

**WAUKEGAN**

COMMUNITY UNIT SCHOOL DISTRICT # 60

# Little Fort Elementary School

Hybrid Re-Entry Plan 2021



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# COVID Safety Expectations



## Face Covering Expectations

- The District will provide a reusable facemask to all staff and students
- Students and staff may also provide and wear their own
- Face covering will be required to be worn by all persons when:
  - Entering and while in buildings
  - Riding bus transportation
  - Participating in approved after school sponsored activities



# Face Coverings

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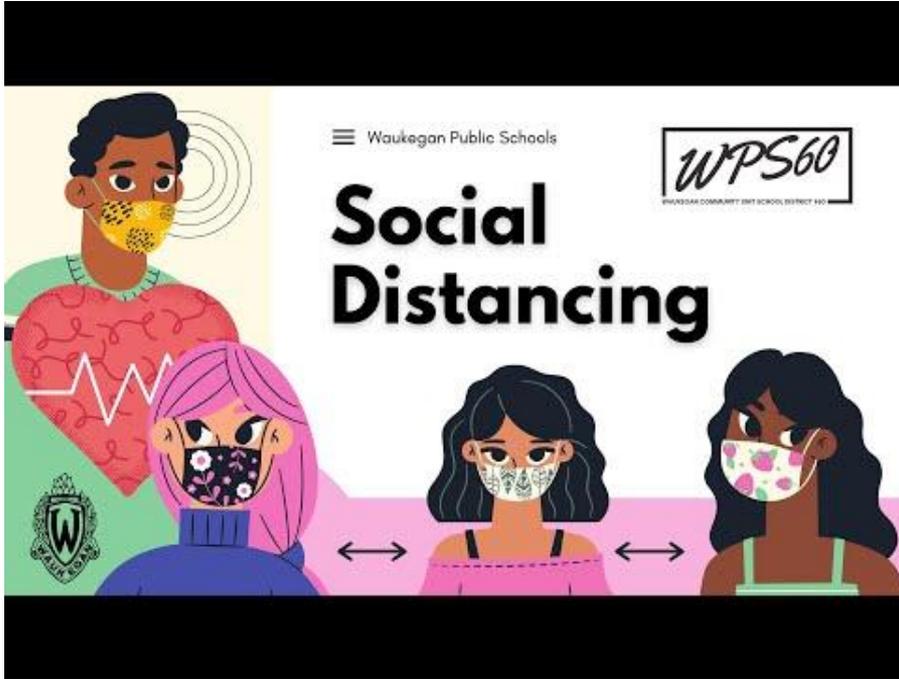
COMMUNITY UNIT SCHOOL DISTRICT # 60



# Social Distancing

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## Social Distancing



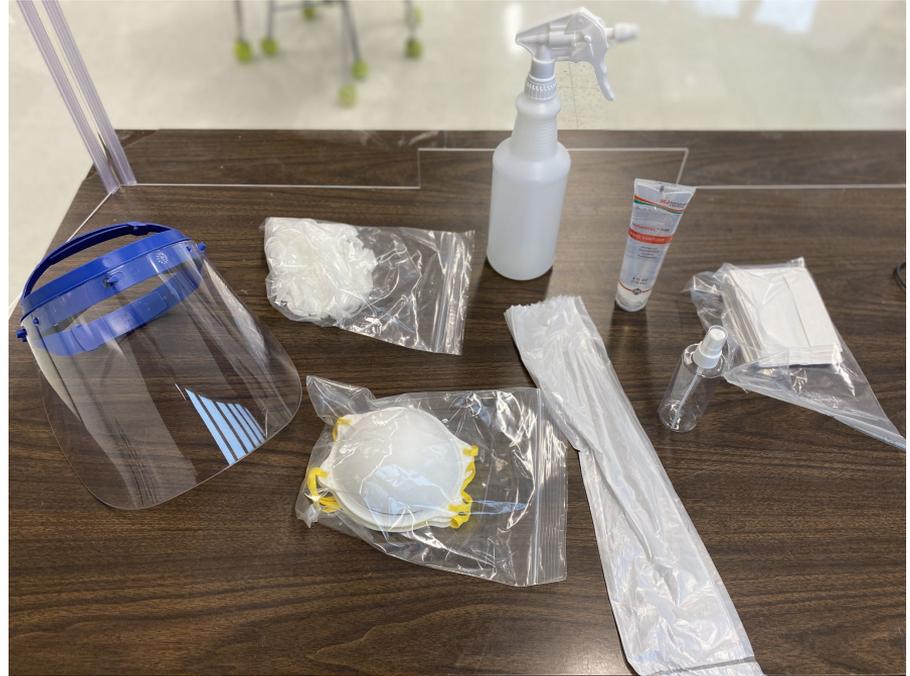
All students, staff, and adult visitors must maintain 6 ft social distancing at all times.



