



WHD147 eLearning and Safe  
Return Plan  
SY 2024-2027  
Revised Spring 2024

## **Introduction**

This procedure manual is a comprehensive resource, but it's not set in stone. We encourage our community to share concerns, seek clarification, and contribute new ideas. This open dialogue will help us refine details while ensuring students' and adults' safety and well-being during the pandemic.

The manual reflects the expertise of world-class professionals, many of whom have a personal stake in its success – their children attend our schools.

A sincere thank you to everyone who contributed to its development.

## **General Operations**

- All students must have updated immunization records to attend in-person learning.
- No visitors will be permitted to enter the school building at this time. Non-essential employees, who are not assigned to a school building, will not be allowed to enter without permission of the principal.
- Employees, students, and approved visitors must wear an appropriate mask inside the building. If students arrive without a mask, one will be provided by the nurse.
- The district and school offices will not accept drop-off items to deliver to students. Students must bring all personal items when entering the building.
- No school tours will be offered during this time.
- All public meetings (e.g., PTA, and SLT meetings) will be held virtually.

## **Health & COVID-19 Procedures**

- If your child becomes sick at school, you will be expected to pick up your child immediately.
- Parents and Staff will follow the [Respiratory Virus Guidance 03.01.24](#) document.
- Students who need to take medication while at school will see the school nurse and the nurse will provide the necessary medications to students at that time.
- Students or employees should not come to school if they have COVID-19 symptoms. Reference the Respiratory Virus Guidance.
- If anyone in your household has tested positive for COVID-19 and you have been advised to isolate or quarantine, please adhere to the public health guidance.
- For surveillance and tracking, West Harvey-Dixmoor School District 147 will continuously communicate with the Cook County Department of self-reported

cases to the school district as applicable.

- In the event of exposure to COVID-19, the school will follow protocols established by the local health department.
- Quarantined students will have access to their education through virtual learning.
- All WHD147 employees have completed COVID-19 Safety Standards Training.
- As students begin to re-enter, our focus will include working to ensure all students and staff remain safe and healthy. If a child exhibits any of the identified COVID symptoms, they will be isolated with our nurse awaiting their parent/guardian's arrival. For all other illnesses, we will follow the APS board policies and ask that families err on the side of caution if their child is feeling under the weather during this phase.

## **Cleaning, Hygiene and Environmental Health**

### **Protective Equipment**

West Harvey-Dixmoor SD 147 will constantly support students and staff to facilitate hand-washing and sanitizing. The district has provided protective equipment for all office spaces and classrooms. In addition, the district has purchased a disinfect machine to sanitize all spaces, when needed.

### **Face Coverings and Masks, if applicable**

While inside all school office spaces, on school buses, and within < 6 ft. of another person outdoors, all employees, students, and visitors must wear an appropriate mask or face covering. Face coverings are particularly important during talking, movement/physical activity, coughing, and sneezing.

WHD147 will provide two cloth masks to all employees and students and disposable surgical-grade masks are available, as needed. We will share information about appropriate mask-wearing techniques. Backup, high-quality masks will be readily offered to students and visitors who arrive at the building without one, and schools will assist families with masks if they have difficulty securing them. If necessary, face shields will be available to those employees working with students/individuals for whom viewing facial expressions is especially important (disabilities).

Mask breaks will be provided during meals. Lunch will be eaten in classrooms with the appropriate social distancing.

### **Mask Wearing Tips**

Surgical masks may be reused as long as there is no visible damage, dirt, or bad odor. Masks or face shields should be labeled and cleaned daily to avoid confusion.

### **Backup Face Coverings**

Additional face coverings will be on hand in case of a need to change after sneezing for example. WHD147 recognizes that students may arrive at school without a mask or face covering, and under no circumstances will a student be denied access to school in this instance. Students will be provided with a mask or face covering to use during the day, and schools will reach out to support families who need assistance obtaining a face covering for their student(s).

### **Limited Exceptions**

In instances where mask-wearing causes physical or emotional distress to a student due to a severe disability or medical concern, families should reach out to the student's IEP team or the Director of Specialized Services to discuss solutions. Speaking with a doctor about the best choice for a child who is unable to wear a mask is encouraged.

