

# 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

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 (Back to School) 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 (Back to School) 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

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### Principals

Senior High, Casey Adam  
Assistant Principal, Heath Strom  
Junior High, Juletta Ellis  
Lincoln, Kelly Millburg  
Washington, Cheri Wysong

Adam Haston – Athletic Director

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### District Priorities

- 1) We continue to make decisions based on what is in the best interests of ALL students.
- 2) Our goal remains to provide in-person instruction to all learners as soon as possible.
- 3) The District's decisions continue to be fluid, with the board, administration, and teachers continuing to evaluate all aspects to help achieve our above mentioned priorities.

### 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. Students with an underlying health condition must have a doctor's note prior to transitioning back to In Person Instruction.
  - b. Students electing Remote Learning Will NOT be allowed to participate in any extra-curricular activity (sports included).
  - c. Students who have been on remote learning for the duration of the school year may remain on remote learning. Administration has the authority to require students to return to in-person learning due to a lack of academic progress (i.e. failing grades, lack of participation in remote

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learning). No student will be allowed to opt into remote learning without a valid medical excuse from a physician which states that the student or an immediate household family member is an at-risk category.

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 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. 24-Hours must elapse from any fever without fever reducing medication in order for a student / staff member to return to school.
4. If a student / staff member exhibits symptoms, but does not have a positive test they must be out 10-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.
6. Stay home when sick, or after close contact with someone who is sick. If a student or staff member is sick, he or she **should not come to school or any school district property. Failure to comply with this safety expectation will result in disciplinary action.** If COVID-19 is known or suspected, students and staff members should self-isolate until 10 days since symptoms first appeared and 24 hours with no fever without the use of fever-reducing medications. If COVID-19 is not suspected, students and staff should stay home until symptoms have resolved.

### Face Coverings

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- 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.

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- 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 6-12 provide information on situations when students and staff may be excluded from school.

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### Student and Staff Exclusion Chart – ISBE IDPH guidance document updated 09/01/20

<p><b><u>Student/Staff member tests positive for COVID-19</u></b></p> <ul style="list-style-type: none"><li>• If no symptom(s), 10 days of exclusion after date of first COVID positive test (date of nasal swab, saliva test or blood draw)</li><li>• If symptom(s) are present, at least 10 days of exclusion after onset of symptom(s)</li><li>• Period of exclusion will be extended until at least 24 hours after fever breaks (without fever-reducing medication) AND improvement of symptoms.</li><li>• Release from Isolation letter from LHD required prior to return</li><li>• Quarantine for close contacts? YES</li></ul>	10 Calendar Days (Minimum)
<p><b><u>Student or staff member is a probable COVID-19 case</u></b></p> <ul style="list-style-type: none"><li>• Obtains a COVID-19 diagnosis without diagnostic testing OR</li><li>• Has COVID-like symptoms and is epidemiologically linked to a known case</li><li>• At least 10 days of exclusion from onset of symptom(s)</li><li>• Period of exclusion will be extended until at least 24 hours after fever breaks (without fever-reducing medication) AND improvement of symptom(s)</li><li>• ‘Release from Isolation’ letter from LHD required prior to return</li><li>• Quarantine for close contacts? YES</li></ul>	10 Calendar Days (Minimum)

