag at the school the student is currently enrolled in and show student ID.

**The first meal bag will be distributed on Wednesday, August 19 from 3:30 p.m. to 5:30 p.m. and will cover seven days of meals. After that, all pickups will be on Wednesdays, beginning August 26 from 3:30 p.m. to 5:30 p.m. and will contain meals for five school days, Wednesday through Tuesday.**

Please note that our Food Services team is practicing social distancing and offering contactless drive-up service. In addition, these meals will be prepared following strict food safety standards and as well as the Centers for Disease Control and Prevention (CDC) recommendations for COVID-19 meal preparation.

**SPECIALIZED SCHOOLS MEAL PICKUP DIRECTIONS AT FVEC****Enter off 2121 South Goebbert Road into North parking lot to Vanguard Door #5**

1. Pull into the parking lot as if you are doing drop-off/pickup for your child.
2. Remain in the car and a Food Service team member will come to you. Please have your student ID ready.
3. Pop your trunk so the Food Service team member can place the meals in your trunk and you can then drive home.

Your bag may contain a mixture of refrigerated and frozen meals. Please store items in a refrigerator/ freezer within one hour of pickup. Please refer to the cooking instructions of various items that may be in your bag.

Frozen meals will need to be heated to at least 165 degrees before consuming.

Please contact your school's Food and Nutrition service manager with any questions:

**Forest View Educational Center:** Marcy Berkowitz, 847-718-7639, marcy.berkowitz@d214.org

Thank you,

Christine Frole, Director of Food and Nutrition Services  
847-718-7638 | christine.frole@d214.org





## SCHOOL MEALS: A CRITICAL LINK TO LEARNING

### Welcome John Hersey High School parents and students!

Because balanced nutrition contributes to student success throughout the day, District 214's Food and Nutrition Services is offering five-day meal bags for weekly curbside pickup during remote learning this fall. These meal bags are only available for District 214 students.

Each meal bag will include five complete breakfast and five complete lunch meals containing proteins, whole grains, fruits, vegetables and milk. Instructions for storing and cooking meals will be included in each bag.

If you are eligible for free meals, bags are free. If you receive reduced price meals, meal bags are \$3.50. If you would like to purchase a meal bag, the cost is \$27.50 per bag. Meal bags can be paid for by adding funds to your student lunch account at MySchoolBucks.com.

Students or parents must pick up the meal bag at the school the student is currently enrolled in and show student ID.

**The first meal bag will be distributed on Wednesday, August 19 from 3:30 p.m. to 5:30 p.m. and will cover seven days of meals. After that, all pickups will be on Wednesdays, beginning August 26 from 3:30 p.m. to 5:30 p.m. and will contain meals for five school days, Wednesday through Tuesday.**

Please note that our Food Services team is practicing social distancing and offering contactless drive-up service. In addition, these meals will be prepared following strict food safety standards and as well as the Centers for Disease Control and Prevention (CDC) recommendations for COVID-19 meal preparation.

### **JOHN HERSEY HIGH SCHOOL MEAL PICKUP DIRECTIONS**

**Cars enter off Thomas Ave. into the west lot, follow drive around to Door #32 and exit on Waterman.**

1. Pull into the parking lot as if you are doing drop-off/pickup for your child.
2. Remain in the car and a Food Service team member will come to you. Please have your student ID ready.
3. Pop your trunk so the Food Service team member can place the meals in your trunk and you can then drive home.

Your bag may contain a mixture of refrigerated and frozen meals. Please store items in a refrigerator/ freezer within one hour of pickup. Please refer to the cooking instructions of various items that may be in your bag.

Frozen meals will need to be heated to at least 165 degrees before consuming.

Please contact your school's Food and Nutrition service manager with any questions:

**John Hersey High School:** Annette Terzic, 847-718-4848, [annette.terzic@d214.org](mailto:annette.terzic@d214.org)

Thank you,

Christine Frole, Director of Food and Nutrition Services  
847-718-7638 | [christine.frole@d214.org](mailto:christine.frole@d214.org)



## SCHOOL MEALS: A CRITICAL LINK TO LEARNING

### **Welcome Prospect High School parents and students!**

Because balanced nutrition contributes to student success throughout the day, District 214's Food and Nutrition Services is offering five-day meal bags for weekly curbside pickup during remote learning this fall. These meal bags are only available for District 214 students.