### **Procedures to Ensure Frequent Hand Washing**

All students and staff must engage in frequent handwashing, including upon arrival, after recess, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. We understand that hand washing will have an impact on the time available for teaching and learning during the school day.

WHD147 has purchased additional hand sanitizing stations. Although handwashing is highly encouraged, hand sanitizing stations will be provided as an extra safety measure. Custodial staff will ensure that soap dispensers and disposable towels are stocked, and that supplemental hand sanitizer is available throughout the building.

Signage will be posted in schools with reminders that appropriate public health practices call for individuals to use soap and water to wash all surfaces or their

hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.

The school nurse will consistently provide training tutorials regarding proper handwashing techniques. Teachers will be required to share the handwashing video periodically.

### **Respiratory Etiquette**

Coughs, sneezes, and other illnesses not related to COVID-19 will understandably occur, and WHD147 will need to teach proper coughing and sneezing etiquette when wearing a mask. It is still a good idea to cough or sneeze into one's elbow, with a mask on. Then, the student or staff member must wash their hands and change to a clean mask at the next opportunity, placing their original mask in a Ziploc bag. If coughing is repeated, students should be evaluated by the school nurse and possibly sent home. Adults should arrange coverage and leave to be tested.

### **Protocols for Cleaning Facilities under Standard Conditions**

- WHD147 will follow CDC guidance, and routine cleaning will occur lowering the risk of spreading COVID-19 infection.
- Teachers and staff are provided basic cleaning supplies, which they may use at their discretion, and are encouraged to clean and disinfect shared materials and items that are difficult to clean.
- Classrooms will have improved routine cleaning and disinfecting of facilities and deep cleaning of facilities will occur when students and staff are not in buildings.
- Automatic hand sanitizer stations will be placed in each classroom and throughout the building.

### **Water Fountains**

- Bottle-filling stations have been installed in all school buildings and students and staff are encouraged to bring refillable bottles labeled for individual use.

### **HVAC**

- All systems have received updated filters and are routinely serviced.
- To improve ventilation further at the level of individual rooms, teachers will keep their classroom doors to the hallway open unless student safety

is an issue.

### **Physical Distancing**

- When and if necessary, adjustments will be made to seating and desks, to allow social distance when completing work.
- When necessary, In-person class size will be reduced and adjustments to seating/desks will be made in support of social distancing practices when feasible.
- When necessary and during transitions, building administration will control the dismissal of classes using a staggered release.
- Public health guidelines will be followed when students are assembled in common areas (e.g. gymnasium, cafeteria, library, labs, and playground, entrance/exit areas).
- Additional considerations will be made to ensure physical separation and limit the amount of movement within the building daily, for special classes, EL, and IEP students.

### **Why eLearning?**

eLearning is the use of technology to enable people to learn anytime and anywhere. West Harvey-Dixmoor SD 147 eLearning Days will offer a blended learning environment for students. eLearning days will be used when school is closed due to a bona fide emergency, Utilizing eLearning for school cancellation allows staff and students to make up the learning in real-time instead of at the end of the year and avoids the need to add days to the calendar.

Teachers will create standards-based lessons with resources and the assignment will be available through their Google Classroom and on the District and School Websites under Technology.

[ISBE Flexibility to Define an Instructional Day](#)

### **Role of eLearning at West Harvey-Dixmoor SD 147**

eLearning will be utilized at West Harvey-Dixmoor SD 147 in the event of inclement weather. eLearning days enable students and teachers to continue moving through the current curriculum without interruption.

### **eLearning Goals**

The primary goal of eLearning is to maintain the learning momentum and not to make up missed school days. eLearning Days allow students to minimize the interruptions caused by inclement weather days and continue to progress through the curriculum.

## **Technology**

**STAFF** - All SD147 staff are 1:1 with iPads/Chromebooks and take their devices home daily.

**STUDENTS** - SD147 is a 1:1 iPad/Chromebook district for grades PK-8. Students in grades PK are issued an iPad and students in grades K-8 are issued Chromebooks.

