

STAGG HIGH SCHOOL

STAGE 2 HANDBOOK

MONDAYS: GROUP A
TUESDAYS: GROUP B
WEDNESDAYS: ALL REMOTE
THURSDAYS: GROUP C
FRIDAYS: GROUP D



AMOS ALONZO STAGG HIGH SCHOOL

Purpose:

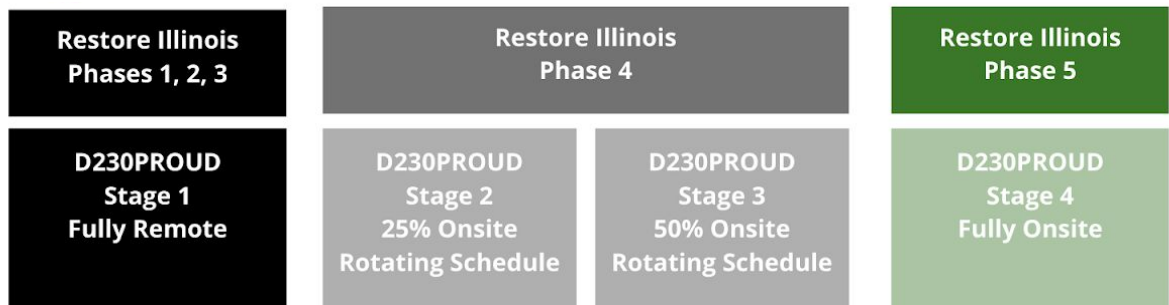
The purpose of this document is to share all relevant information to families regarding the D230 Proud Return to Learn Plan and specific information regarding Stagg’s implementation of this plan related to Stage 2 of the plan. This document may be revised to reflect changes in mandates and guidance from the District 230 Board of Education, District 230 Administration, Stagg High School Administration, the Illinois School Board of Education, the Centers for Disease Control, The Illinois Department of Public Health and the Cook County Department of Public Health.

Goals and Benefits:

Goal of the D230 Proud Reopening Plan:

The Goal of the D230 Proud Reopening Plan is to provide the best possible academic experience safely while adhering to the academic, health and safety guidance set by the Illinois State Board of Education (ISBE), Illinois Department of Public Health (IDPH) and Centers for Disease Control (CDC).

Alignment with the Restore Illinois Plan:



Benefits of the D230 Proud Reopening Plan

- Reduces number of students on campus by approximately 25-50% to promote physical distancing on bus, in hallways, and in classes.
- Allows our schools to adhere to IDPH & CDC safety protocols.
- Allows for in-person instruction and connection among students and staff.
- Addresses concerns raised by students, families, and staff regarding motivation to remain engaged in learning including grades and attendance count.
- Supports the academic social and emotional needs of students with dedicated check-in time first thing in Advisory.
- Provides dedicated time for staff to communicate with families and students.
- Allows for continuation of education virtually should a student need to self quarantine but still feel well enough to take part in classes.
- Provides structure that can easily be transitioned to fully remote should the need arise due a change in Restore Illinois phase or other needs.

Family Choice:

The D230 Proud Reopening plan allows for families to choose the either Fully Remote or Blended Onsite Learning for their child. Stagg High School recognizes that making educational choices during the COVID-19 pandemic is not easy and every family has unique circumstances. This plan affords that control to parents while in Stages 2 and 3 of the Return to Learn Plan.

Surveys have been sent to every family to gather information related to the choice between Fully Remote and Blended Onsite Learning.

Change of Declaration:

As a result of the pandemic, long-term planning is an incredibly challenging thing to do for your student and family. Therefore, the district declaration was due on September 16th as we announced our transition from Stage 1 to Stage 2.

As Stage 2 unfolds and Stage 3 has yet to be determined, we would like to outline a process that is both fair and reasonable for families while allowing us to comply with IDPH/CCDPH safety procedures regarding student attendance. Therefore, we are creating a process for families to alter their choice between blended onsite or remote. The process is essentially a timeline that allows for a family, based on whatever change in life circumstances, may alter their choice.

