



EAST AURORA

SCHOOL DISTRICT 131

STUDENT HYBRID/REMOTE LEARNING

UPDATED: FEBRUARY 26, 2021

Updates:

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February 24, 2021

Dear Parents,

As March begins, most students will continue with full remote learning through March 26.

Students in grades Pre-K through 8 who will begin hybrid e-learning in school have received a parent phone call from their school.

VERY IMPORTANT: Only students whose parents selected hybrid for 3rd quarter on the December parent survey will be allowed to attend in-person on hybrid days. Our schools have carefully planned to accommodate only this portion of students, while strictly following Centers for Disease Control (CDC) guidelines.

All other students will continue with their daily on-line learning Monday-Friday. It is absolutely imperative that we keep students and staff safe and ask for your full cooperation with this plan. Parents and guardians of full remote students who mistakenly arrive at school will be contacted to pick up your child. Please understand these guidelines will be followed out of safety for our students, staff, and the entire school community.

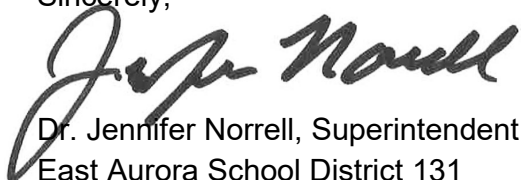
Next week, look for a new survey for the 4th Quarter (April 6-June 4), where you can select either hybrid or full remote for your student(s).

This survey link will be sent next week to your Infinite Campus Parent Portal, email, and as a text message.

For questions regarding your child, please contact your child's home school.



































Thank you for your understanding, your support, and your cooperation.

Sincerely,



Dr. Jennifer Norrell, Superintendent
East Aurora School District 131

MARCH HYBRID STUDENT SCHEDULE*

| MONDAY, MAR 1 | TUESDAY, MAR 2 | WEDNESDAY, MAR 3 | THURSDAY, MAR 4 | FRIDAY, MAR 5 |
|---|---|---|---|--|
|    ONLY Hybrid Students on-site PreK-5 th 6 th -8 th RED DAY |    ONLY Hybrid Students on-site 6 th -8 th BLACK DAY |  ONLY Hybrid Students on-site PreK-5 th 6 th -8 th RED DAY |  ONLY Hybrid Students on-site 6 th -8 th BLACK DAY |  FULL REMOTE ALL STUDENTS |
| MONDAY, MAR 8 | TUESDAY, MAR 9 | WEDNESDAY, MAR 10 | THURSDAY, MAR 11 | FRIDAY, MAR 12 |
|    ONLY Hybrid Students on-site PreK-5 th 6 th -8 th RED DAY | FULL REMOTE ALL STUDENTS  Asynchronous Learning (No Teacher) 6 th -8 th PreK-5 th Synchronous (with Teacher) | FULL REMOTE ALL STUDENTS  Asynchronous Learning (No Teacher) PreK-8 th *Hybrid Students PreK-5 th may report on-site if childcare needed. |  FULL REMOTE ALL STUDENTS Asynchronous Learning (No Teacher) PreK-8 th |  FULL REMOTE ALL STUDENTS Asynchronous Learning (No Teacher) |
| MONDAY, MAR 15 | TUESDAY, MAR 16 | WEDNESDAY, MAR 17 | THURSDAY, MAR 18 | FRIDAY, MAR 19 |
|    ONLY Hybrid Students on-site PreK-5 th 6 th -8 th EAHS Asynchronous Learning (No Teacher) RED DAY |    ONLY Hybrid Students on-site 6 th -8 th BLACK DAY |  ONLY Hybrid Students on-site PreK-5 th 6 th -8 th RED DAY | ONLY Hybrid Students on-site  6 th -8 th Related Services (SLC/Life Skills) PreK-12 BLACK DAY |  FULL REMOTE ALL STUDENTS |
| MONDAY, MAR 22 | TUESDAY, MAR 23 | WEDNESDAY, MAR 24 | THURSDAY, MAR 25 | FRIDAY, MAR 26 |
|    ONLY Hybrid Students on-site PreK-5 th 6 th -8 th RED DAY |    ONLY Hybrid Students on-site 6 th -8 th BLACK DAY |  ONLY Hybrid Students on-site PreK-5 th 6 th -8 th RED DAY | ONLY Hybrid Students on-site  6 th -8 th Related Services (SLC/Life Skills) PreK-12 BLACK DAY |  FULL REMOTE ALL STUDENTS |

*EAHS, EAEC Full Remote
 *Spring Break:
 Monday, March 29-Friday, April 5

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East Aurora COVID Safety Protocols

This guidance document is organized to share the required practices that will be implemented in East Aurora District 131. These practices are essential to minimizing the risks of exposure to COVID19 for students, staff and families.