Programs are cloud-based providing uninterrupted access to students and teachers on and off campus through their iPads/Chromebooks or at-home devices. Apps are installed on all teacher and student devices, Google Classrooms/Clever if the students or teachers prefer to use their home computers.

## **Infrastructure**

### **Internet Access**

Parents/Guardians will be surveyed each year to determine access. Students identified with no access will have access to hotspots through West Harvey-Dixmoor SD147.

### **Offline Support**

Parents/Guardians can contact the staff through PowerSchool, Clever, ClassDojo, and email. Offline technical support can be reached by contacting the Technology Department April Branch, at [abranch@whd147.org](mailto:abranch@whd147.org) or Angee Courtney at, [acourtney@whd147.org](mailto:acourtney@whd147.org)

### **Technology Support**

Online support is provided via the Ticket System [here](#) or requests for support for the Technology can be directed to the Support Center at [https://1to1plus.com/login/West\\_Harvey\\_IL](https://1to1plus.com/login/West_Harvey_IL).

### **LMS Platform Experience**

**STAFF** - Staff are required to attend a 3-hour introductory Clever training to set up Google Classroom. The Technology Department provides continuous training and support via group training(s), 1:1 appointments, and SIP/Institute Days.

**STUDENTS** - Grades PK-8 will access Clever and their course content 24-7. Students also utilize Clever during the traditional instructional day to complete assignments, homework, discussions, tests, and quizzes.

## **Instruction**

All classroom work will be posted to the Google Classroom by 8:15 AM on the day of the cancellation. Students should be able to complete the work on their own without assistance from a parent.

## **eLearning Instructional Content**

eLearning instruction will be a continuation of the curriculum and follows the weekly lesson plans submitted by the teacher. eLearning instruction follows the content standards and learning targets and is communicated in the lesson description on their Google Classroom.

Lincoln Early Learning Center daily schedule is [here](#).

Martin Luther King daily schedule is as follows:

- [1st Grade](#)
- [2nd Grade](#)
- [3rd Grade](#)
- [4th Grade](#)

Rosa L Parks Middle School daily schedule is [here](#).

## **Student/ Teacher Communication**

Teachers will have set office hours to communicate to parents via their Google Classroom, emails, School Messenger, or ClassDoJo.

## **Submission Deadlines**

Students have until the day AFTER their return from an eLearning day to submit assignments. Accommodations can be made at the teacher's discretion, or per their ILP/IEP/504 Plan. Student assignments can be turned in via Google Classroom, paper/pencil, video submission, in-class presentation, etc.

## **eLearning Assignment Guidelines/Expectations**

- Minimum 5 hours of instruction.
- eLearning assignments and content are a continuation of the traditional learning day and follow the weekly lesson plan submitted by the teacher.
- eLearning assignments follow state content standards and learning targets

## **eLearning Training**

### **STAFF**

Staff will receive continuous training on eLearning and online content development during Institute and SIP Days. Staff will be trained on how to effectively evaluate lessons and create content that when done in conjunction with all content areas will equal at least 5 hours of instruction during an eLearning Day.



## **STUDENTS**

Students will practice one lesson utilizing Google Classroom during January. Students will demonstrate their ability to navigate courses via Clever/Google Classroom and access course content. Students submit a quiz or assignment for each class and practice downloading content to their devices. Students can locate additional video tutorials, and the district help desk chat to utilize during eLearning days.

## **PARENTS**

Parent e-learning [FAQ](#) and Google Classroom for Parents [FAQ](#) are posted on the school website under the Technology Department. Communication through School Messenger containing FAQs and eLearning information will be sent to parents, as needed.

## **Attendance Verification**

District Office and administrators will record attendance (Sign in/Sign out) via Google Form. Teacher and Staff attendance will be recorded through the Last User Access report in PowerSchool. The login report will be run at the end of an eLearning day and those staff and students who have logged in to the Google Classroom will be counted as in attendance.