The following process will be established for the duration of the first semester (20-21).

To request to move from Remote to Blended Onsite, the following calendar for approval will be adhered to:

Request Deadline	Start Date
October 7th	October 15th *Note Thursday date due to no school on October 17th & 18th
October 21st	October 26th
November 4th	November 9th
November 18th	November 30th *Note longer start due to Thanksgiving break
December 9th	December 14th

- An email must be sent to Amanda Silvestri, Principal's Assistant asilvestri@d230.org
- Include in email student first and last name with school ID
- You will receive an email validating your request has been received / approved

To request to move from Blended Onsite to Remote, the following process will be followed:

- All requests must be submitted Amanda Silvestri, Principal's Assistant asilvestri@d230.org
- The information should include student name (first and last), ID and stated reason for the need to shift to remote.

Stage 2 Instructional Models:

Stage 2 Blended Onsite Instruction Model

- Rotating A/B/C/D Schedule by alphabetical split.
- Approximately 25% of students onsite at a time and the other 75% remote.
- When onsite, students will follow the same schedule as they have when attending classes virtually.
- Traditional grading and attendance procedures are still utilized.

Stage 2 Fully Remote Instructional Model

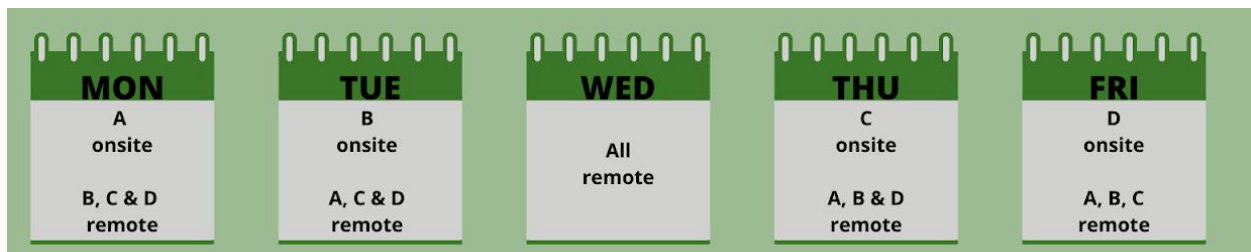
- For families who choose the Fully Remote Instructional Model, students will follow the same schedule as their onsite peers and attend all classes remotely.

Amos Alonzo Stagg High School Alphabetical Groups:

In the Stage 2 Blended Onsite Learning Model, student cohorts have been created to organize which days students will attend.

Group A	A through D	Monday
Group B	E through K	Tuesday
Group C	L through Q	Thursday
Group D	R through Z	Friday

Stage 2 Instructional Schedule for Blended Onsite Instruction:



MON A onsite B, C & D remote	TUE B onsite A, C & D remote	WED All remote	THU C onsite A, B & D remote	FRI D onsite A, B, C remote
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Bell Schedule:

The bell schedule created for the D230 Proud Reopening Plan applies to Blended Onsite/Remote and Fully Remote options. Whether Blended Onsite or Fully Remote, the day begins in Advisory allowing their teachers to check-in with them regarding their academic and social emotional needs. Passing periods have been shortened to 5 minutes to encourage students to go directly to class and not congregate in hallways. Fully remote students will have a short, 5 minute break before logging into their next class.

Bell Schedule for Monday, Tuesday, Thursday and Friday:

Period	Times
0	8:35 a.m. - 9:19 a.m.
Advisory	9:30 a.m. - 9:59 a.m.
1	10:04 a.m. - 10:39 a.m.
3	10:44 a.m. - 11:19 a.m.
4	11:24 a.m. - 12:06 p.m.
5	12:11 p.m. - 12:53 p.m.
6	12:58 p.m. - 1:40 p.m.
7	1:45 p.m. - 2:20 p.m.
8	2:25 p.m. - 3:00 p.m.