Illinois Department of Public Health (IDPH) requires that all public institutions adhere to the following guidelines.

During Phase 4, IDPH guidelines:

- Require use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space or exceeding 50% maximum occupancy;
- Require social distancing be observed (of minimum of 6ft.), as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings; and
- Require an increase in school-wide cleaning and disinfection. All public and nonpublic schools in Illinois serving prekindergarten through 12th grade students must follow these guidelines.
- **All students, staff and visitors must wear a face mask on school premises at all times.**

Face Coverings: Short videos from the CDC on Face Covering Do's & Don'ts:

<https://youtu.be/VciAY7up1Fs> (English)

<https://youtu.be/zlDNVyeHsRM> (Spanish)

Checking for Symptoms of COVID-19

It is important for all East Aurora families to be aware of the symptoms outlined by the Center for Disease Control (CDC) for COVID-19. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

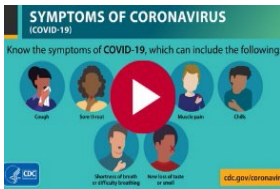
As a school district, we understand that school attendance is important, and we want your children to come to school.

However, please keep your child home if they are experiencing any of the symptoms listed below:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The CDC and IDPH guidelines for individuals who are suspected of having COVID-19 symptoms, whether they are tested or not, state that 24 hours must elapse from the resolution of fever without fever-reducing medication and 10 days must pass after symptoms first appear.

This list does not include all possible symptoms. The CDC will continue to update this list as they learn more about COVID-19.



<https://youtu.be/7zzfdYShvQU> (English)

Temperature Checks & Self-Certification

- District 131 has hand-held thermometers and temperature kiosks and all students must adhere to temperature checks daily upon arrival.

COVID Symptoms Isolation Rooms

During the school day, if a student demonstrates a symptom of COVID-19, they will be escorted to the school's isolation room. Students will remain in the isolation room until they can be picked up. Parents may have their student rapid tested for COVID-19 at East High Door #30. Please call 630-892-4355 to register.

Maintaining Healthy School Environments

East Aurora School District 131 is committed to maintaining the healthiest school environments possible during the Coronavirus Pandemic. In order to ensure the safety of all students and school personnel, the following procedures will be followed in order to prevent the spreading the COVID19 virus:

Social Distancing

- To the greatest extent possible, all district school buildings will develop classroom layouts that allow at least 6 feet of physical distance between students.
- Desks will be turned to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Each teacher is required to have a seating chart and develop a marked path of travel within the classroom in order to maintain social distancing from entry into the classroom.
- Visual posters showing 6 feet of distance will be placed throughout all school buildings.
- Markers will be placed on the floor to show how far 6 feet is for all common areas of the building.
- Hallways will be marked with tape and converted for a one-way traffic flow whenever possible in order to promote social distancing during passing periods.
- The number of people in hallways will be limited to the greatest extent possible.
- Staff should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc.
- Congregating, in common areas, is not allowed.

Student Transportation

- Please review the following bus expectations with your children:
- All students on a bus must wear a face covering, no more than 50 students may be seated on a bus at one time, and social distancing must be maintained to the greatest extent possible.
- Students will board the bus and fill the seats from the rear towards the front.

- All students will self-certify prior to boarding the school bus. Details about self-certification procedures for our families are forthcoming.
- Students will have assigned seats on the bus, with siblings of the same household being placed near one another.
- Visual guides such as colored tape, floor decals, or signs will be posted so that students know where to sit on the bus in order to maintain social distancing.
- Students are encouraged to maintain social distancing at their bus stops prior to the arrival of the school bus. Parents, please talk to your children about maintaining social distance between their classmates as they wait for the bus to arrive.
- Drivers and monitors must wear approved and appropriate personal protection equipment (PPE) and perform regular hand hygiene.
- Drivers and monitors must complete a symptom and temperature check or self-certify prior to the start of their bus route.
- Bus hand rails will be wiped down at each bus stop prior to the students boarding the school bus.
- Bus seats will be wiped down in-between the bus routes.
- Buses will be disinfected nightly after all routes are completed for the day.

Handwashing

Students are encouraged to wash their hands frequently throughout the day in order to prevent the spreading of germs.

