



Reunite

August 2020



REUNITE

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Hornets, let's Reunite!

Highlands is committed and will be ready to return to the School in August whether that is in a hybrid mode or a remote mode. This is predicated upon a shifting, fluid public health situation, requiring the School to remain agile, gain insight into emerging trends, shift priorities, and respond to public and government officials to deploy the right model at the right moment.

Our top priority in reuniting our community is the health and safety of our students, staff, and community.

Providing clarity and responding to uncertainty, Highlands is sharing Reunite, which explores the interdependent and interconnected topics on what to expect for re-entry in August to launch the 2020-2021 school year.

Since the onset of the global pandemic, Highlands has been navigating immediate challenges while building a strategic view for the future.

Thank you for the opportunity to partner and share the Reunite with you.

In a safe and healthy way, we want to get back to school, and we want to help you get back to work. As a school of engagement, dynamic learning, and empowering students, let's do this together.

Dr. Amy Warke,
Superintendent





PART

01

Implications for
Health and Safety

REUNITE

Implications for Health and Safety

Operational

School-Wide cleaning and disinfecting

- Deep cleaning of all facilities will be completed by first day of student attendance
- Increased daily cleaning protocols throughout school when school resumes
- Emphasis on repeated cleaning of high-touch/high traffic areas throughout the day
- Cleaning of rooms will follow CDC guidelines

PPE

- Mask or face shield provided to students
- Must be worn by all students while on building grounds
- Modifications on a case by case basis, must be approved
- All staff will wear face coverings while in the building
- Bulk supplies of sanitizer and disinfectant available
- Plexiglass barriers installed in many areas

Building infrastructure and equipment

- Social distancing signage and hand washing reminders throughout building
- Additional thermometers ordered for offices and classrooms
- Isolation space has been identified for individuals with COVID-19 symptoms

HVAC Measures

We will work to follow ASHRAE Standards and guidelines to increase indoor air quality while maintaining proper indoor air temperature and humidity to maintain human comfort within our equipment capabilities & design.

- Perform pre and post occupancy air flush (100% outside air)
- Increase minimum outside air setting
- Increase filtration efficiency (Merv Rating)
- Monitor and maintain proper equipment operation



Drop-off and Pick-up routines and procedures

- Arrival and dismissal procedures will be modified to reduce student volume
- Students will enter the building through specified doors based on grade level
- Increased supervision at entrance and exit times

Classroom Layout and Shared Spaces

- Social distancing to be maintained as much as possible (six feet of space between each individual in the school)
- Seating configured to maximum allowable space between students
- Students will face the same direction
- Non-essential furniture has been removed from classrooms
- Student movement will be minimized
- No communal supplies allowed
- Use of lockers prohibited
- Signage and instructional videos
- Handwashing “how to” & “how often”
- Scheduled bathroom breaks, supervision & safety tip reminders
- Entrance and Exit routines
- Arrows for the hallways, bathrooms, classrooms & common spaces
- Mask reminders
- Restroom Procedures will limit the number of students in restrooms at one time
- Hallway procedures will actively supervise and limit the number of students allowed in hallway at one time
- Drinking Fountains are wrapped, parents are encouraged to send student with a water bottle.

Lunch

- Lunches will be delivered to classrooms
- Students will eat in classrooms
- Food Allergy awareness: procedures to address allergies are under review

Recess

- K-5 outdoor recess
- No more than 50 students will be at recess at a time
- Playground equipment will be closed
- Students will wash hands before and after playing outside
- Face masks are not required outside IF maintaining 6 feet of social distance at ALL times

Activities

- No Field Trips
- No before or after school activities
- No athletics

Late Arrivals

- Students arriving late to school will remain in their parent's vehicle outside the school
- Parents will call the school office to inform them of the name and grade of the student
- The office staff will direct them when to enter the school
- The office will contact the students' teacher and inform them of their arrival
- The office will collect the self-certification slips from the students.

Medical

Symptom Checks

- ALL staff will self-certify that they are symptom-free.
- CDC symptom checklist will be used with all visitors, and limits will be placed on non-essential visitors and volunteers allowed access to building
- Parents will be required to self-certify that their student is not exhibiting any symptoms of COVID-19 as follows:
- Families will receive a supply of self-certification forms
- Each student will be required to bring a new self-certification form to school with them each day as their "ticket" to enter the school building.
- Two staff members will be at each student entrance to collect self-certification forms, ensure masks are in place appropriately, and provide hand sanitizer for students.
- Children should be kept home from school if they are exhibiting any of the following symptoms:
 - Fever of 100.4 F or higher over the last 24 hours without the use of fever reducing medication
 - Feeling feverish (chills, sweating)
 - New cough
 - Shortness of breath or difficulty breathing
 - Sore throat
 - Muscle aches or body aches
 - Vomiting or diarrhea over the last 24 hours
 - New loss of taste or smell
 - Chills
 - Fatigue
 - New or unusual headaches
 - Congestion or runny nose
 - Undiagnosed rash