Each meal bag will include five complete breakfast and five complete lunch meals containing proteins, whole grains, fruits, vegetables and milk. Instructions for storing and cooking meals will be included in each bag.

If you are eligible for free meals, bags are free. If you receive reduced price meals, meal bags are \$3.50. If you would like to purchase a meal bag, the cost is \$27.50 per bag. Meal bags can be paid for by adding funds to your student lunch account at MySchoolBucks.com.

Students or parents must pick up the meal bag at the school the student is currently enrolled in and show student ID.

**The first meal bag will be distributed on Wednesday, August 19 from 3:30 p.m. to 5:30 p.m. and will cover seven days of meals. After that, all pickups will be on Wednesdays, beginning August 26 from 3:30 p.m. to 5:30 p.m. and will contain meals for five school days, Wednesday through Tuesday.**

Please note that our Food Services team is practicing social distancing and offering contactless drive-up service. In addition, these meals will be prepared following strict food safety standards and as well as the Centers for Disease Control and Prevention (CDC) recommendations for COVID-19 meal preparation.

### **PROSPECT HIGH SCHOOL MEAL PICKUP DIRECTIONS**

**Enter PHS parking lot off of Forest Ave by tennis courts and follow drive along the building to Door #29 (Alongside the café)**

1. Pull into the parking lot as if you are doing drop-off/pickup for your child.
2. Remain in the car and a Food Service team member will come to you. Please have your student ID ready.
3. Pop your trunk so the Food Service team member can place the meals in your trunk and you can then drive home.

Your bag may contain a mixture of refrigerated and frozen meals. Please store items in a refrigerator/ freezer within one hour of pickup. Please refer to the cooking instructions of various items that may be in your bag.

Frozen meals will need to be heated to at least 165 degrees before consuming.

Please contact your school's Food and Nutrition service manager with any questions:

**Prospect High School:** Frances Reithal Cira, 847-718-5261, frances.reithal@d214.org

Thank you,

Christine Frole, Director of Food and Nutrition Services  
847-718-7638 | christine.frole@d214.org



## SCHOOL MEALS: A CRITICAL LINK TO LEARNING

### **Welcome Rolling Meadows High School parents and students!**

Because balanced nutrition contributes to student success throughout the day, District 214's Food and Nutrition Services is offering five-day meal bags for weekly curbside pickup during remote learning this fall. These meal bags are only available for District 214 students.

Each meal bag will include five complete breakfast and five complete lunch meals containing proteins, whole grains, fruits, vegetables and milk. Instructions for storing and cooking meals will be included in each bag.

If you are eligible for free meals, bags are free. If you receive reduced price meals, meal bags are \$3.50. If you would like to purchase a meal bag, the cost is \$27.50 per bag. Meal bags can be paid for by adding funds to your student lunch account at MySchoolBucks.com.

Students or parents must pick up the meal bag at the school the student is currently enrolled in and show student ID.

**The first meal bag will be distributed on Wednesday, August 19 from 3:30 p.m. to 5:30 p.m. and will cover seven days of meals. After that, all pickups will be on Wednesdays, beginning August 26 from 3:30 p.m. to 5:30 p.m. and will contain meals for five school days, Wednesday through Tuesday.**

Please note that our Food Services team is practicing social distancing and offering contactless drive-up service. In addition, these meals will be prepared following strict food safety standards and as well as the Centers for Disease Control and Prevention (CDC) recommendations for COVID-19 meal preparation.

### **ROLLING MEADOWS HIGH SCHOOL MEAL PICKUP DIRECTIONS**

**Enter main entrance off Central Rd and follow drive around to back of building, Door #11**

1. Pull into the parking lot as if you are doing drop-off/pickup for your child.
2. Remain in the car and a Food Service team member will come to you. Please have your student ID ready.
3. Pop your trunk so the Food Service team member can place the meals in your trunk and you can then drive home.

Your bag may contain a mixture of refrigerated and frozen meals. Please store items in a refrigerator/ freezer within one hour of pickup. Please refer to the cooking instructions of various items that may be in your bag.

Frozen meals will need to be heated to at least 165 degrees before consuming.

