

# Pana Community Unit School Dist. No. 8

14 East Main Street  
P.O. Box 377  
Pana, IL 62557

## Be A Part of the Pride

TELEPHONE: 217-562-1500  
FAX: 217-562-1501

July 21, 2020

Dear Parents and Guardians,

Pana CUSD #8 has been diligent about developing a transition plan that takes into account the needs of students and families as we prepare for the 2020-2021 school year. Administrators, teachers, and staff have reviewed the "Transition Joint Guidance" document that was put out by the Illinois State Board of Education. These are rules and regulations that have been developed jointly by the Illinois Department of Public Health (IDPH) and Illinois State Board of Education (ISBE).

As Pana CUSD #8 continues to fine tune our "Transition Plan" which will allow us to reopen schools we must be diligent in following the guidance of the Illinois State Board of Education to keep students and faculty safe. In order to be backed by our legal counsel and insurance, it is imperative that we follow the guidelines that have been developed. In order to be compliant we must do the following:

- Require the use of appropriate personal protective equipment (PPE), including the use of face coverings before entering buildings.
- Prohibit more than 50 individuals from gathering in one place.
- Require social distancing as much as possible.
- Require that all schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering the building.
- Require an increase in schoolwide cleaning and disinfection.

We understand that everyone may not totally agree with the health guidelines and safety stipulations that were given to us by IDPH, ISBE, and the Governor. The plan is not a representation of the Board of Education, administration, or staff's personal viewpoints, but a development based on the rules and best practices from our legal representation and insurance provider. Getting kids back to school is our number one priority and we must do everything possible to ensure a safe return and a sense of some normalcy for our students. There is no substitute for full in-person learning, but we understand the need to be flexible for a variety of reasons.

When developing the "Transition Plan" we took into account the best interests of all students and families, as well as the over 200 faculty and staff that work with students on a daily basis. We also took into consideration the feedback that we received from Parent and Teacher/Staff Surveys. With the data that we received, this coming year will be a very different looking year and like nothing that we have ever experienced. Plans for this year include Full In-Person Instruction and a Remote Learning option. Certain criteria will have to be met in order for families to choose the remote learning option, such as having Internet connectivity and by meeting other certain requirements. Please read the transition plan in order to familiarize yourself with requirements.

We ask that you continue to be patient as this is still a very fluid situation in which we receive new information daily. We will do our best to continue to provide information and feedback as we get closer to August and to provide you with information communicating any significant changes.

Sincerely,

Jason Bauer  
Superintendent  
Pana CUSD #8

**Board of Education**  
Wilfred C. Beyers III, President  
Doug Kirkbride, Vice President  
Craig Deere, Secretary  
Anne Dorn  
Kyle Anderson  
Mark Beyers  
James Moon

**Jason Bauer, Superintendent**



**Principals**  
Senior High, Casey Adam  
Assistant Principal, Heath Strom  
Junior High, Juleta Ellis  
Lincoln, Kelly Millburg  
Washington, Cheri Wysong  
  
Adam Haston – Athletic Director

# Pana Community Unit School Dist. No. 8

## Educational Choices for 2020-2021

1. In Person Instruction: Agree to full compliance with in person instruction requirements in which parents/guardians will adhere to all health and safety guidelines as set forth by IDPH and ISBE, including the wearing of face coverings.
2. Remote Learning: Students will receive instruction through remote learning options in which teachers will utilize a variety of instructional materials that students can complete at home. Students will be **required** to submit completed work to teachers and will receive grades.
3. Home School: Parents/guardians will homeschool their children and be solely responsible for all components of their child's education. Pana Schools will not be involved with any portion of the child's education or provide learning resources.

## Important Information Regarding Each Choice

1. In Person Instruction: Parents/Guardians agree to full compliance with the school's decisions. Parents will partner with the District to ensure that students wear face coverings and monitor the health and well-being of their child(ren) each day, including making sure students are free from COVID-19 symptoms.
2. Remote Learning: Students will be responsible for completing homework in accordance to each individual teacher's learning expectations.
  - a. Commitment: Students who choose this option over In Person Instruction will be expected to complete a full quarter (9 weeks) before transitioning back to In Person Instruction.
  - b. Students with an underlying health condition must have a doctor's note prior to transitioning back to In Person Instruction.
  - c. Students electing Remote Learning Will NOT be allowed to participate in any extra-curricular activity (sports included).
3. Home School: Parents/Guardians who do NOT send their student(s) to school and choose to homeschool them will not register as a student at Pana.
  - a. Students who elect this option over In Person Instruction and Remote Learning are making a commitment for the entire semester.
  - b. Students who are home schooled will NOT be allowed to participate in any extra-curricular activity (sports included).

If a parent/guardian chooses to send their child(ren) to school, we will ask that the following Health and Safety Protocols from IDPH be adhered to:

1. Any individual who tests positive for COVID-19 or who shows signs or symptoms of Illness will be asked to stay home.
2. Families and staff need to immediately notify the school administration of possible cases in order to assist with tracing and to limit contact.
3. 72-Hours must elapse from any fever without fever reducing medication in order for a student / staff member to return to school.