Bell Schedule for Wednesday-Note that there is *NO ZERO HOUR OR ADVISORY ON WEDNESDAYS.*

Period	Times
1	10:04 a.m. - 10:39 a.m.
3	10:44 a.m. - 11:19 a.m.
4	11:24 a.m. - 12:06 p.m.
5	12:11 p.m. - 12:53 p.m.
6	12:58 p.m. - 1:40 p.m.
7	1:45 p.m. - 2:20 p.m.
8	2:25 p.m. - 3:00 p.m.

What Students Need for Blended Onsite Attendance:

- Competed Self Certification (electronic or paper)
- Mask
- School ID and Lanyard
- FULLY CHARGED Chromebook
- Headphones/earbuds with microphone
- Personal Water Bottle
- Required Materials for Classes
- Backpack (no lockers will be used)

Safety Protocols:

PPE and Physical Distancing

At Stagg High School, our first goal is to provide the safest environment for our students and staff. In order to accomplish this, the following safety protocols must be followed by all students.

- Self-certification must be completed for all students prior to entering the building or boarding a school bus.
- Face masks in compliance with Illinois Department of Public Health (IDPH) guidelines must be worn by all individuals on the bus and on campus. Stagg has provided one reusable face mask to each student and staff member. Replacement masks will be the responsibility of the family to provide.
 - Exceptions for medical reasons will only be made in accordance with IDPH guidance and through the approved individualized health plan process through the Nurse and PPS prior to the first day of school.
- IDs must be visible for safety purposes and lanyards will be provided.
- Stagg has developed a plan to promote physical distancing in all areas.
- All individuals should maintain six foot physical distancing whenever possible. IDPH defines close contact for quarantine purposes as an individual was within 6 feet of the COVID-19 positive individual with symptoms for more than 15 minutes.
- Stagg High School has placed physical distancing markers and signs in common areas such as outside restrooms, offices, cashier stations and areas where students might normally congregate to wait in line.

Common Spaces, Hallways & Entering/Exiting the Building

It is the expectation that students maintain social distancing to the extent possible when in common spaces, hallways, and when entering/exiting the building. During Stage 2, approximately 25% of students will be in attendance on a daily basis. The physical campus will allow for students to practice social distancing while in common spaces, hallways and while entering/exiting the building. Whereas we will have increased supervision during passing periods, lunch periods, and before and after school, it is the responsibility of the students to monitor their own physical/social distancing and ensure guidelines are followed **as much as possible**.

Classroom Setup for In Person Learning

The organization of classroom spaces is critical to creating an environment that is safe and optimal for in person learning. It is important to note that all classrooms are different dimensions and the number of students in attendance on each day during Stage 2 is dependent on students' membership within cohorts as well as numbers of students that select the remote only option. In most cases, some desks have been removed from classrooms in order to maximize the space and layout of classrooms. Administrators and teachers are working to ensure that desks are distanced six feet apart in all directions **to the extent possible**. Teachers are designing seating charts for each cohort

in order to maximize social distancing **as much as possible**. Please note that teacher zones have been created in order to create a visual boundary, resulting in an area for teacher(s) that is a minimum of six feet away from students during class sessions. Students are not allowed to enter teacher zones. Teachers will continue utilizing technology within the classroom to provide instruction to those students learning in person and those learning remotely; teachers will use technology to support learning while maintaining social distancing guidelines as much as possible (IDPH, July 23, 2020).

Self-Certification for Students in Blended Onsite Instruction:

In order to be on campus, Stagg High School will adhere to IDPH rules regarding students and staff certifying that they are not presenting symptoms related to COVID-19. The process for this will be communicated.