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<p><b><u>Student or staff member is symptomatic (exhibits one or more symptoms of COVID-19)</u></b></p> <p>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, diarrhea, abdominal pain, and poor appetite/poor feeding</p>	
<p><b><u>Student/Staff member with a negative COVID-19 diagnostic test</u></b></p> <ul style="list-style-type: none"><li>• The diagnostic test must be a viral test (Nasal Swab or Blood)</li><li>• Antibody tests <b>cannot</b> be used to prove or disprove a COVID-19 infection</li><li>• Specimen collected 48 hours prior to or any time after symptom onset</li><li>• Require for return: negative COVID-19 test or healthcare provider's note</li><li>• Quarantine for close contacts? NO</li></ul>	<p>Stay home until symptom(s) have improved or resolved</p>
<p><b><u>Symptomatic student or staff member with an alternative diagnosis</u></b></p> <ul style="list-style-type: none"><li>• Student/staff member may present documentation of other illness or condition (e.g., allergies, fibromyalgia, traumatic brain injury, etc.) that may be causing symptom(s)</li><li>• Require for return: A healthcare provider's note with alternative diagnosis OR a negative COVID-19 test</li><li>• Can SD require a negative COVID-19 test for return? NO</li><li>• Quarantine for close contacts? NO</li></ul>	<p>Stay home until symptom(s) have improved or resolved</p>

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<p><b><u>Symptomatic student or staff member without diagnostic testing or clinical evaluation</u></b></p> <ul style="list-style-type: none"><li>• At least 10 days of exclusion from onset of symptom(s)</li><li>• Period of exclusion will be extended until at least 24 hours after fever breaks (without fever-reducing medication) AND improvement of symptom(s)</li><li>• Self-certification from staff member/parent/guardian required upon return</li><li>• Can SD require a negative COVID-19 test for return? NO</li><li>• Quarantine for close contacts? YES for household members; consider quarantine for other close contacts if poor adherence to social distancing or use of face coverings.</li></ul>	<p>10 calendar days (Minimum)</p> <p>14 calendar days if the individual is a 'close contact' to a case</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 24 hours must elapse from resolution of the fever without fever reducing medication before the student/staff can return to school.</li><li>• At least 24 hours must also elapse without diarrhea or vomiting</li><li>• If any other COVID-19 symptoms are present, treat as symptomatic</li></ul>	<p>24 Hours (Minimum)</p>

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<p><b><u>Student/Staff member had close contact with someone who is COVID-19 positive</u></b></p> <ul style="list-style-type: none"><li>• A close contact is anyone (with or without a face covering) who was within 6 feet of a confirmed case of COVID-19 (with or without a face covering), for at least 15 minutes throughout the course of a day</li><li>• The period of close contact begins 2 calendar days before the onset of symptoms (If the source was symptomatic) or 2 calendar days before the positive sample was obtained (if the source case was asymptomatic)</li><li>• If the source case was symptomatic, people with briefer periods of exposure may also be considered contacts who require quarantine</li><li>• Period of exclusion starts on the date of the most recent close contact</li><li>• The close contact can happen at school, home, in the community, etc.</li><li>• Individuals who remain asymptomatic throughout 14 calendar days of quarantine do not need a physician's note to return to school</li><li>• Can/student staff member obtain a negative COVID-19 test to return early in these situations? No; the 14-day quarantine is required due to the incubation/infectious period of COVID-19</li></ul>	<p>14 Calendar Days</p>
<p><b><u>Student or staff member had close contact with someone with COVID-19 symptom(s)</u></b></p> <ul style="list-style-type: none"><li>• A close contact is anyone (with or without a face covering) who was within 6 feet of a confirmed case of COVID-19 (with or without a face covering), for at least 15 minutes throughout the course of the day</li><li>• The period of close contact begins 2 calendar days before the onset of symptoms in the source case</li><li>• People with briefer periods of exposure to the source case may also be considered contacts who require quarantine</li><li>• Period of exclusion starts on the date of the most</li></ul>	<p>14 calendar days</p>