Please contact your school's Food and Nutrition service manager with any questions:

**Rolling Meadows High School:** Svetla Bojanova, 847-718-5695, [svetla.bojanova@d214.org](mailto:svetla.bojanova@d214.org)

Thank you,

Christine Frole, Director of Food and Nutrition Services  
847-718-7638 | [christine.frole@d214.org](mailto:christine.frole@d214.org)



## SCHOOL MEALS: A CRITICAL LINK TO LEARNING

### **Welcome Wheeling High School parents and students!**

Because balanced nutrition contributes to student success throughout the day, District 214's Food and Nutrition Services is offering five-day meal bags for weekly curbside pickup during remote learning this fall. These meal bags are only available for District 214 students.

Each meal bag will include five complete breakfast and five complete lunch meals containing proteins, whole grains, fruits, vegetables and milk. Instructions for storing and cooking meals will be included in each bag.

If you are eligible for free meals, bags are free. If you receive reduced price meals, meal bags are \$3.50. If you would like to purchase a meal bag, the cost is \$27.50 per bag. Meal bags can be paid for by adding funds to your student lunch account at MySchoolBucks.com.

Students or parents must pick up the meal bag at the school the student is currently enrolled in and show student ID.

**The first meal bag will be distributed on Wednesday, August 19 from 3:30 p.m. to 5:30 p.m. and will cover seven days of meals. After that, all pickups will be on Wednesdays, beginning August 26 from 3:30 p.m. to 5:30 p.m. and will contain meals for five school days, Wednesday through Tuesday.**

Please note that our Food Services team is practicing social distancing and offering contactless drive-up service. In addition, these meals will be prepared following strict food safety standards and as well as the Centers for Disease Control and Prevention (CDC) recommendations for COVID-19 meal preparation.

### **WHEELING HIGH SCHOOL MEAL PICKUP DIRECTIONS**

**Enter parking lot off Hintz toward back of main circle, to Door #29 for pick up.**

1. Pull into the parking lot as if you are doing drop-off/pickup for your child.
2. Remain in the car and a Food Service team member will come to you. Please have your student ID ready.
3. Pop your trunk so the Food Service team member can place the meals in your trunk and you can then drive home.

Your bag may contain a mixture of refrigerated and frozen meals. Please store items in a refrigerator/ freezer within one hour of pickup. Please refer to the cooking instructions of various items that may be in your bag.

Frozen meals will need to be heated to at least 165 degrees before consuming.

Please contact your school's Food and Nutrition service manager with any questions:

**Wheeling High School:** MaryEllen Antonucci, 847-718-7068, maryellen.antonucci@d214.org

Thank you,

Christine Frole, Director of Food and Nutrition Services  
847-718-7638 | christine.frole@d214.org





**Township High School District 214**  
 2121 South Goebbert Road  
 Arlington Heights, Illinois 60005  
 847-718-7600 ■ www.d214.org

**Dr. David R. Schuler**  
 Superintendent

### Shuttle Transportation Schedule

As part of the High School District 214’s Reset, Redefine, Restart plan, the District has developed a scalable transportation plan to provide flexibility for students to get to their school buildings as needed. Shuttles are scheduled to pick up students throughout the district who qualify for free transportation.

1. Beginning on August 17, 2020, shuttles will be in operation to drop students off at their home schools for athletics and in-person activities. Additional shuttles will be available to bring students home. Please note that there will be an early "Comp" shuttle for the purpose of athletic competitions (routes starting around 2:35 pm). Athletes should take the "Act/Ath" shuttle after school to get to athletic practice.
2. As groups of students are invited back to schools, shuttles scheduled to and from each school will begin operation. Shuttle schedules will coordinate with block times.

Schedules are available for each shuttle to assist students and their families in planning (see below for an example schedule). While every effort has been made to be as accurate as possible, students should arrive at their bus stop five minutes before their scheduled time to allow for variations in traffic.

Should you have any questions or concerns regarding the shuttles, please contact the Transportation Department.

[nicole.hansen@d214.org](mailto:nicole.hansen@d214.org) 847-718-7615  
[robert.nielsen@d214.org](mailto:robert.nielsen@d214.org) 847-718-7626  
[sue.quatham@d214.org](mailto:sue.quatham@d214.org) 847-718-7629

#### For a Student Utilizing the N Ridge Ave @ W Kingsbury Dr Stop:

To get to school in time for Block 2, the student should be at the bus stop by 10:47.

If leaving school after Block 4, the student will arrive at the bus stop at 3:51.