## Personal Protective Equipment (PPE)

All staff members are provided the following PPE

- Face shield
- N95 face mask
- Sanitizer
- Plastic gloves
- Disinfectant spray
- Paper towels



# Hybrid Safety

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# Hybrid Safety

The poster features an illustration of two women wearing face masks. One woman is holding a large red heart with a white ECG line. The background is split into yellow and green sections. The Waukegan Public Schools logo is in the bottom left corner.



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# Seguridad Híbrida

The poster features an illustration of two women wearing face masks. One woman is holding a large red heart with a white ECG line. The background is split into yellow and green sections. The Waukegan Public Schools logo is in the bottom left corner.



# Hybrid Structure



## Phased in Return of Students

- March 29: All school-based staff
- April 5: Students Grades PreK, K, 1, 2
- April 13 (*April 12th the district is closed*): Students Grades 3, 4
- April 19: Students Grades 5, 6, 9, 12
- April 26: Students Grades 7, 8, 10, 11

**Parents will have the option to keep their child(ren) 100 percent remote AND/OR in person through hybrid learning.**



## Weekly Rotation Groups A & B

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A	In Building Learning 9:15 - 1:15  Remote 2:30-3:48	Remote Learning 9:15 - 3:48	In Building Learning 9:15 - 1:15  Remote 2:30-3:48	Remote Learning 9:15 - 3:48	Remote learning for all
Group B	Remote Learning 9:15 - 3:48	In Building Learning 9:15 - 1:15  Remote 2:30-3:48	Remote Learning 9:15 - 3:48.	In Building Learning 9:15 - 1:15  Remote 2:30-3:48	



## Little Fort Schedule

- Schedules were created to divide time between remote learning and in-person learning, in order to keep consistency between the different groups
- Block scheduling was utilized to spend more time on a subject and limit the number of transitions while in the building
- The goal is to transition to in-person learning with no more than four hours of student attendance time and students participating in remote and asynchronous instruction for the remainder of the day
- Friday was kept as a remote instruction day to allow for deep cleaning of the building



# Little Fort Schedule

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	9:00					10:00										11:00										12:00																																			
	:15	:20	:25	:30	:35	:40	:45	:50	:55	:00	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55	:00	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55	:00	:05	:10	:15																								
Kindergarten	Student Screening / Breakfast / Seat Work					Announcements					Morning Meeting					ELA					Guided Reading	SEL	Encore					Math					Pack Up / Clean Up					Transition to Dismissal					Dismissal																		
1st																ELA					Guided Reading					ELA					SEL	Math																Encore					Math								
2nd																Guided Reading					ELA										SEL	Math																Encore													
3rd																Math					Encore					SEL	Guided Reading					ELA																													
4th																Math					Encore					Math					SEL	ELA																Guided Reading					ELA								
5th																Encore					Math										SEL	ELA																Guided Reading													

	1:00					2:00										3:00																	
	:15	:20	:25	:30	:35	:40	:45	:50	:55	:00	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55	:00	:05	:10	:15	:20	:25	:30	:35	:40	:48		
Dismissal	Teacher Plan Time & Lunch Student Travel and Lunch at Home Asynchronous Learning															Remote Learning																	



## Little Fort Schedule

- 9:15 - 1:15: Synchronous learning
  - 9:15 - 9:45: Screening / Seat work / Breakfast
- 1:15 - 1:30: Dismissal ALL HANDS ON DECK
- 1:30 - 2:10: Staff Lunch
- 2:10 - 2:30: Remainder of Plan Time
- 2:30 - 3:48: Small group or one-on-one instruction



## Diverse Learners

### *Students with IEPs:*

- At-Risk student return will mirror buildings opening for specific grade bands
  - E.g. Pre-K to K return will signal all elementary At-Risk students return to elementary schools
- All other students with IEPs will return with their grade band schedules
- Will receive IEP services as defined in IEP and the Remote Learning Plan (RLP)
- Remote students will receive services in Remote Learning Plan (RLP)



## Attendance

- Teachers will take daily attendance for students in person and at home.
  - In person students
  - At home students
- Training will be provided for teachers on how to take attendance in IC March 29 - April 2.