Considerations will be made for students who may not be at home or have internet access. If a student does not complete at least one eLearning assignment the office will be notified and that student will be marked absent for the eLearning Day.

## **Accommodation Support, Social-Emotional, and Mental Health Needs**

All students with accommodations for instruction will have access to and be provided with those accommodations, per their ILP/ IEP/504 plan.

## **Students with NO Internet Access**

Students with NO Internet access can check out a hotspot from the Technology Department at April Branch, [abrand@whd147.org](mailto:abrand@whd147.org), or Angee Courtney at, [acourtney@whd147.org](mailto:acourtney@whd147.org)

## **Stakeholder Communication**

### **STUDENTS**

Automated messages (voice, email, SMS) will be sent to parents and staff the night before an eLearning Day.

### **STAFF**

All staff will receive an automated message (voice, email, SMS) the night before an eLearning day.

## **COMMUNITY PARTNERS**

Community partners will receive an email from West Harvey-Dixmoor SD 147 the night before an eLearning day.

## **eLearning Program Evaluation**

The SD147 eLearning Program will be evaluated by students, parents/guardians, and staff at the end of the school year and shared with all stakeholders. The results from the survey will be instrumental in any revisions made to the program, and assist in addressing any concerns or difficulties.

## **District Administrator Responsibilities**

District Administrators will answer calls from 8:00 AM - 4:00 PM to assist faculty, and staff, and continue daily operations.

- Dr. Creg E Williams, Interim Superintendent [cwilliams@whd147.org](mailto:cwilliams@whd147.org)
- Dr. Jerry Jordan, Interim Superintendent [jjordan@whd147.org](mailto:jjordan@whd147.org)
- Ms. Camille Robinson, Assistant Superintendent [crobinson@whd147.org](mailto:crobinson@whd147.org)
- Mr. April Branch, Director of Technology, [abranh@whd147.org](mailto:abranh@whd147.org)
- Ms. Iliana El-Khailani, Director of Specialized Services, [iel-khailani@whd147.org](mailto:iel-khailani@whd147.org)
- Mrs. Cynthia Edwards-Jackson, CSBO [cedwards@whd147.org](mailto:cedwards@whd147.org)
- Ms. Cicely Calhoun, Director of Human Resources, [ccalhoun@whd147.org](mailto:ccalhoun@whd147.org)
- Mr. Eric Lee, Director of Buildings and Ground, [elee@whd147.org](mailto:elee@whd147.org)
- Ms. Morgan Fallen, Director of Prevention Initiative Program, [mfallen@whd147.org](mailto:mfallen@whd147.org)
- Ms. Tawana Douglas, Culinary Director, [tdouglas@whd147.org](mailto:tdouglas@whd147.org)
- The Technology Director will answer technology support via emails from Parents/Guardians, students, and staff.
- Continue daily job responsibilities.
- Supervisor of Buildings and Grounds will continue job responsibilities.
- Submit their attendance on the **Google Attendance Form** by **8:00 AM** and no sooner than **4:00 PM**.

## **District Staff Responsibilities**

All District Staff are to enter their attendance on the **Google Attendance Form** by **8:00 AM** and no sooner than **4:00 PM**. Staff will continue their daily job responsibilities and/or as designed by their immediate supervisor. All District staff will answer calls from 8:00 AM - 4:00 PM to assist faculty, and staff, and continue daily operations.

**REMINDER:** If you are completing regular daily work accessible from home you will submit a short task report when checking out on the Google Attendance Form.

## **Principal Responsibilities**

Principals will answer calls from 8:00 AM - 4:00 PM to assist faculty and staff.