# Pana Community Unit School Dist. No. 8

4. If a student / staff member exhibits symptoms, but does not have a positive test they must be out 14-calendar days from when the symptoms first appeared.
5. Those individuals who have had contact with someone who tested positive for COVID-19 or who is suspected of having COVID-19 should isolate at home and monitor symptoms for 14-calendar days.

## **Face Coverings**

- Everyone must wear a face covering at all times while in the building (mask).
  - The Illinois Department of Public Health (IDPH) has communicated that face coverings and social distancing are vital in the battle against COVID-19. Face shields (at this time) have not been deemed as an appropriate source and are only to be used when other methods of protection are not available. Face coverings must be worn in order to be allowed inside of school buildings. **Pana CUSD #8 will provide face coverings to all students if needed.**
- Students unable to wear a face covering (mask) because of a prior or current medical condition must obtain a doctor's note in order to not be required to wear a mask.
- In the case of a doctor's note being obtained and a student not being required to wear a mask, we will encourage families to secure a school provided face shield or to consider Remote Learning Instruction.

## **Students / Staff / Parents Entering Buildings:**

- Thermometer checks of all students and staff are required.
  - Students / Staff Temperature must be BELOW 100.4
- Students are asked to use designated entrances as determined by the building principal.
- Staff members are asked to use designated entrances as determined by the building principal.
- Parents / Guardians are NOT allowed inside of buildings unless arranged in advance by the building principal.
  - Adults / Children entering the building are required to have a temperature check or to self-certify that they are free of COVID-19 symptoms.
  - Parents / Guardians are required to wear face masks before being allowed inside of a school building.

## **Bus**

- Bus Monitors / Bus Drivers will take student temperatures prior to them boarding the bus. Parents/Guardians are encouraged to self-certify that students are free from COVID-19 symptoms each morning.
  - Students will NOT be allowed to ride the bus if they have a temperature over 100.4 degrees.
  - Students are required to wear face masks while on the bus.
  - Students should use hand sanitizer prior to entering the bus.
  - Students will sit in assigned seats on the bus.
  - Students are required to wear face masks while on the bus and at the exchange.
- Families who live in the same house will sit together in the same seat (2).
  - Use multiple seats if more than two family members are on the same bus.

# Pana Community Unit School Dist. No. 8

- Students without a family member will sit alone in an assigned seat when possible.
  - Individual students are encouraged to sit next to a window when possible.
  - Buses will be sanitized after each bus route.
  - Students will utilize hand sanitizer when exiting the bus prior to entering the school building.
- Parents are encouraged to self-transport students if possible.

## **Classrooms**

- Hand sanitizer stations will be placed in each building – Students should apply hand sanitizer regularly throughout the school day.
- Classrooms should have excess furniture removed (hallways, closets, staff homes) to allow for six feet between desks to the greatest extent possible.
- No Carpet Areas
- No common areas (group tables) if possible.
- Rows of desks
- Emphasis on the 6-foot rule to the greatest extent possible
- No sharing of materials (glue, colored pencils, pens, art supplies, etc.)
- Students should have assigned technological devices when appropriate.

## **Food Service**

- Breakfast will be served each morning beginning at 7:45 a.m. in your student's attendance center only.
- Alternative spaces may be utilized at breakfast and lunch to maintain social distancing.
- Each student MUST be 6 foot apart when possible while eating at lunch tables.
- Other areas may be utilized to allow for 6-foot barriers as needed for student eating.
- Tables and chairs will be sanitized after each use.

## **Recess and Physical Education (P.E.)**

- Recess and Physical Education will be offered daily.
- IDPH guidelines will be followed during recess and P.E.

## **Student and Staff Exclusion Chart**

- Pages 6-7 provide information on situations when students and staff may be excluded from school.

# Pana Community Unit School Dist. No. 8

**Student and Staff Exclusion Chart** – ISBE IDPH guidance document 6/23/20

**\*ISBE and IDPH Guidance will be updated on 7/24/20**

<p><b><u>Student/Staff member tests positive for COVID</u></b></p> <ul style="list-style-type: none"><li>IDPH will clarify whether this time period of exclusion starts from the date of the positive test or date of the onset of symptoms.) – Date from positive test is typically the recommendation.</li></ul>	<p>14 Calendar Days</p>
<p><b><u>Student/Staff member exhibits one or more symptoms of COVID-19</u></b></p> <ul style="list-style-type: none"><li>Fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.</li><li>Period of exclusion starts on the date of onset of symptoms.</li><li>If a student / staff continues to exhibit symptoms past the initial 14 day exclusion period, IDPH will need to be consulted regarding return (return to school is not likely with symptoms).</li><li>If the student / staff subsequently tests <b>positive</b> for COVID-19: IDPH will clarify whether the period of exclusion starts from the date of the positive test or date of onset of symptoms, if any.</li><li>If the student / staff subsequently tests <b>negative</b> for COVID-19, IDPH will likely impose a 14 day period of exclusion (but stay tuned).</li></ul>	<p>14 Calendar Days</p>
<p><b><u>Student/Staff member has a temperature higher than 100.4 degrees Fahrenheit (38 degrees Celsius)</u></b></p> <ul style="list-style-type: none"><li>At least 72 hours must elapse from resolution of the fever without fever reducing medication before the student can return to school.</li></ul>	<p>72 Hours</p>