Hand Sanitizer in Classrooms

Washing hands with soap and water is the best way to get rid of germs in most situations. However, there will also be hand sanitizer available in all classrooms for students to use throughout the school day. Students may use an alcohol-based gel and foam hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Sanitizers can quickly reduce the number of germs on hands in many situations. However, please remember the following:

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

Follow Three Steps to Use Hand Sanitizer the Right Way

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Short videos from the CDC that show proper handwashing:

<https://youtu.be/fpXh2XHwMmE> (English) <https://youtu.be/d6GqqqSC4Zw> (Spanish)



Ventilation

The CDC recommends increased circulation of outdoor air as much as possible, for example by opening windows and doors. To the greatest extent possible, individual school buildings will follow these guidelines so long as weather permits us to do so. New HVAC systems improve air quality for the facility. Existing window units in buildings provide better air quality with the circulation of introduction of outside air. In addition, HEPA portable air purifiers have been placed in locations that do not have windows or air conditioning.



Use of Shared Objects

Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be discontinued until further notice. Typically, classrooms in our elementary schools have communal supplies that are shared between students. However, due to the spread of germs that may occur when supplies are shared, we will be eliminating the use of shared supplies this school year.

- Your child's belongings will be separated from others' and in individually labeled containers, cubbies, or areas.
- East Aurora School District will ensure adequate supplies to minimize sharing of high touch materials to the greatest extent possible or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Teachers will encourage students to avoid sharing electronic devices, toys, books, and other games or learning aids.

Napping/Rest Time (Early Childhood Students)

All naptime mats and cots will be at least 6 feet apart as much as possible. Placing children head to toe will be considered in order to reduce the potential for a virus to spread. Bedding will be labeled for each child, and thoroughly cleaned and disinfected after each use.

Water Fountains

In order to prevent the spread of germs, water fountains will be discontinued this school year until further notice. Bottles of water will be available in the main office. You may also bring personal bottles of water.

Cafeterias/Food Service

Meals will be provided to all students each day of the week, no matter if your child is physically attending school that day or remotely learning from home. Individual schools will send out schedules with door numbers indicated for food pick-up for the days that your child is remotely learning from home. See the Appendix of Important Documents for meal pick up locations and times.

- Students will be required to sit in assigned seats during breakfast in order to maintain social distancing in the classroom.
- Meals will be individually plated. Buffets and any sort of "shared" food is prohibited.
- Hand hygiene for all students must be practiced both before and after each meal.

Field Trips

Live field trips are prohibited this year until further notice. You may engage students in a virtual field trip with his/her classmates in order to maintain social distancing and provide the safest learning experience for all students. Google Maps also offers a wide array of guided virtual field trip experiences.



Extracurricular Activities

Please note that extracurricular activities will be limited this year until further notice. Some clubs and activities may take place virtually. In order to prevent the spread of germs, after school providers must follow the IDPH requirements for social distancing, appropriate use of PPE and physical space guidelines. All sports will follow IHSA/IESA and District 131 recommendations and guidelines.

Driver's Education Behind-the-Wheel Instruction (High School Students)

There are specific safety guidelines set forth by the Secretary of State in conjunction with the IDPH for delivering behind-the-wheel training for high school students. We understand that many of our high school students are eager to learn how to drive. The following procedures will be followed when implementing behind the wheel:



- Allow only two students and one instructor per vehicle.
- Face coverings must be worn, unless medically contraindicated.
- Eating and drinking inside the vehicle is not permitted.
- Complete hand hygiene with either soap and water or gel or foam hand sanitizer both before and after driving. Hand sanitizer will be placed in each vehicle.
- Between each session, the steering wheel, door handles, seatbelt fastener, controls/dials that the driver would touch, keys, car seats, etc., must be cleaned and disinfected.
- Students may train with simulators following IDPH PPE and sanitation guidelines.

Cleaning and Disinfecting Surfaces

Your child's safety and wellness will be our main priority when school opens. In order to stop the spread of germs, there will be specific cleaning and disinfecting procedures implemented. We will be following these guidelines when cleaning and disinfecting your child's school:

- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- Employees will follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
- Frequently touched surfaces (e.g., door handles, sink handles) within the school and on school buses will be cleaned at least daily or between use as much as possible.
- There will be a schedule for increased, routine cleaning and disinfection, particularly after any food consumption for breakfast meals.
- Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.



In the Event of a Confirmed COVID-19 Case

East Aurora School District 131 will take all precautionary measures to ensure that students are safe and healthy at school. If your child is exposed to someone who has COVID-19, the following procedures must be followed:

Staying Home

Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Who needs to quarantine?