- Principals will be available for staff via phone and/or email.
  - Dr. Sarah Midlock, Principal, [smidlock@whd147.org](mailto:smidlock@whd147.org), 708-446-7491
  - Dr. Ayana Hartzol, Principal, [ahartzol@whd147.org](mailto:ahartzol@whd147.org), 708-476-4939
  - Ms. Christina Bradley, Assistant Principal, [cbradley@whd147.org](mailto:cbradley@whd147.org), 708-968-8714
  - Mr. Mario Booker, Assistant Principal, [mbooker@whd147.org](mailto:mbooker@whd147.org), 773-699-6555
  - Dr. Jacqanai Gipson, Principal, [jgipson@whd147.org](mailto:jgipson@whd147.org), 708-371-9575 x 5102
- Principals will check each teacher's Google Classroom at 9:00 AM for the posted assignment/activity.
- **Student Attendance:** Teachers will report a list of students who did not complete assignments for eLearning day to their building principals/administrative assistants. Teachers with incomplete assignments by the due date will be reported as absent. (Audited by the state)
- Submit attendance on the **Google Attendance Form** by **8:00 AM** and no sooner than **4:00 PM**.

## **Administrative Assistant/Parent Translator/Pre-K Parent Coordinator Responsibilities**

All staff noted above are required to submit their attendance on the **Google Attendance Form** by **8:00 AM** and no sooner than **4:30 PM (School) or 4:00 PM (District)**. Work responsibilities are directed by their building administrator.

## **Teacher Responsibilities**

Teachers are required to be logged in and post their lessons/activities to assigned courses by 8:15 AM. All teachers utilizing Clever will post the daily agenda to the **ANNOUNCEMENTS**. This will create consistency between grade levels for parents.

- Teacher and Staff attendance will be recorded through the Last User Access report in Clever.
- Teachers will post materials by 8:15 AM. The materials will be posted in Google Classroom under Assignments with the date and the title of the assignment. It will include a short video of the teacher providing instruction and directions for any activities or assignments.
- All lessons (in combined subject areas) should have a total of 5 instructional hours.
- Teachers will have office hours based on their daily schedule.

## **Paraprofessional Responsibilities**

Paraprofessionals are required to submit their attendance on the **Google Attendance Form** by **8:00 AM** and no sooner than **3:25 PM**. Paraprofessionals should be logged into Google

Classroom with their assigned classroom teacher. Additional responsibilities would include collaborating with social workers on behavior plans for students, compiling data and behavior logs for students, and any other responsibilities provided by the classroom teacher and building principal.

### **Custodial Staff**

All custodial staff will report to their school site by 7:00 AM, unless directed otherwise, and conduct a building check and complete work as usual. Hours and assignments will be set by the Director of Building and Grounds.

### **Clinicians**

Clinicians (i.e. Nurses, School Psychologists, Counselors, Social Workers, Occupational Therapists, Speech Pathologists, Occupational Therapists) are required to submit attendance on the **Google Attendance Form** by **8:00 AM** and no sooner than **3:25 PM**. Clinicians will meet with students according to their daily schedules. You will submit a task report to the Director of Specialized Services when checking out on the Google Attendance Form.

**REMINDER:** If you are completing regular daily work accessible from home you will submit a short task report when checking out on the Google Attendance Form.

### **Food Service**

Food service staff are required to submit attendance on the **Google Attendance Form** based on their 7:00 AM - 2:00 PM. The Food Service Department will meet via Zoom at 7:00 AM with the Culinary Director for professional learning. You will submit a task report to the Culinary Director when checking out on the Google Attendance Form.

**REMINDER:** If you are completing regular daily work accessible from home you will submit a short task report when checking out on the Google Attendance Form.

### **Prevention Initiative (Birth to 3)**

Prevention Initiative staff are required to submit attendance on the **Google Attendance Form** by **8:00 AM** and no sooner than **3:25 PM**. Staff will meet with the Director via Zoom to review program goals and objectives, as well as reach out to parents. You will submit a task report to the Culinary Director when checking out on the Google Attendance Form.

**REMINDER:** If you are completing regular daily work accessible from home you will submit a short task report when checking out on the Google Attendance Form.

### **Student Responsibilities**

The eLearning will be asynchronous and synchronous and families. Any questions for teachers or administrators should be sent via email or phone. Students are required to log into Google Classroom to meet with their teachers/support staff to complete their assigned lessons/activities. All students will have one day, or as indicated per their ILP/IEP or 504 plan to complete the assignment in case there are any issues at home where they cannot access the lesson that day. Completion of assignments is a student's verification of attendance.