BUFFALO GROVE Shuttle 2 Schedule												
TO BGHS	Block	Block					FROM BGHS	Block				
		1	2	3	4	Ath		1	2	3	4	Act
N VERDE DR @ W ALLEGHANY DR	9:20	10:35	12:20	1:40	2:35	BUFFALO GROVE HIGH SCHOOL	11:15	1:00	2:15	3:30	4:35	6:00
N ELIZABETH DR @ W ALEXANDRIA ST	9:23	10:38	12:23	1:43	2:38	N VERDE DR @ W ALLEGHANY DR	11:23	1:08	2:23	3:38	4:43	6:08
N CHESTNUT AVE @ W LADD ST	9:28	10:43	12:28	1:48	2:43	N ELIZABETH DR @ W ALEXANDRIA ST	11:27	1:12	2:27	3:42	4:47	6:12
N RIDGE AVE @ W KINGSBURY DR	9:35	10:47	12:32	1:52	2:47	N CHESTNUT AVE @ W LADD ST	11:31	1:16	2:31	3:46	4:51	6:16
N MITCHELL @ W BURR OAK @ W HACKBERRY	9:36	10:51	12:36	1:56	2:51	N RIDGE AVE @ W KINGSBURY DR	11:36	1:21	2:36	3:51	4:56	6:21
N KENNICOTT AVE @ W BERKLEY DR	9:38	10:53	12:38	1:58	2:53	N MITCHELL @ W BURR OAK @ W HACKBERRY	11:39	1:24	2:39	3:54	4:59	6:24
MILL CREEK DR @ THORNTON LN	9:44	10:59	12:44	2:04	2:59	N KENNICOTT AVE @ W BERKLEY DR	11:42	1:27	2:42	3:57	5:02	6:27
BUFFALO GROVE HIGH SCHOOL	9:50	11:05	12:50	2:10	3:05	MILL CREEK DR @ THORNTON LN	11:48	1:33	2:48	4:03	5:08	6:33

# District 214 Schools and Board of Education

## High School District 214

2121 South Goebbert Road  
Arlington Heights, IL 60005  
847-718-7600 | [www.d214.org](http://www.d214.org)

## High School District 214 Community Education

2121 South Goebbert Road  
Arlington Heights, IL 60005  
847-718-7700 | [www.ce.d214.org](http://www.ce.d214.org)

## High School District 214 Education Foundation

2121 South Goebbert Road  
Arlington Heights, IL 60005  
847-718-7600 | [www.d214foundation.org](http://www.d214foundation.org)

## Buffalo Grove High School

1100 West Dundee Road  
Buffalo Grove, IL 60089  
847-718-4000 | [bghs.d214.org](http://bghs.d214.org)

## Elk Grove High School

500 West Elk Grove Boulevard  
Elk Grove Village, IL 60007  
847-718-4400 | [eghs.d214.org](http://eghs.d214.org)

## John Hersey High School

1900 East Thomas Street  
Arlington Heights, IL 60004  
847-718-4800 | [jhhs.d214.org](http://jhhs.d214.org)

## LIFE Transition Program

2121 South Goebbert Road  
Arlington Heights, IL 60005  
847-718-7772 | [www.d214.org/life](http://www.d214.org/life)

## Newcomer Center

2121 South Goebbert Road  
Arlington Heights, IL 60005  
847-718-7937 | [nc.d214.org](http://nc.d214.org)

## Prospect High School

801 West Kensington Road  
Mount Prospect, IL 60056  
847-718-5200 | [phs.d214.org](http://phs.d214.org)

## Rolling Meadows High School

2901 West Central Road  
Rolling Meadows, IL 60008  
847-718-5600 | [rmhs.d214.org](http://rmhs.d214.org)

## The Academy at Forest View

2121 South Goebbert Road  
Arlington Heights, IL 60005  
847-718-7772 | [theacademy.d214.org](http://theacademy.d214.org)

## Vanguard School

2121 South Goebbert Road  
Arlington Heights, IL 60005  
847-718-7870 | [vanguard.d214.org](http://vanguard.d214.org)

## Wheeling High School

900 South Elmhurst Road  
Wheeling, IL 60090  
847-718-7000 | [whs.d214.org](http://whs.d214.org)

## HIGH SCHOOL DISTRICT 214 BOARD OF EDUCATION

F. Daniel Petro, President  
William J. Dussling, Vice President  
Mark Hineman  
Alva Kreutzer  
Mildred "Millie" Palmer  
Leonard "Lenny" Walker  
Todd Younger