According to the latest IDPH/CDC guidance, those symptoms are:

- Fever of 100.4 degrees or higher
- Cough
- Shortness of breath
- Sore throat
- Chest tightness
- Extreme fatigue
- Loss of sense of taste or smell
- Diarrhea
- Muscle aches
- Headaches

Students/families will also certify that the student has not come in close contact with someone that has tested positive for COVID-19. Additionally, District 230 will be following guidance from the Cook County Department of Public Health (CCDPH), which recommends a 14-day quarantine for persons entering suburban Cook County, Illinois, from states with a high incidence of COVID-19 infections.

Parents will complete the Skyward Health Screener for students each day that they are on campus for in person learning and/or activities. The health screener must be completed prior to students boarding the bus (for those who will be utilizing District 230 bus transportation), entering the building (for those who will be driving, being dropped off, or walking), or participating in activities (for those that are not attending for in person learning on that day, but are participating in an approved activity).

Only students passing the certification/screening will be allowed on the bus/on campus. Students will be required to show their results through the Skyward App on their phones prior to getting on the bus/entering the building/participating in activities. Only those students that are able to show the green check mark will be admitted. Those students/families unable to utilize the electronic process, should utilize a hard copy of the District 230 Student Health Checklist in order to complete the certification/verification process. 8 paper copies were provided to each

student with their packet at the beginning of the school year.

[CLICK HERE TO VIEW HOW STUDENTS ARE TO UTILIZE THE ELECTRONIC SELF-CERTIFICATION IN SKYWARD](#)

Family Communication Responsibility & Quarantining:

Illinois Department of Public Health (IDPH) and Cook County Department of Public Health (CCDPH) protocols will be followed with relation to individuals who have tested COVID-19 Positive, have had close contact (within six feet of someone that has tested covid positive for over 15 minutes), have COVID-19 symptoms, or have household members with COVID-19 symptoms. Those families that have students participating in in-person learning and/or in person activities (i.e. fall sports, marching band, approved co-curricular meetings) should notify the school if their child is COVID-19 positive, has come in close contact with an individual that has been diagnosed COVID-19 positive, is experiencing COVID-19 symptoms, or has a household member that is experiencing COVID-19 symptoms. **Any individual falling into the following categories should not be involved with any in-person learning and/or activity and should not enter Stagg High School.**

- Individuals with a positive diagnosis will not be allowed to return to any in person school activity for ten calendar days from onset of symptoms AND after they have not had a temperature for 24 hours without fever reducing medication AND improvement of symptoms.
- Individuals that have had close contact with someone diagnosed COVID-19 positive, will need to quarantine for 14 days from last contact/exposure to the COVID-19 case, per recommendations from the Illinois Department of Public Health (IDPH) and the Centers for Disease Control (CDC). Additionally, individuals who have had close contact should seek a COVID-19 test at a testing center. Additionally, the IDPH and the CDC recommend closely monitoring individuals who have had close contact for symptoms of COVID-19 during the 14 day quarantine period. The signs and symptoms of COVID-19 can include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and/or new loss of taste or smell; symptoms typically develop in the incubation period of 2 to 14 days after exposure. If your child experiences any of these symptoms, we encourage you to contact your health care provider immediately. If COVID-19 illness develops, then students will need to follow the 10 day isolation period from the onset date.
- The following guidance is for individuals experiencing symptoms and for those that have household members experiencing symptoms. Individuals experiencing symptoms are encouraged to see a medical professional and/or seek a COVID-19 test at a testing center.
 - Those that are symptomatic and have a negative test result, will be able to return with a negative COVID-19 test result OR healthcare provider's note indicating the negative test result. The negative COVID-19 diagnostic test must be from a specimen collected up to 48 hours prior to symptom onset or after. Students should stay home until symptoms have improved/resolved per return to school criteria.
 - Those that are symptomatic and receive an alternative diagnosis without a

negative COVID-19 diagnostic test, will be able to return with a health provider's note with alternative diagnosis. Students should stay home until symptoms have improved/resolved per return to school criteria.