# COVID Case Response



# COVID Response Protocols

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<b>Student or staff positive test</b>	<ul style="list-style-type: none"><li>● Individual quarantine for 10 days and fever free for at least 24 hours without medication*</li><li>● Contact tracer notified and assesses impact</li><li>● Appropriate communications issued based on findings</li></ul>
<b>Student or staff is identified as a close contact</b>	<ul style="list-style-type: none"><li>● Individual quarantine for 14 days* and monitor for symptoms</li><li>● Enhanced monitoring of classroom/building</li><li>● Appropriate communications issued based on findings</li></ul>
<b>Student or staff becomes symptomatic during school day</b>	<ul style="list-style-type: none"><li>● Individual referred to building Health Station</li><li>● Nurse will conduct health screen of the individual</li><li>● Implement appropriate protocol if suspected to be COVID related</li></ul>
<b>Student or staff becomes symptomatic outside of school</b>	<ul style="list-style-type: none"><li>● Individual should stay home, report absence</li><li>● Individual or parent completes self-screening and answers questions consistent with symptoms</li><li>● Consult health care provider</li></ul>



## Impact Investigation

- District Health Services Coordinator and Lead Nurses are certified to be Contact Tracers (Building Impact Investigators)
- Assess impact levels for affected individuals and building(s)
  - Individual
  - Classroom(s)
  - Building(s)
- Advance to necessary Pandemic Preparedness Team members, with recommendations
  - Communications, Human Resources, Principal, Health Services Coordinator, Legal & Operations
  - Consistent with most recent IDPH/CDC guidelines & Board policies



## Health Station

The health station is located in MB1. The room is on a separate air system from the school. It also provides easy access to **door 1** for parent pick up.

- Students showing any symptoms during arrival and/or during the day will go straight the sick room.
- The sick room has 6 ft by 8 ft plastic dividers to provide safe distancing.
- The sick room will be supervised by a certified staff member.
- Parents will pick up their child outside Door 1



# Health Station - MB1

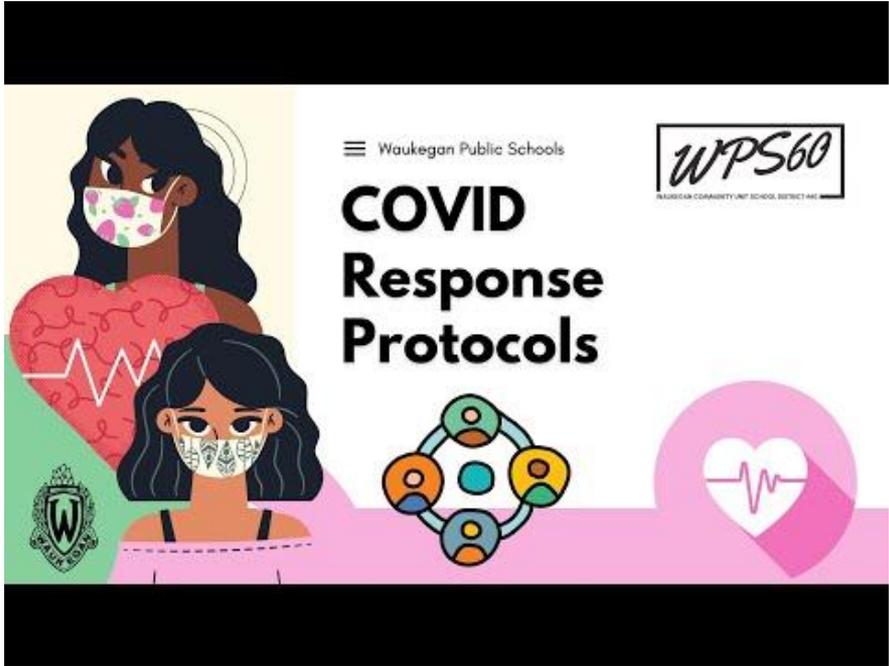


Adult desk station

Student desk station  
(will have plexiglass  
added)



# COVID Response Protocols



# Arrival



# Arrival

Students arriving from car drop off, bus, or walking must go straight to their assigned classroom cones. Students must pass self certification to be allowed into the building.

Students that do not pass self certification requirements will go straight to door 14 to wait for parent pick up in sick room.

