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Re: Contingency Plan

I am writing to update you about our efforts concerning coronavirus (COVID-19). The safety and health of our students, staff, families, and community is our top priority.

Being Prepared

School has not been canceled statewide. Instead, each district has made their own local decision based on the presence of coronavirus (COVID-19) in their community. We anticipate that a similar approach would be taken in Illinois. Given that we have not had a confirmed case in our community, we are not at this time planning to close schools. We have developed contingency plans to serve our students while minimizing the risk of exposure and spread of the coronavirus (COVID-19), as discussed below.

Instruction During An Extended School Closure

Given the rapidly changing nature of this serious health concern, we must be prepared for the possibility of a short-notice closure of schools. We are working with schools to ensure that students are able to continue their coursework at home in the event of a school closure. Instructional procedures include:

- Visit <https://classroommagazines.scholastic.com/support/learnathome.html> for 20 days of learning or https://docs.google.com/spreadsheets/d/1NUKLZN7hGSu1Hzm70kfzBKs-lsSELaEMggS60Bi2O2I/htmlview?usp=sharing&sle=true&pru=AAABcPkRWMk*fVjlnk6qjVfJB5XiRKHNdA for online resources.
- Send books home with students and/or print out articles, poetry, and writing prompts.
- Assign a long-term research-based project aligned to multiple standards.
- Put together learning packets to review or enhance material already taught.
- Assign simple science projects that could be done at home.
- Review textbooks and print the supplemental lessons that one often does not have time to do in class.
- Use any online resources available to students or teachers and print assignments to do at home.
- Have students write reflection essays about a movie watched or a book read and scaffold the assignment for different age ranges.
- In providing grab-and-go meals or meal delivery, make take home packets available at the same location or through the same delivery mechanism.

Domestic School Trips

Currently, all domestic field trips are still on schedule. However, we are evaluating each trip on a case-by-case basis and are continuing to monitor information shared by the World Health Organization, the National Centers for Disease Control and Prevention, the U.S. State Department, the Illinois State Board of Education, and the Illinois State Department of Public Health. We will continue to base our decisions on what we believe to be in the best interest of student safety. Schools will share specific information about field trips with families. This is subject to change with relatively short notice. If this changes, your school will let you know as soon as possible.

Extracurricular Activities (Sports, Performances, etc.)

One of the main reasons for the measures in this letter is to limit the spread of the coronavirus (COVID-19) in order to protect our most vulnerable populations. Once a community has confirmed cases of the coronavirus (COVID-19), it is important to minimize the number of large gatherings. There are many normal spring school activities that lead to large gatherings including sporting events, choral and theater performances, events, etc. If we become aware of a risk of exposure, we will take steps to limit or temporarily cancel extracurricular activities. This may include total cancellation of events. As with other items discussed in this letter, we will let you know as soon as possible of any cancellations.

Conclusion

As always, thank you for your commitment to our schools, and thank you for working with us. We will do our best to update you as quickly as possible if the need arises.