- When calling in your child sick from school please include any symptoms he/she may be exhibiting, any close contact with an individual who has tested positive for COVID-19, or if your child has had a positive COVID-19 test
- Update your contact and emergency contact information in PowerSchool
- Clear voicemail boxes on both home and cell phones for cases when a message needs to be left
- Input contact information for the school nurses on your cell phone so when they are calling you will know who the call is from:
 - Karen Lippold, Middle School Nurse - (708) 485-3432
 - Liz Campbell, Elementary School Nurse - (708) 485-3418
- Update allergy alerts and health alerts in PowerSchool
- If your child has allergies or asthma please have your physician complete an asthma/emergency action plan and return it to the school's health office, the emergency action plan forms can be found on the district's website (www.district106.net) under the News/Events tab, in the Documents section under Health and Medical.
- If your child requires any medication to be administered at school or your child self-carries an inhaler, complete the school's Medication Authorization and have your physician complete the medication order section and return it to the school's health office along with a supply of the medication. The Medication Authorization form can be found on the district's website (www.district106.net) under the News/Events tab, in the Documents section under Health and Medical.
- If your child is sent to the school's isolation room after being assessed by the school nurse, the school nurse will contact you immediately to pick-up your child. Pick-ups from the isolation room will be at door 28 and it is expected that any student going home due to illness will be picked up as quickly as possible.

Symptomatic or Confirmed Cases

- Symptomatic individuals will be brought to identified isolation areas in each building
- Contact Tracing will be implemented to identify those in “close contact” with symptomatic individual
- Close contact is defined as within 6 feet of the individual for more than 15 minutes
- Those in close contact will isolate at home and monitor symptoms for 14 days
- Symptomatic individuals will be sent home, encouraged to seek testing, and will not return to school until 72 hours have elapsed from resolution of fever without fever-reducing medication AND 10 days have passed after symptoms first appeared.

Hand Hygiene and Respiratory Etiquette

- Teach and reinforce handwashing with soap and water for at least 20 seconds
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

Student Absences

- When calling in an absence: Parents will inform the attendance personnel the reason for absence and, if related to illness, the specific symptoms must be reported along with any exposure to COVID-19 or diagnosis of COVID-19.

Medically Fragile & Immunocompromised Students

- Consult with your personal healthcare provider prior to attending school. Use your own discretion to determine if your child is able to return to school. If a student who is medically fragile or immunocompromised is returned to school, the school nurse may contact the family to determine rationale. Safety and health protocols will be in place for all students to mitigate the risk of exposure to COVID-19.



PART 02

Implications for
Teaching & Learning

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Implications for Teaching & Learning

Daily Schedule

- Important dates
 - First day of Student Attendance: Thursday, August 20 (Group B in-person, Group A remote)
 - Remote planning days (student non-attendance days): September 8 & October 19
 - No school: November 3
 - Late starts reduced and moved to Fridays
 - Last day of student attendance: May 28
- Students will follow an ABABR schedule of in-person attendance
 - Group A will attend in-person on Mondays and Wednesdays while Group B streams the same lesson remotely
 - Group B will attend in-person on Tuesdays and Thursdays while Group A streams the same lesson remotely
 - On Fridays, all students will attend remotely
 - Students from the same family will be scheduled in-person on the same day
 - Parents may choose fully remote attendance
 - Dismissal will occur at 12:30 and all students will attend afternoon classes remotely
 - Families are being asked to commit to either in-person or fully-remote at the beginning of each trimester
 - End of day times will be extended as the year progresses

Instruction

- Small group and whole group instruction will occur
- SEL instruction will be included
- ELA and Mathematics will be taught for 90 minutes to prioritize learning in those subject areas.

Grading & Attendance

- Grades will be given for assignments.
- Attendance is mandatory
- On remote days, students are required to participate on zoom during instructional times.

Curriculum

- Curriculum has been compacted to prioritize standards and to teach to mastery.
- Committees worked throughout the summer to design both ELA and Mathematics instruction.

Resources

- Resources for Schoology, Zoom, and Seesaw have been developed to support students and parents and will be on our website soon.



Schoolology

ECE-8th grade Parent Communication

Weekly Agendas
Zoom links
Teacher communication

5th-8th graders

Weekly Agendas & Materials
Assignments posted
Assignments submitted

3rd-8th graders

Teacher feedback & Grades



Seesaw

K--4th graders

Activities/assignments
Activity/assignments submission
Feedback on assignments
Zoom links



Zoom

ECE-8th grades: Remote Instruction

(synchronous & asynchronous)

SEL

Daily small group instruction
Classroom to classroom instruction



PART 03

Implications for
Student Services



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Implications for Student Services

Student Support Services

Special Education

- Special education services are specific to each child, therefore, specific information related to these services will be communicated to individual families

IEP & 504 Plans

- Student IEP goals and accommodations will be implemented to the greatest extent possible
- Screenings, initial evaluations, and reevaluations will continue to the greatest extent possible. Screening and evaluation procedures may be modified in a remote platform.
- Evaluations in which specific components could not be completed in the previous school year due to COVID-19 restrictions will be completed at the start of the 20-21 school year.
- 504 Plans or IEPs may be revised, as needed on an individual basis, for additional health and safety requirements

English Learners

- Pull-out services for groups of EL will be converted to smaller groups in larger spaces
- The use of remote instructional and related services may be considered both within and outside of the school setting as needed, to reduce staff and student exposure to multiple peer groups

Intervention

- District 106 will work to gain knowledge of present levels of student learning.
- Teachers are prepared to support students as needed to both regain any paused skills as well as to further skill development.
- In the case that your student is identified as potentially benefiting from additional time with literacy, math, and/or social emotional skills, District staff will communicate this need and work to provide general education supports and interventions meant to support student growth and close the noted gap in learning.