- Those individuals that are symptomatic and do not receive an alternative diagnosis and do not seek COVID-19 testing cannot return to any in person school activity for ten days, after they have not had a temperature for 24 hours without fever reducing medication, AND improvement of symptoms.
- Those students who have household members experiencing symptoms will also need to stay home.
 - If the household member with symptoms does not seek diagnostic testing or clinical evaluation, then the student will need to stay home for 14 days.
 - If the household member seeks diagnostic testing or clinical evaluation and receives an alternative diagnosis or negative test, the student will be able to return after presenting negative test results or health care provider's note.
 - If the household member tests COVID-19 Positive then the student will need to stay home for 14 days from last exposure to the COVID-19 positive case.

This [chart](#) outlines exclusion guidance for students in District 230.

CDC and IDPH Information:

[Illinois Department of Public Health - FAQs](#)

[Center for Disease Control regarding Mental Health and Coping with COVID-19](#)

Attending School Remotely During Exclusion:

Health permitting, students are encouraged to attend classes remotely while home due to illness. In the event that a student cannot attend in person on a day that he/she is scheduled to attend in person, he/she can attend remotely if the circumstances allow.

COVID-19 Communication Framework / Protocols Following a Positive Test:

When a student or staff member tests positive for COVID-19, the following protocols are being implemented:

- Contact tracing is performed by a Main Office Administrator and/or Health Services Office.
- A close contact letter is sent to those individuals that have had close contact (within 6 feet for more than 15 minutes 48 prior to the onset of symptoms or 48 hours before positive test for asymptomatic individuals).
- A non close contact letter is sent to students, families, and staff per IDPH/CCDPH guidance.
- Cleaning protocols are implemented within any areas that the individual has been in the

building.

- Students or staff members who have tested positive and any close contacts are put on quarantine. We are following evolving guidance from the IDPH and CCDPH.

Health Office Protocols:

Strict protocols will be followed with relation to student admittance into the Health Services Office. No student with a fever of >100.4 or any COVID-19 symptom(s), will be admitted to the Health Services Office. The following procedure will be followed when a student reports to the Health Services Office:

1. Student temperature and screening will take place before any student is admitted to the health office.
2. If a student has a fever >100.4 , or answers 'yes' to one or more questions on the checklist the following will occur:
 - a. Staff will verify that any 'yes' answer is not related to any pre-existing medical condition
 - b. Student will be directed to the isolation room and will be evaluated by the health aide
 - c. Parent will be contacted and student will need to go home immediately
 - d. Parent will be contacted by the Health Office or Main Office with further direction on student's status, return date, and quarantine guidance
 - e. Student will leave out of door E2 when parent arrives
3. If the student does not have a fever and answers 'no' to each question, they will be admitted to the Health Office
 - a. Student will complete the regular check-in process
 - b. Student will be assessed by nurse, receive medication, treatment etc
 - c. Student will check out and return to class

Hallways & Staircases:

One way hallways and staircases have been established in order to limit student contact and maximize physical distancing. Arrows have been placed throughout the building as a visual indicator of one way hallways and staircases. It is the responsibility of the student to maintain his/her distance from other students while moving through the hallways.

Signage:

Signage has been added throughout the building, informing students, staff, and visitors of facility and safety protocols. Signage addresses the following:

- Face coverings required
- Maintain physical distancing of 6 feet

- Symptom screening / temperature check required prior to entering the building
- Wash your hands frequently
- Stay home if you are experiencing COVID-19 symptoms

Water Fountains:

Students, staff, and visitors should only utilize water fountains that are bottle filling stations. All students are encouraged to bring their own reusable water bottle for use within the building. Drinking out of water fountains is prohibited.

Hand Sanitizer Stations:

Hand Sanitizer Stations have been added throughout the building. Wall mounted and freestanding stations are located within hallways throughout the building, near entrances/exits, and in gymnasiums & large group facilities. A limited amount of hand sanitizer will be available within classrooms. Students are also encouraged to bring their own hand sanitizer for use throughout the day.