Any student who has been in close contact with someone who has COVID-19 must quarantine for 14 days from date of last contact with positive individual. You will be notified if your student has had close contact at school.

What counts as close contact?

- Your child was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- Your child had direct physical contact with the person (touched, hugged, or kissed them).
- Your child shared eating or drinking utensils.
- Another person sneezed, coughed, or somehow got respiratory droplets on your child.

Communication Regarding COVID-19 Illness

Individual schools will implement a tracking process for monitoring students who have been excluded from school due to having COVID-19 like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine.

- All students who have been medically excluded for any of the above reasons must check-in and be cleared by the school nurse prior to returning to class.
- Confirmed cases of COVID-19 will be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by the IDPH.
- Parents will immediately be informed of any possible exposure their child may have had to a person with a confirmed COVID-19 case while maintaining student and staff confidentiality rights.

If a student or staff member develop symptoms of COVID-19 during the school day:

- The person who is ill with symptoms will be separated from others, and will go home to further isolate and follow up with their doctor.
- While waiting for parent pick up, ill students will wait in a supervised designated isolation room.
- The building health assistant will notify the building principal and Ms. Jennifer Sternberg or designee of the individual who is ill.
- Cleaning and disinfecting procedures will be implemented by the building principal with maintenance staff, as required.
- The building health assistant will call home and district designee will track the students who went

home with symptoms by calling the following day and requesting information on whether the student was tested for COVID-19 and the results of testing.

If a student or staff member is confirmed to have a case of COVID-19, the following steps will be taken immediately to reduce transmission:

- The building health assistant will report all positive test results to Ms. Jennifer Sternberg or designee and to the building principal.
- The principal will notify maintenance for cleaning and disinfection of the school building per EASD131 protocol.
- All positive COVID-19 test results will be reported to the Kane County Health Department, and to the associate superintendent, per the Student Services department.
- The Kane County Health Department will be provided information to complete contact tracing.
- The student or staff member will be expected to quarantine in accordance with the CDC guidelines.
- All proper notifications will be made to the school community as quickly as possible via various communication methods while maintaining confidentiality.

If a student or staff member has had close contact with the individual confirmed to have a case of COVID-19, the following steps will be taken immediately to reduce transmission:

- The health assistant or principal will notify Ms. Jennifer Sternberg or designee of the positive cases and that close contact has occurred.
- The student or staff member will be required to quarantine immediately in accordance with the CDC guidelines.
- Ms. Jennifer Sternberg or designee will notify the Kane County Health Department of the close contact so that contact tracing can be completed.
- A member of the Student Services department will notify the associate superintendent immediately.
- The proper notifications will be made to the school community as quickly as possible via various communication methods while maintaining confidentiality.

Hybrid /Remote Learning Considerations

Social and Emotional Learning (SEL) Guidance

When opening schools for remote learning, our priority will be health and social emotional safety. Teachers and support staff will schedule daily SEL check-ins with their students in order to provide a safe space for students to ask questions and share any concerns.

- ✓ School Counselors and Health Staff will connect with students who are experiencing social and emotional distress.
- ✓ They will provide outside agency resources, social emotional learning resources and online resources to families. Students receiving social work minutes or related services will continue to receive contact via tele-therapy through Google Meets for visits.
- ✓ Teachers, counselors and social workers should communicate any student SEL concerns to the family and their building administrator in order to keep students safe.

Photo From www.casel.org



Grading

The Illinois State Board of Education (ISBE) encourages school districts to return to traditional grading policies to the greatest extent possible. As a school district, we want to ensure that all East Aurora students have the necessary tools, technology, and teacher supports to be academically successful learning. Please see below for specific grading expectations:

| Letter Grades (A/B/C/D), Elementary Encore (E/S) |
|--|
| ✓ Teachers will continue to use letter grades (A/B/C/D, E/S) for assignments and activities completed during hybrid/remote learning. |
| Kindergarten |
| ✓ Kindergarten uses standards-based grading. |
| Pass (P) |
| <ul style="list-style-type: none">✓ Students who experience a health crisis and/or social-emotional learning issues during hybrid/remote learning may be issued a (P) for pass instead of a letter grade at the teacher's discretion.✓ The teacher team will provide any make-up work for students to complete once they are healthy and able to do so.✓ Teacher professional judgement taking into consideration student challenges during a pandemic. |
| Incomplete (I) |
| <ul style="list-style-type: none">✓ The letter grade of (I) for incomplete will be assigned to students who neither participate in class nor complete adequate assignments and assessments to merit a passing letter grade.✓ An incomplete will be issued if no response to the teacher or counselor is given after multiple attempts of reaching out to the student.✓ Grades of I (Incomplete) shall not be issued without a written plan under which the student can make-up the work. The written plan must be submitted to and approved by administration a minimum of one week prior to the end of the grading period. <p style="text-align: center;">All I's must have principal approval.</p> |

Taking Attendance

Daily attendance and engagement of all students is expected during hybrid/remote learning.