- Doors will be marked with signage
- 6 foot spacing is being painted outside each entry
- Laundered masks will be at each site to pass out to students who arrive without a mask
- 3 staff members will be assigned to each entry door

Take Temperature, Check Self Certification, direct students to Door 14 (If showing symptoms)

- Grab n Go Breakfast will be available at each entry



# Daily Screens/Self Certifications

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ISBE requires that schools conduct symptom screenings or require that individuals self-certify that they are free of symptoms before entering school buildings

- Self- screenings will be conducted via Crisis Go's "Safety iPass"
- Students will have an ID that will allow staff to scan the QR code to check Crisis Go certification.
- Training on use will be provided/available to parents, students and staff
- Staff and older students can complete their own daily screenings, while parents will be asked to help complete screening questions for younger students



# Self-Certification Indicators

(Anticipated)

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DAILY EMAIL SURVEY

DIGITAL BADGE ASSIGNED

MONITOR SAFETY DATA



Entry



Remote Staff  
or Learner



Stay at Home



Non-Certified



Quarantine



## Crisis Go Application

- Application used to self screen students at home.
- Application will be available on all district devices.



## Self-Certification Indicators Explained

**Green - Entry** - Parent, student, staff or visitor meets self certification entry criteria.

**Yellow - Stay At Home** - Stay home. Report absence. One of self certification criteria entry not met; further instruction and recommendations provided.

**Red - Quarantine** - Stay home. Report absence. One of self certification entry criteria not met requiring quarantine under public health rules. Further instruction provided.

**Blue - Remote Learner/Staff**- Student or staff assigned to remote learning and should not go to school and does not complete the daily health survey. Parent/guardian will be contacted to pick up student should student show up at school.

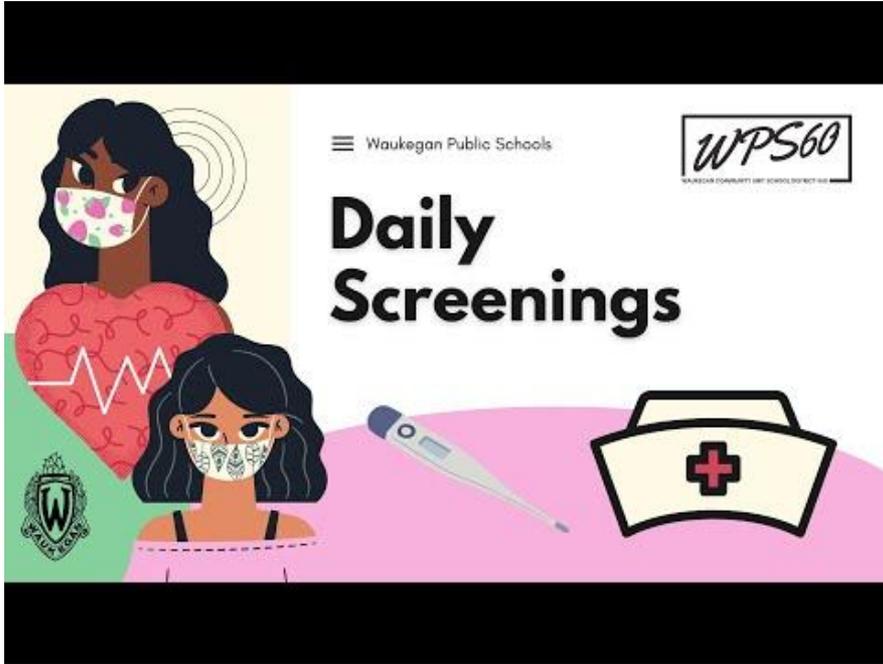
**Gray - Non-certified** - Someone who could not or did not complete the health survey for any reason will have to complete at school before being allowed to enter.



# Daily Screenings

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# Entry/Exit Protocols



# Little Fort Arrival

## Door Assignments

**Door 13:** 104, 105, 106, 206

**Door 12:** 103, 102, 101, 203, 202

**Door 10:** 117, 118, 119

**Door 9:** 116, 114, 113, 112, 111

**Door 8:** 211, 212, 213, 214, 215, 216



## Late Arrival Students

- Students arriving past 9:45 will enter door 2 (Main Entrance)
- Parents are encouraged to let student into the building without coming in.
- Students will be screened by either a safety office or designated staff.
- Secretaries will sign students.
- Students coming to class with the “Little Fort Tardy” indicates student has safely been screened and signed in.

--- Little Fort Tardy ---

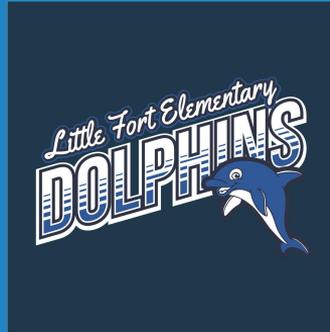


Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_



# Dismissal



## Dismissal

- Staggered dismissal to prevent hallway congestion.
- All teachers will walk their students to dismissal doors.
- School-issued masks will be collected in a dirty laundry bag to be laundered
- Students/parents will be told to leave immediately, no congregating.
- Parents who wish to speak with an admin/teacher need to make an appt and/or go around to the main office to speak to someone
- Students will collect a bag lunch to take home.
- Students will not be allowed to wait in the office for parent pick up.