Classrooms:

Classrooms will be set up to maximize physical distancing **as much as possible**. Students will be assigned seats within all classes. Teachers will keep record of seating charts for contact tracing purposes. Teacher zones have been created in order to keep teachers a minimum of six feet away from students during class sessions. Wipes will be available for students who choose to wipe down desks / chairs prior to sitting down.

Cleaning Protocols:

This [document](#) outlines cleaning protocols and procedures. Click here to view a [video](#) on D230 cleaning protocols.

For questions regarding Stagg Facilities, contact Mrs. Mary Pat Carr, Assistant Principal for Activities and Facilities at mcarr@d230.org or 708.974.7424

Visitor Protocols:

The following protocols will be implemented during the 2020-21 school year:

- All visitors must enter at the Main Entrance N1.

- All visitors will need an appointment in order to enter the building. Please make sure that you have an appointment prior to coming to the building.
- Visitors will complete the [Visitor Health Checklist](#) and will undergo a temperature check before entering the building. In the event that the visitor has a temperature of greater than 100.4, is experiencing any of the COVID-19 symptoms, and/or answers yes to any question on the checklist, the visitor will be prohibited from entering the building.
- Visitors will scan their drivers licenses in order to gain clearance.
- Visitors will be escorted to and from destinations within the building.

Student ID & Lanyard:

All students will be required to visibly wear their ID and lanyard on a daily basis. Those students who need a replacement ID/lanyard will be charged \$4.00. The charge will be added to their Skyward account. Students will not be allowed to board the bus without an ID. Those students who arrive at school without an ID/lanyard will be sent immediately to the Deans' Office to purchase a replacement ID/lanyard. Students who report directly to zero hour or Advisory without a lanyard will be sent to the Main Office to purchase a replacement.

Transportation:

School Bus

- For the safety of all bus riders, students will need to do the following in order to board the bus in the morning:
 - Be wearing Stagg Student ID on lanyard; bus route is visible on the ID
 - Be wearing a facemask properly
 - Show completed daily health certification
- This [document](#) outlines important information regarding bus transportation.
- The following outlines steps to finding your student's bus route and pick-up information:
 - Log in to your "Family Access" portal on Skyward (web based through a computer and not on the Skyward App)
 - Utilize the tab on the left marked "busing" to find your student's route number
 - Access the link in the upper right corner "Bus Routes" for PDFs with route information
 - PDF with route information
 - Regular Routes
 - Zero Hour Routes.
 - Activity/Athletic Routes
 - Scroll to find your student's bus route with pick-up locations and times
 - Specific route information is NOT found on the Skyward app

- For questions regarding bus transportation, contact the District 230 Transportation Office at 708.745.5216.

Student Parking:

We have changed parking protocols for the 2020-21 school year. Our main goal during Stage 2 (25% attendance) is to allow for as many Seniors and Juniors to drive to school in the safest manner possible. Juniors and Seniors had the chance to apply for their own individual parking pass (during Stage 2 - 25% attendance). Once we move to our next stage of school attendance (Stage 3 - 50%), we will reevaluate status and confirm plans for parking passes within this framework. Please understand that this will be a very fluid situation based on what stage of school attendance we are in. In the event that we move into Stage 4 (full student attendance), we will move back to our traditional system and students will pay their parking fee.

For questions regarding Parking, contact Mr. Chris Campos, Dean of Students, at ccampos@d230.org or 708.974.7497.

Arrival and Departure from School:

Student Entry

We will be checking for the following upon student entry - completion/passing of health certification (verification of green check mark through Skyward process on phone or hard copy student health certification checklist), student wearing mask (if a student does not have a mask, he/she will be given a disposable mask to wear on that day), and student visibly wearing ID/lanyard.