# Pana Community Unit School Dist. No. 8

<p><b><u>Student/Staff member had close contact with someone who tested positive for COVID-19</u></b></p> <ul style="list-style-type: none"><li>• The ‘window’ for the close contact must generally be within the past 14 days.</li><li>• ‘Close contact’ means that the student was within 6 feet of a symptomatic person for more than 15 minutes.</li><li>• Period of exclusion starts on the date of the most recent contact.</li><li>• The close contact can happen at school, home, in the community, etc.</li></ul>	14 Calendar Days
<p><b><u>Student/Staff member has returned from a location with sustained widespread transmission, potentially including areas located within the United States (Travel Warning of Level 3)</u></b></p>	14 Calendar Days

## Examples

### **3<sup>rd</sup> Grade Student contracts COVID-19**

- Students in that student’s class are quarantined to Remote Learning for 14-calendar days.
- Teacher in that student’s class is quarantined to Remote Learning for 14-calendar days.
- If a student rides the bus to or from school – anyone within one row of the student is quarantined to Remote Learning for 14-calendar days (regardless of the grade they are in) – This would also be in play for the seat that is located across the aisle, as well as the row in front of and behind the student.

### **5<sup>th</sup> Grade Student has symptoms of temperature, cough, and a runny nose.**

- Student is asked to go to Doctor for COVID-19 Test.
- Student is quarantined for Remote Learning for 14-Calendar Days or until COVID-19 Test is Negative and COVID symptoms are gone for 72 hours without medication.

### **Someone who lives at the student’s home contracts COVID-19**

- All student(s) living in home are quarantined to Remote Learning for 14-Calendar Days.

### **Family has a Birthday Party on a Saturday evening. A person at the party tests positive for COVID a few days later.**

- All students at the party are quarantined to Remote Learning for 14-Calendar days.

### **Student is in contact with a student that has symptoms of COVID-19.**

- Student put on “watch list” in case of positive symptoms from student based on the symptoms turning into COVID-19.
- Letter sent home of possible symptoms close to student.

# Pana Community Unit School Dist. No. 8

## Teacher or Staff Member falls ill during school day and is in need of going home with COVID type symptoms

- Teacher will be asked to go get a COVID test.
- Students in that class and/or with contact with the teacher will also be sent home for the day as well as the next two days. They will transition to remote learning until testing results come back.

### Flexibility

- This Transition Plan is a guiding document with the most recent updated information. Due to the pandemic still being a very fluid situation, this plan will continue to be modified and updated as needed. Any changes will be communicated via our school website.

### 2020-2021 Online Registration

- Registration will be entirely online this year. If there is a need to register in person please call the office of the school of where your child(ren) will attend. Masks will be required to enter the building.

✚ Washington: (217)562-7500

✚ Lincoln: (217)562-8500

✚ Jr. High: (217)562-6500

✚ High School: (217)562-6600

- Online registration will be available beginning Wednesday, July 22, 2020.

### 2020-2021 School Start Date

- Thursday, August 13 – Teacher Institute
- Friday, August 14 – Teacher Institute
- Monday, August 17 – Teacher Institute
- Tuesday, August 18 – First Day of School

✚ All school days during the 1<sup>st</sup> quarter (through Friday, October 16) will utilize the 45-minute early dismissal time.

✚ Wednesday, September 9<sup>th</sup> will utilize a 3-hour early dismissal

✚ Wednesday, November 18<sup>th</sup> will utilize a 3-hour early dismissal

### Fully Continuous Remote Learning – All Students

- In the event that COVID-19 causes a disruption to the school year, the District will transition to an online learning format in which *all* students will utilize Google Classroom and other instructional methods.

# Pana Community Unit School Dist. No. 8

- The District is in the process of updating the Remote Learning Plan in order to provide the highest quality education possible for online learning.
- There will be some sharp contrasts from the online learning that took place during the spring of 2020. Online learning will now be required, attendance will be taken, and grades on completed assignments will be administered. Failure to complete assignments in a timely manner according to a teacher's requirements will result in the possibility of lost credits, failing grades, and mandatory summer school.
- Online learning will be delivered via multiple platforms, including, but not limited to instructional videos and/or possible synchronous learning.

## Technology Resources

- The junior high and high school both are 1:1 in which all students have access to a device.
- The District has purchased Chromebooks for students in K-5 to use in the event that schools are moved to remote learning by state officials.

## Internet

- The District realizes that access to the Internet is critical during remote learning. While we cannot address all issues with connectivity, we have increased the number of mobile hotspots that can be utilized by students while participating in remote learning. Requests for hot spots may be made to the building principal.
- The District also has outdoor wireless access points at the junior high and high school in which community members have access to free internet access to Wi-Fi from their vehicles.

Students who have difficulty accessing Wi-Fi should contact their building principal.

**This Document is subject to change as guidelines are updated by ISBE and IDPH.**