## Change in Dismissal Plans

- Parents must indicate any changes in dismissal by the start of the day with the classroom teacher or front office.



## Late Dismissal Students

- Students late from being picked up will sit in the hallway outside the office.
- Administration will supervise students while secretaries call home.
- Late buses will wait in the office corridor.
- Students will be brought to parents outside to be signed out.



# Classroom and Hallway Setup



## Classroom Setup

- Socially-distanced student furniture
  - Student desks facing the same direction
- Plexiglass for student/teacher desks and tables
- Sanitizer stations in each classroom
- Removal of unnecessary classroom furniture and items which would increase cleaning needs
- Supply kits for use at staff discretion with sanitizer, gloves, masks, disinfectant bottles and paper products



# Classroom Setup

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Protective shields for  
each student desk.



## Classroom COVID Safety

- Socially-distanced student furniture
  - Student desks facing the same direction
- Plexiglass for student/teacher desks and tables
- Sanitizer stations outside each classroom
- Supply kits for use at staff discretion with sanitizer, gloves, masks, disinfectant bottles and paper products



## Classroom Setup

- Excess furniture has been removed in line with the space utilization maps
- Hand sanitizers have been installed outside each room
- Student work space has been socially distanced
- Student personal items will be kept at their work space. Cubbies/closets will not be used in order to prevent students congregating in close proximity to one another.



# Outside Every Classroom

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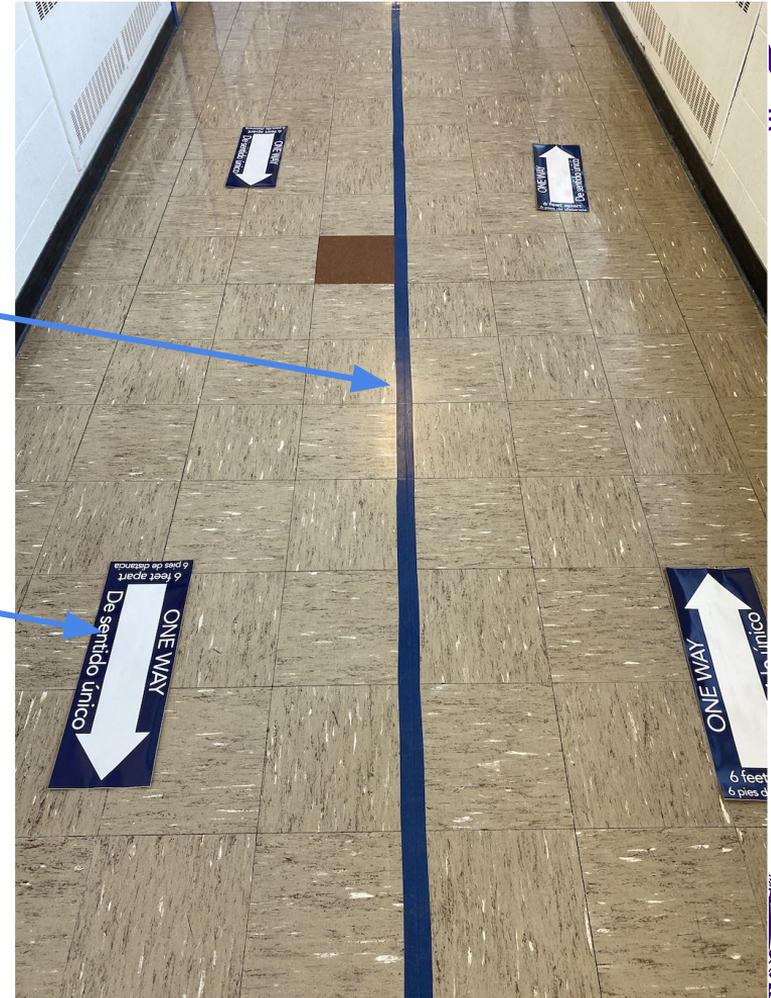
# Classroom and Hallways



# Floor Signage

Blue lines separate the hallways into two walking paths

Arrows with “One Way” and “6 feet apart” in English and Spanish throughout the school



# Cleaning and Safety



## Cleaning Enhancements

- All rooms and desktops to be thoroughly cleaned and sanitized daily
- Individual disinfectant bottles are being made available for staff use in classrooms and offices
- Custodians will be continuously sanitizing throughout the day



## Student Bathrooms

- Classrooms will be provided a schedule.
- Custodians will clean the bathroom after each bathroom break.
- Students should be discouraged from going to the bathroom on their own.
- Students may go to the bathroom from 9:15-9:45 one at a time.