- All teachers will be required to take attendance for students scheduled to report hybrid/remote on any given day. Teachers should only mark students absent when they are scheduled for that day/time.
- Teachers should document formal attendance into Infinite Campus daily.
- Teachers or other school staff members will contact any families who are not in attendance or who do not engage during hybrid/remote learning.
- After 3 days of not reporting for hybrid instruction without a rationale, we will contact the family to determine continued interest in hybrid learning. All students will always have access to remote learning.

Hybrid Remote Learning Guidance with Microsoft O365 Email & Google Classroom

Hybrid remote learning means that sometimes your child will physically be in school learning, and other times they will be learning at home from a device. At this time, all students in East Aurora School District will have access to technology and the internet in their homes so that learning may continue without interruption during the Coronavirus Pandemic. Below you will find technology guidance to best support your child.

Email Accounts

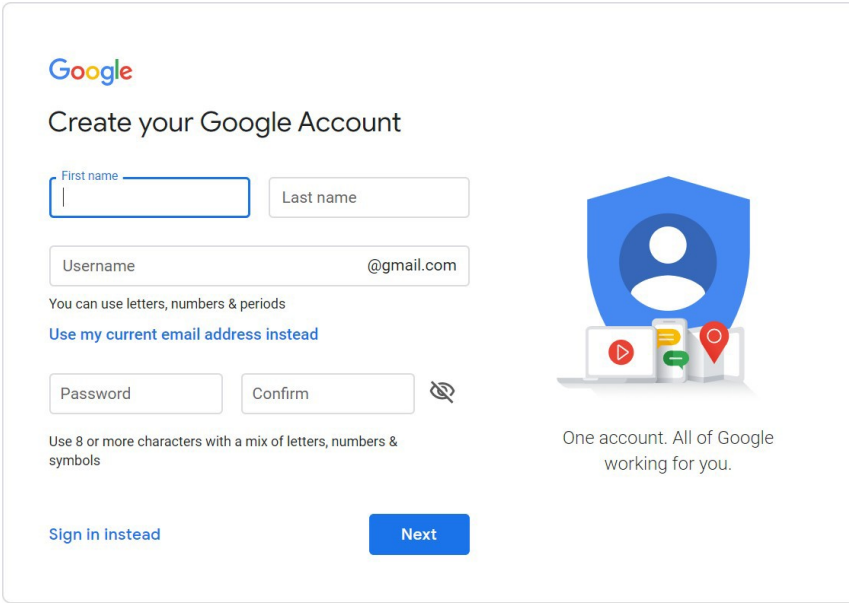
- All students in grades K-12 will have an email account through **Microsoft Office 365**. Your child's teacher is able to send emails through Google Classroom to your child's email in Microsoft Office 365.
- Parents, we are asking that you please create an email account for yourself (there are directions below for how to do this with Gmail as an example), and that you familiarize yourself with your child's email account. This will be important when communicating with your child's teacher remotely.
- Your child's email address is their student ID number@d131.org. Please see screenshots below for how to access your child's email account:

1. Go onto the district website, <https://www.d131.org/>.
2. Click on the "Students" tab at the top of the menu.
3. Click on Student O365.
4. Enter your child's ID@d131.org. Then press "Next." For example, 405389@d131.org.
5. Enter your password and then press "Sign in."

Open Your Own Gmail Account (for parents)

To sign up for Gmail, create a Google Account. You can use the username and password to sign into Gmail and other Google products like YouTube, Google Play, and Google Drive.

1. Go to the [Google Account creation page](http://accounts.google.com/signup). (<http://accounts.google.com/signup>)
2. Follow the steps on the screen to set up your account.
3. Use the account you created to sign into Gmail.



The screenshot shows the Google Account creation interface. At the top is the Google logo, followed by the heading "Create your Google Account". Below this are input fields for "First name" and "Last name". A "Username" field is shown with "@gmail.com" as a placeholder. A note states "You can use letters, numbers & periods". Below the username field is a link that says "Use my current email address instead". There are "Password" and "Confirm" fields, with an eye icon to toggle visibility. A note below these fields says "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom left is a link "Sign in instead" and at the bottom right is a blue "Next" button. To the right of the form is a graphic of a blue shield with a white person icon, and below it, icons for YouTube, Google Play, and Google Maps. Text next to the graphic says "One account. All of Google working for you." At the very bottom of the page, there is a language selector "English (United States)" and links for "Help", "Privacy", and "Terms".