Social Emotional Learning

- Parent and student optional survey to assess stress response and needs
- Assessment of K - 8th students with universal social emotional benchmark screening ([FAST](#)) will occur upon school re-entry
- Tiered support and intervention opportunities will be available for students in need
- There will be dedicated time each day for peer and staff connections, and social emotional learning
- Professional development is available for staff regarding trauma-informed supports and instruction

Parent Resources

Emotional Support during the Covid-19 Pandemic:

- [Helping parents through COVID-19 and beyond](#)
- [Helping Children Cope With Changes Resulting From COVID-19](#)
- [Helping Children Manage Stress from Iowa State University](#)
- [Parents Guide to Resilience](#)

Support accessing Zoom Sessions/ Meetings

- [Zoom Tutorial for Students](#)

Schoology

- [Parent Overview](#)
- [Parent Guide](#)
- [How to Submit an Assignment on Schoology](#)
- [Overview of Student View](#)







Highlands *Seesaw* at Home


How does Seesaw work?

Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students “show what they know” using photos, videos, drawings, text, PDFs, and links. It’s simple to get student work in one place and share with families, and nothing is shared without teacher approval.



Students 	Families 	Teachers
<p>The Class App encourages deeper learning and reflection.</p> <p>Allows students to explore a variety of digital tools to demonstrate their learning.</p> <p>Students can share their work with other students and respond to work.</p> <p>Opportunities for students to collaborate with teachers and other students.</p> <p>Develops digital citizenship skills in a managed environment.</p>	<p>The Family App gives family members a view of what their child is working on in the classroom.</p> <p>Family members can comment on student work, view announcements, and message their child's teacher.</p> <p>Family accounts cannot respond to Activities or post directly to the student's journal. Activities are only “viewable” in the Class App for students.</p>	<p>Work appears “live” so that feedback is able to be more immediate and relevant to our students.</p> <p>Teachers will be able to provide feedback using a range of tools.</p> <p>Teachers can assign “Activities” for the students to complete, allowing them to monitor progress throughout the year.</p> <p>Teachers can use Seesaw to support student learning (video tutorials, links to documents, etc).</p>

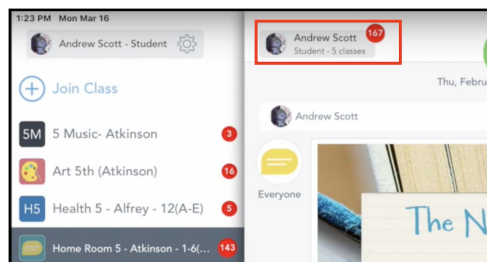
How does my child(ren) access Seesaw?

1. Using the school issued iPad click on the “Clever” App 
2. Sign in with your student's QR code badge (grades K-2nd) or district email address and district password (grades 3rd & 4th) if they are not already signed in.

3. Click on the Seesaw class app 

How does my child(ren) access multiple classes?

Once in the Seesaw class app students will be able to switch between their different classes by **clicking on their name in the top, left hand corner.**



How do I access the Family App?

Once your student has been added to a class, the teacher will also send you an invitation which will allow families to follow their student's work via the Family App. You'll be notified about new posts or teacher comments in your child's journal. The Family App is accessible from any device, any time, any where.

<https://web.seesaw.me/platforms-parents>

Reunite Series References

The Reunite Series -- Parts 01-03 -- has been influenced and shaped by an extensive analysis of research and reports in the health, science, and government sectors. Note: Reuniting in August 2020 is evolving and will continue to be updated to reflect requirements and recommendations as they become available to the school.

Health, Science, & Government

- American Academy of Pediatrics, [Guidance Related to ChildCare during COVID-19](#)
- Centers for Disease Control and Prevention, [Interim Guidance for Administrators of US K-12 Schools and Childcare Programs](#)
- Cleveland Clinic, [Creating a Safe Workplace](#)
- Johns Hopkins University, [How Should Education Leaders Prepare for Reentry and Beyond](#)
- Journal of American Medical Association, [Social Distancing--What Would It Mean for It to Work](#)
- Mayo Clinic, [COVID-19 Information and News](#)
- National Institutes of Health, [COVID-19 Updates](#)
- New Path Partners, [Scientists to Stop COVID-19](#)
- Occupational Safety and Health Administration, [Guidance on Preparing Workplaces for COVID-19](#) Opportunity Labs, [Return to School Roadmap](#)
- Psychology Today, [Coronavirus and Child Anxiety](#)
- US Food & Drug Administration: [COVID-19 Emergency Preparedness and Response](#) World Health Organization,