 Little Fort's Bathroom Expectations 	
Respect Property	<ul style="list-style-type: none"><li>➤ Flush toilets</li><li>➤ Clean up</li><li>➤ Report problems</li></ul>
Respect Others	<ul style="list-style-type: none"><li>➤ Respect privacy</li><li>➤ Wait your turn</li></ul>
Respect Ourselves	<ul style="list-style-type: none"><li>➤ Wash hands</li><li>➤ Turn off water</li><li>➤ Avoid conflict</li></ul>
Respect Learning	<ul style="list-style-type: none"><li>➤ Only go when necessary</li><li>➤ Return to class promptly</li><li>➤ Voice level = 0</li></ul>

## Drinking Fountains and Restrooms

- Standard drinking fountains will be closed
- Staff and students will be allowed to use water bottle fillers on an individual basis
- Water filler stations will be sanitized on a regularly-scheduled basis daily
- Classrooms will follow a restroom schedule
- Students will need to seek permission from teacher in emergencies



## Class Bathroom Schedule

	9:00					10:00					11:00					12:00					1:00																																									
	:15	:20	:25	:30	:35	:40	:45	:50	:55	:00	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55	:00	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55	:00	:05	:10	:15																									
1st Floor K/1 Bathroom						Clean					103	104	105	Clean									101	102	Clean										103	104	105	Clean	101	102																						
2nd Floor 2nd Bathroom											Clean	106	202	206	203	Clean																				106	202	206	203	Clean																						
Encore Bathroom	These bathrooms are reserved for sick students stationed in the Health Station (MB1)																																																													
3rd Grade Bathrooms						Clean					117	118	119		Clean																					117	118	119								Clean																
1st Floor 4th Grade Bathrooms						Clean					111	112	116	Clean	113	114	Clean																			111	112	116	Clean							113	114															
2nd Floor 5th Grade Bathrooms											214	215	Clean	211	212	213	216	Clean																		214	215	211	Clean	212	213	216																				
Staff Lounge Bathroom											Clean																									Clean										Clean																
Staff Hallway Bathroom												Clean																																		Clean																

Student Screening

Pack Up / Clean Up  
Transition to Dismissal  
Dismissal



# Hall Pass and Sign Out

Students leaving the room  
**MUST:**

1. Sign out using the form on the right.
2. Carry a hall pass completed by the teacher.

Classroom Sign Out/In Sheet

Week of: \_\_\_\_\_

Room # \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Today	Student Name	Destination	Time
M T W TH F		<input type="checkbox"/> Office <input type="checkbox"/> Nurse <input type="checkbox"/> Water <input type="checkbox"/> Bathroom <input type="checkbox"/> Other_____	
M T W TH F		<input type="checkbox"/> Office <input type="checkbox"/> Nurse <input type="checkbox"/> Water <input type="checkbox"/> Bathroom <input type="checkbox"/> Other_____	
M T W TH F		<input type="checkbox"/> Office <input type="checkbox"/> Nurse <input type="checkbox"/> Water <input type="checkbox"/> Bathroom <input type="checkbox"/> Other_____	
M T W TH F		<input type="checkbox"/> Office <input type="checkbox"/> Nurse <input type="checkbox"/> Water <input type="checkbox"/> Bathroom <input type="checkbox"/> Other_____	
M T W TH F		<input type="checkbox"/> Office <input type="checkbox"/> Nurse <input type="checkbox"/> Water <input type="checkbox"/> Bathroom <input type="checkbox"/> Other_____	
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M T W TH F		<input type="checkbox"/> Office <input type="checkbox"/> Nurse <input type="checkbox"/> Water <input type="checkbox"/> Bathroom <input type="checkbox"/> Other_____	