Student Arrival - Door Times/Assignments & Process

Students will not be allowed to enter the building prior to the times outlined above. For those students who start their day with **Advisory**, doors will open at 9:10am. Students will report directly to their Advisory classrooms. **The following doors will be open from 9:10-9:30am:**

- N1, W3, S4 (Driving to campus, West Lot)
- N1 (for those getting dropped off in the West Lot)
- E2 or N1 (for those walking to campus)

Zero Hour

For those students who have a scheduled **zero hour** class, doors will open at 8:15am. Only those students with scheduled zero hour classes will be allowed to enter the building at this time. Students will report directly to their zero hour classrooms. **The following doors will be open from 8:15-8:35 am:**

- N1, W3, S4 (Driving to campus, West Lot)
- N1 (for those getting dropped off in the West Lot)
- E2 or N1 (for those walking to campus)

Late Arrivals

Those students arriving late, will need to enter the building at the Main Entrance N1. They will be scanned in upon arriving late to the building.

Student Dismissal - Door Assignments & Process

At the conclusion of 8th period, students should proceed immediately to their pick up location. All students must exit campus immediately following the conclusion of the school day. The only exception is those students participating in an approved, school-sponsored co-curricular activity or athletic practice.

- Those taking a **bus** should exit S4 and S1. Directions will be given to students as to their bus location for departure during advisory.
- **Student drivers** should proceed directly to their vehicles and exit campus immediately.
- **Parent pick up** will occur in the East Lot (off Roberts Road). Students should maintain social distancing while waiting for their ride to pick them up from campus.

Off Campus Passes:

Families/students are encouraged not to utilize off campus passes during Stages 2 and 3 of the D230 Proud Reopening Plan. Students/families are encouraged to make appointments outside of the school day and not on days of in person attendance. Off campus passes will only be utilized in emergency situations.

Dropping Off Items for Students:

Items being dropped off for students will not be accepted. Students who forget their lunch should purchase a lunch from the cafeteria (they can do so by using their Stagg ID). As always, food deliveries will not be accepted from restaurants or delivery services.

Attendance Protocols:

If a student is unable to attend class for any reason, families should follow our regular attendance communication process/procedures to report an absence. Please call the Stagg High School Attendance line at 708.974.7500 to report an absence prior to the beginning of the school day. Please follow the prompts in order to provide the school with necessary information

related to the student's absence. It is necessary that parents/families provide any and all information pertaining to COVID-19 instances.

For questions regarding attendance, please contact Attendance Secretary, Mrs. Sue Anello, at sanello@d230.org

Food Service Protocols:

Assigned Locations

Multiple locations will be used for students. All students will be assigned to a location for lunch. Those students who bring their lunch, should report directly to their assigned location. Students should note that they will select a seat on their first day of in person instruction; the seat will become their assigned seat. Seating charts will be maintained for all lunch periods/spaces.

- Freshman students will be assigned to the Media Center
- Sophomores students will be assigned to South Commons
- Juniors students will be assigned to the North Commons
- Seniors students will be assigned to the PAC Lobby

Purchasing Lunch / Receiving Free Lunch

Students purchasing / receiving free lunch will report directly to the cafeteria, get food, and then report to their assigned location.

Limited Options

A limited number of options will be available through the Stagg cafeteria. Students that have the means to bring their lunch are encouraged to do so in order to limit traffic in the cafeteria. The menu will be drastically reduced. All items will be prepackaged and individually wrapped.

Payment

Payment will only be able to be made via Student ID. Students wishing to purchase lunch will need to add money to their account through the [District 230 Web Store](#) within Family Access. **Cash payment will not be accepted under any circumstances.**

For questions regarding Food Service, contact Mrs. Mary Morgan, Director of Food Service at mmorgan@d230.org or 708.671.3173

Social and Emotional Support:

- Students will meet with their Advisory first thing four days per week for academic and social-emotional check-ins.
- PPS services will be available onsite and remotely including social workers, school

counselors and school psychologists.

- Our staff has created a website for students and families to connect them with Stagg SEL support systems and community systems. Click [here](#) to visit the Stagg Coping Center website.
- As always, feel free to contact your child's School Counselor if you have any concerns.