Google Guardian Email Summaries

What do the Guardian Summaries Tell Parents?

- Missing work—Work not turned in when the summary was sent.
- Upcoming work—Work that’s due today and tomorrow (for daily emails) or that’s due in the upcoming week (for weekly emails).
- Class activity—Announcements, assignments, and questions recently posted by teachers.

How do guardians get summaries?

- A teacher sends an invitation to a guardian.
- After a guardian accepts the invitation, they choose when to get email summaries for each of their students.

When do guardians get summaries?

Guardians can get emails daily or weekly and can unsubscribe at any time.

Guardians won’t get an email summary if:




- There’s no activity to report for the given time period.
- All their student’s teachers turned off notifications for their classes.
- They accepted the invitation but chose not to get any summaries.
- They aren’t connected to any student in Classroom.

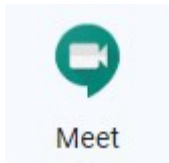
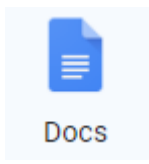


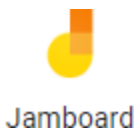
Common Google Apps and their Icon

Google Classroom is located within your child’s G-Suite Applications. Below is a list of common applications within the G-Suite for education. All these icons are in the “waffle,” which is 9 little dots located in the upper right-hand corner of your child’s screen. It looks like this:

The “Waffle”



| | |
|--|---|
|  Classroom | Google Classroom This is where you will find all your child’s assignments from his/her teachers. |
|  Drive | Google Drive This is where all documents are virtually stored for your child. No more loose papers, everything can be organized into folders on the Google Drive! |
|  Calendar | Google Calendar This is where you will go to find “invitations” for your child to join in virtual class meetings. |

| | |
|---|--|
|  | Google Meet <p>This is where you will click when you want to start a video conference. You can also join a video conference from your child's Google Calendar.</p> |
|  | Google Docs <p>Google Docs is like Microsoft Word. You can type papers and collaborate virtually on assignments with other children in the classroom through Google Docs.</p> |
|  | Google Slides <p>Google Slides is like PowerPoint. Students can create slide decks that share information about a topic. They can insert photos and videos into these presentations, and they are also able to collaborate virtually on the same project with other children in their classroom.</p> |
|  | Google Forms <p>Google Forms may be used to assign a quiz to your child, or to survey their interest in a topic. Google Forms provide a quick and easy way for your child's teacher to collect information.</p> |
|  | Google Jamboard <p>Google Jamboard is like a virtual interactive Whiteboard. Your child can write, draw, or use virtual sticky notes to communicate with his/her teacher and other classmates through Google Jamboard.</p> |

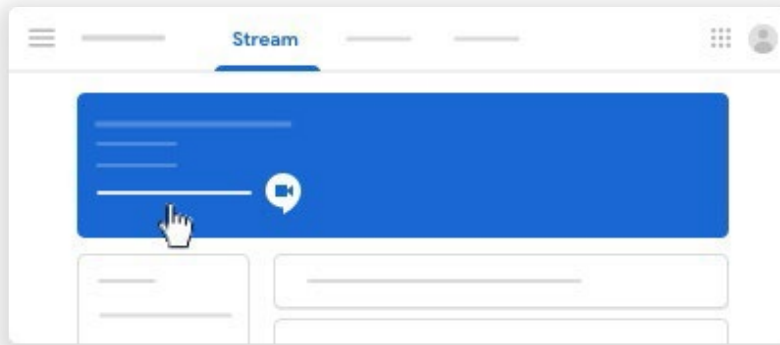
Common Practices in Google Classroom


Join a Video Meeting in Google Classroom

If your teacher turns on Meet for Classroom, you can join a video meeting for your class. You can join a class video meeting after the teacher starts the meeting.

To use Meet, sign into Classroom with a school account.