**LITTLE FORT HALL PASS**

Name \_\_\_\_\_

Room \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_

**Student GOING TO:**

Office

Nurse

Water

Bathroom

Other

Remarks \_\_\_\_\_

-----

**Staff Signature** \_\_\_\_\_

**Student RETURNING FROM:**

Office

Nurse

Other: \_\_\_\_\_

Time of return \_\_\_\_\_

Comments \_\_\_\_\_

-----

**Staff Signature** \_\_\_\_\_

*PLEASE RETURN THIS PASS TO  
ISSUING TEACHER*



**MAXIMUM OCCUPANCY**  
**2 PEOPLE**

**Practice Social**



- **Wait on the marked spot**
- **Throw away the pass**
- **Return to class**

**OCUPACIÓN MÁXIMA**  
**2 PERSONAS**

**Práctica**  
**El Distanciamiento**



- **Espera en el lugar marcado**
- **Tira el pase a la basura**
- **Regresa a clase**

# Cleaning

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# Transportation



## Transportation - Buses

- Parents may choose to drive their child(ren) to school for health risk management
- Parents will receive bus route information when in-person preferences are finalized
- Maximum bus occupancy for Illinois Central buses will be 18 students\*
- Students will be assigned to a single bus and a particular seat
- Students from the same household may sit together and in closer proximity (e.g., two students per bench)



*\* Modifications may be made based on current health metrics and the current Restore Illinois Plan phase*



## Transportation



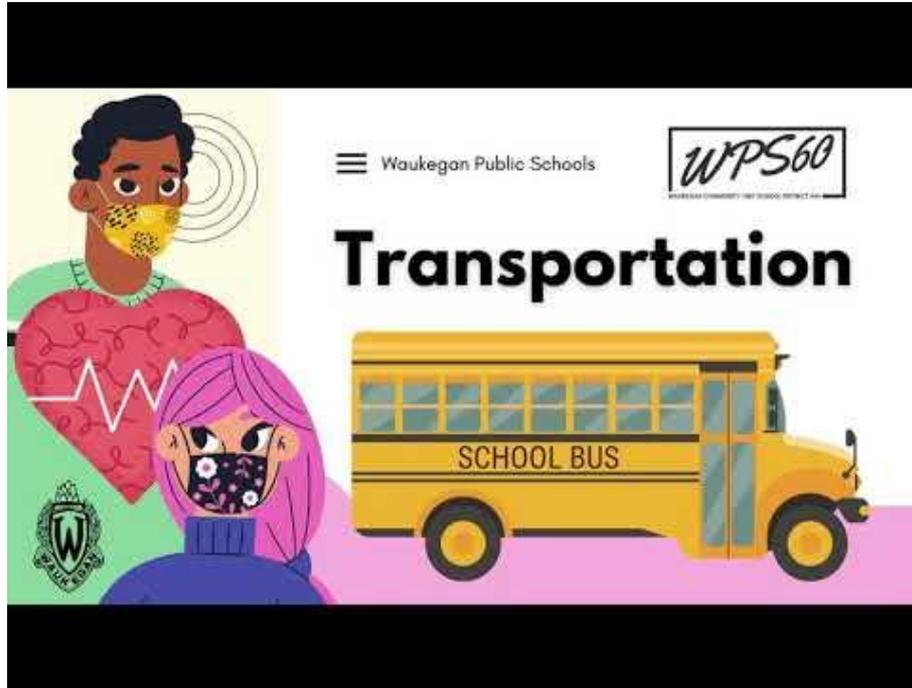
- All staff and students are required to wear an appropriate face covering while on the bus
- Cleaning of each bus will take place after each run
- Requests for exemptions for students due to age limitations, medical and/or behavioral needs will be considered. Alternative transportation arrangements may be required.
- There will be no Pay-to-Ride service offered
- McKinney-Vento and Alternative Placement transportation will continue



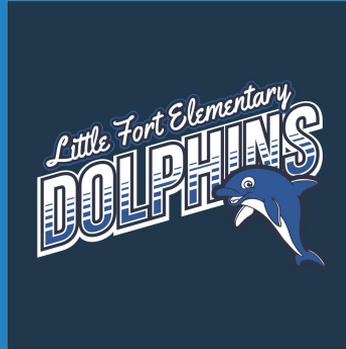
# Transportation

# WAUKEGAN

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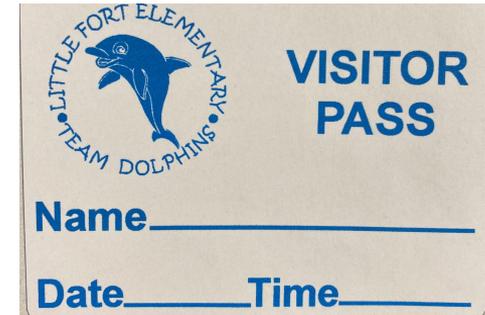


# Visitors



## Visitors

- All parent visitors will be discouraged from entering the building.
- All meetings with visitors will be encouraged to meet via virtual meetings.
- If certain circumstances require an in person meeting the following must happen.
  - Visitors must schedule an appointment with staff.
  - Email Karina and Pam the time and date
  - Visitors will be screened and provided a visitors pass. The pass indicates the parent has completed COVID screening protocols.