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<p>recent close contact</p> <ul style="list-style-type: none"><li>• The close contact can happen at school, home, in the community, ect.</li><li>• Individuals who remain asymptomatic throughout 14 calendar days of quarantine do not need a physician's note to return to school.</li><li>• Can student/staff member obtain a negative COVID-19 test to return early in these situations? NO; the 14 day quarantine is required due to the incubation/infectious period of COVID-19.</li><li>• What if the source case tests negative? The student or staff member may return if:<ul style="list-style-type: none"><li>○ A diagnostic viral test was performed on the source case (nasal swab or blood); antibody tests cannot be used to prove or disprove a COVID-19 infection</li><li>○ Specimen was collected 48 hours prior to or any time after symptom onset</li><li>○ Student or staff member presents their own negative COVID-19 diagnostic viral test along with proof of the negative test for the source case.</li></ul></li></ul>	
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<p><b><u>Household Members</u></b></p> <p>When one member of a household is being evaluated for COVID-19, the rest of the household must be quarantined until an alternative diagnosis is made or negative result received. If the student/staff member becomes a confirmed case (i.e., tests positive for COVID-19) or a probable case (i.e., has COVID-like symptoms and is epidemiologically linked to known case), the local health department conducting contact tracing will place all household contacts, including siblings and parents, in quarantine for 14 calendar days.</p>	<p>14 calendar days</p>
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<p><b><u>Close Contacts on the Bus or in the Classroom</u></b></p> <p>If a confirmed or probable COVID-19 case is identified in a classroom, or on a school bus, who will be considered close contacts that need to be quarantined for 14 calendar days? Will this include the entire classroom or all students on the bus?</p> <ul style="list-style-type: none"><li>• Exposure in a classroom should be limited to everyone with whom the confirmed or probable COVID case had close contact, within 6 feet, for at least 15 minutes throughout the course of a day.</li><li>• Exposure on a bus must include everyone who sat within 6 feet of the confirmed or probably COVID case for 15 minutes or longer. A possible approach to identifying close contacts on a bus would be to include persons who sat 3 rows in front and 3 rows behind the confirmed or probable COVID case.</li></ul>	14 calendar days
<p><b><u>Student/staff member has returned from a location in another country with sustained widespread transmission designated as Travel Warning Level 3</u></b></p> <ul style="list-style-type: none"><li>• <a href="https://wwwnc.cdc.gov/travel/notices">https://wwwnc.cdc.gov/travel/notices</a></li></ul>	14 calendar days
<p><b><u>Student/staff member has returned to Chicago and/or suburban Cook County from another state with a high incidence of COVID-19 infection</u></b></p> <ul style="list-style-type: none"><li>• A 14 calendar day quarantine is currently recommended (not required) for individuals entering the City of Chicago and suburban Cook County, Illinois, from states with high incidence of COVID-19 infections</li><li>• <b>Cook County:</b> <a href="http://cookcountypublichealth.org/communicable-diseases/covid-19/covid-19-travel-guidance/">http://cookcountypublichealth.org/communicable-diseases/covid-19/covid-19-travel-guidance/</a></li><li>• <b>Chicago:</b> <a href="https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html">https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html</a></li></ul>	14 calendar days

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### 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 – Remote Learning Planning Day
  - Wednesday, August 19 – First Day of School
  - Friday, August 28 – Remote Learning Planning Day
- ✚ All school days during the 4<sup>th</sup> quarter will utilize the 45-minute early dismissal time (unless otherwise designated).
- ✚ Wednesday's during the 4<sup>th</sup> quarter will now be in-person. This will begin Wednesday, March 17<sup>th</sup>.
- ✚ Wednesday, March 17<sup>th</sup> will utilize a 3-hour early dismissal. (P/T Conferences)
- ✚ Wednesday, March 24<sup>st</sup> will utilize a 3-hour early dismissal. (SIP Day)
- ✚ Wednesday, April 21<sup>st</sup> will utilize a 3-hour early dismissal. (SIP Day)
- ✚ Monday, March 15<sup>th</sup> will be a remote learning day for all students.

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### 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.
- 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.**

#### **Board of Education**

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**Jason Bauer, Superintendent**



#### **Principals**

Senior High, Casey Adam  
Assistant Principal, Heath Strom  
Junior High, Juletta Ellis  
Lincoln, Kelly Millburg  
Washington, Cheri Wysong

Adam Haston – Athletic Director