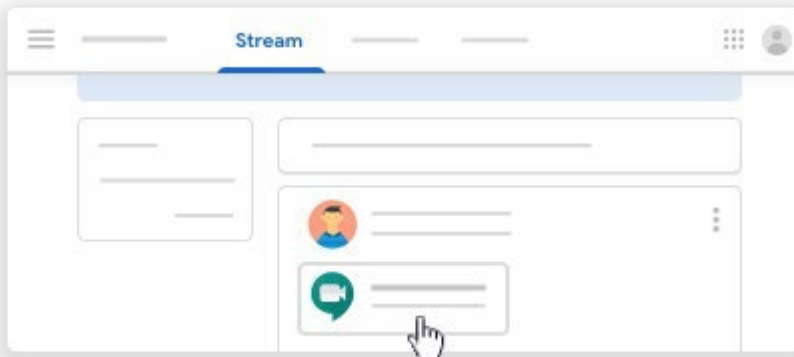
1. Go to classroom.google.com.
2. Click the class.
3. Choose an option:
 - On the Stream page, at the top, click the Meet link.



- On the Classwork page, at the top, click Meet .



- On an announcement or post, click the link for the class video meeting.



4. (Optional) To allow Meet to use your camera and microphone, click **Allow**.
5. In Meet, at the top, make sure you're signed in with your school account. To switch accounts, click **Switch account** > select the Classroom account.
6. To join the class video meeting, click **Join now**.

Join a Meeting from a Calendar Invite

If your teacher or the meeting organizer shares a Google Calendar event with you, you can join the meeting from Calendar.

1. Open [Google Calendar](#).
 2. Sign in with your school account.
 3. On the calendar, click the video meeting event.
- If you don't see the event, at the top, make sure you're signed in with your school account.

4. Click **Join with Google Meet**.
5. In Meet, click **Join Now**.










Submitting Assignments in Google Classroom

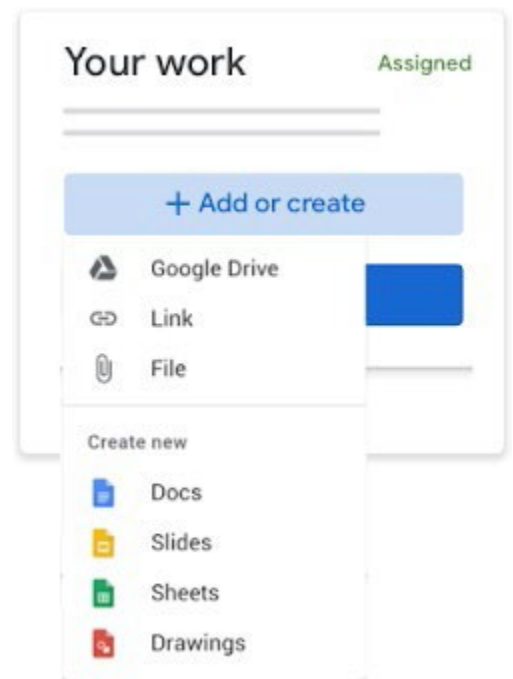
You turn in your work online in Google Classroom. Depending on the type of assignment and attachments, you'll see Turn in or Mark as Done.

If you need to edit work that you turned in, you can unsubmit the assignment before the due date, make your changes, and resubmit. However, any assignment turned in or marked done after the due date is recorded as late.

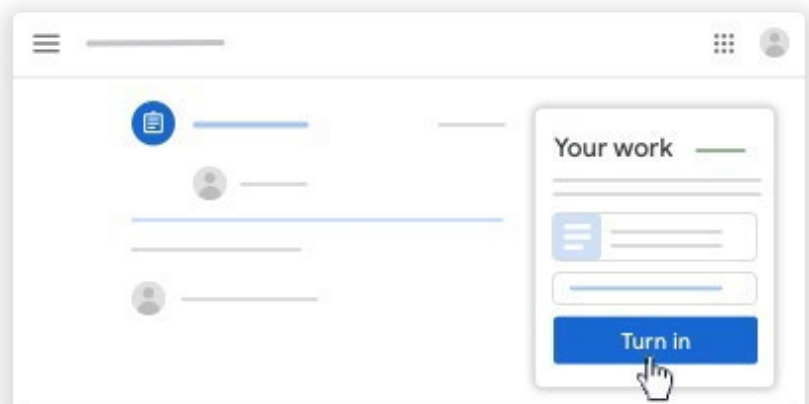
To Turn in an assignment:

You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. Click the assignment > View assignment.
4. To attach an item:
 - a. Under **Your work**, click **Add or create** > select Google Drive , Link , or File .
 - b. Select the attachment or enter the URL for a link and click **Add**.
5. To attach a new document:
 - a. Under Your work, click Add or create > Docs , Slides , Sheets , or Drawings . A new file attaches to your work and opens.
 - b. Click the file and enter your information.
6. (Optional) To remove an attachment, next to the attachment's name, click Remove .
7. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post. .
8. Click **Turn In** and confirm. The status of the assignment changes to **Turned in**.