# Visitors

# WAUKEGAN

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# Food Service



## Meal Plan

- Breakfast will be provided to students
- Take home lunches will be available at dismissal for all students
- Twice-a-week bus stop meal distribution and drive-through service will continue district-wide



# Food Service

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## Food Service



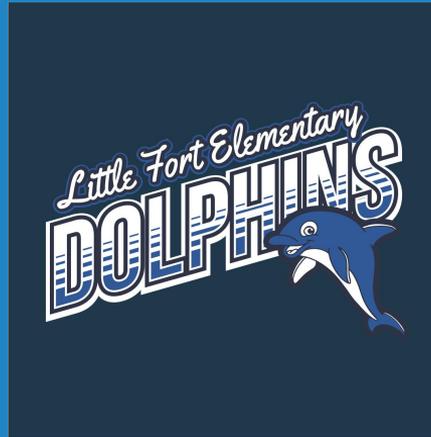
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## Servicio de Comida



# Tech Support



## Little Fort Tech Support

- Contact Little Fort to provide IT tech support. Our team can provide additional time and insight to solve chromebook, iPad, or computer issue you may be having.
- [Complete the survey](#) to receive Little Fort IT support.



Little Fort Parent Tech Support: phone  
(Soporte técnico para padres: teléfono)

If you are having problems with your device and your teacher cannot resolve the issue, fill out this form for additional support

Si tiene problemas con su dispositivo y su maestro no puede resolver el problema, complete este formulario para obtener ayuda adicional



## Tech Support

The Information Technology Department has created a system to provide technical support to our PreK-12 student population. It will require you to make a reservation to schedule technical support. Please use the following links to see the available times for a technician to provide you technical support.

[Tech Support at the WHS Washington Campus](#)

[Tech Support at the WHS Brookside Campus](#)

Technical support will be available on the following dates and times.

Washington Depot, 1011 Washington Street = Monday - Friday, 8:30 a.m. to 3:30 p.m.

Brookside Depot, 2325 Brookside Avenue = Monday - Friday, 8:30 a.m. to 3:30 p.m.



## Update Contact Information

- Parents are encouraged to ensure their contact information is up-to-date to ensure they are receiving important new updates. Scan the QR code or click the parent portal and update your information.

<https://icsis.wps60.org/campus/portal/waukegan.jsp>



# Social Emotional Supports



# Available Student Supports

## In-School Staff

Psychologist  
Social Worker  
Speech Language  
Pathologists  
Nurses  
SEL Counselors

## Internal Support Staff

MTSS Specialists  
Behavioral Specialists  
External Specialists

## SEL Classroom Strategies

PK-12 Calm Classroom  
PK-5 Second Step



# Parent Resources

## Social Emotional Learning

Parents are able to use three SEL resources to learn more about SEL, how to better support your child with SEL and how to incorporate SEL in your home.

- Parents and [SEL 101](#)
- Parent SEL [Resources](#)
- SEL Parent [Toolkit](#)

Items are available on: [www.wps60.org/academics/multi\\_tiered\\_system\\_of\\_supports\\_m\\_t\\_s\\_s](http://www.wps60.org/academics/multi_tiered_system_of_supports_m_t_s_s)



# Standardized Assessments



# Standardized Assessments

- Students will be expected to complete end of year standardized assessments.
- Little Fort and teachers will be communicating procedures that all students are expected to complete.



# Student Appearance Policy



## Student Appearance Policy

- Students at the elementary and middle school grade levels are NO LONGER required to wear dress color uniform clothing to school. This change was effective with the start of the 2020-2021 school year.
- Students at ALL grade levels (ES, MS and HS) must wear clothing for school that meets the expectations outlined in the 2020-2021 Parent/Student [Handbook on Rights and Responsibilities](#).
- Wearing a face mask per COVID health and safety standards will not be a violation of this policy.





## THE ALLVAX PORTAL IS OPEN

Register now! It is free,  
easy, and secure.

We'll notify you when you can schedule your COVID-19  
vaccine through the Lake County Health Department.



Register on the Lake County AllVax Portal:  
[AllVax.lakecohealth.org](https://AllVax.lakecohealth.org)  
or call (847) 377-8130

Families are encouraged to register for COVID vaccine on the Lake County Health Department's AllVax portal.