Important: If you get an error message when you click Turn in, let your instructor know.



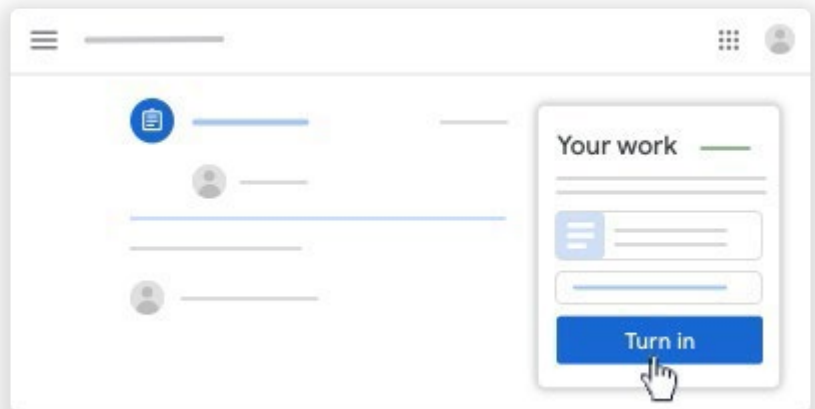
To turn in a quiz assignment:

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. Click the assignment > View assignment.
4. Click the form and answer the questions.
5. Click **Submit**.
 - a. If the form is the only work for the assignment, the status of the assignment changes to **Turned in**.
6. If there's more work to do for the assignment, click **Open assignment**.

To turn in an assignment with a doc assigned to you:

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click **Turn in**.

1. Go to classroom.google.com.
2. Click the class > **Classwork**.
3. Click the assignment > **View assignment**.
4. Click the image with your name to open the assigned file.
5. Enter your work.
6. On the document or in Classroom, click **Turn in** and confirm. The status of the assignment changes to **Turned in**.



Important: If you get an error message when you click Turn in, let your instructor know.

Mark an assignment done

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Go to classroom.google.com.
2. Click the class > **Classwork**.
3. Click the assignment > **View assignment**.
4. (Optional) To add a private comment to your teacher, under **Private comments**, enter your comment and click Post ➤.
5. Click **Mark as done** and confirm.
6. The status of the assignment changes to **Turned in**.

Unsubmit an assignment

Want to make changes to an assignment that you already turned in? Just unsubmit the work, make the changes, and turn it in again.

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to classroom.google.com.
2. Click the class > **Classwork**.
3. Click the assignment > **View assignment**.
4. Click **Unsubmit** and confirm.

Note: This assignment is now unsubmitted. Turn it in again before the due date.

Technical Difficulties

If you or your child is experiencing technical difficulties, please reach out to your child's individual school for support.

In Google Classroom, many questions may be answered through the Google Classroom Help Site. Go to the following link for additional support when needed:

[Google Classroom Help](#)



EAST AURORA STUDENT MEALS

Full Remote Breakfast & Lunch Distribution

Breakfast and lunch will be provided for all East Aurora students Monday-Thursday via on-site and bus stops. On Thursday, the district will also provide a 5-day meal pack option at the on-site locations.

Grab & Go On-site

Meals will be provided Monday-Thursday from 11:00 a.m.-1:30 p.m. at five school locations:

Allen Elementary School - DOOR #8
700 S. Farnsworth Avenue, Aurora

Simmons Middle School - DOOR #6
1130 Sheffer Road, Aurora

Krug Elementary School - DOOR #4
240 Melrose Avenue, Aurora

East Aurora High School - DOOR #8
500 Tomcat Lane, Aurora

Oak Park Elementary School - DOOR #3
1200 Front Street, Aurora

Grab & Go on the Run (Bus stops)

Meals will provide today's lunch and tomorrow's breakfast, at bus stops throughout the district. Monday through Thursday* from 12:45 p.m. – 2:45 p.m., times will be updated when hybrid in-person days begin.

*Thursday routes will include two meals for Friday.

Hybrid Breakfast & Lunch Distribution

Hybrid students coming to school will receive breakfast on-site. Students will also receive “Grab and Go” lunch to bring home upon leaving.

Students will receive “Grab and Go” breakfast. Students will receive “Grab and Go” lunch to bring home on hybrid days.

AMENDED

EAST AURORA SCHOOL DISTRICT 131 2020-21 SCHOOL CALENDAR

417 Fifth Street, Aurora IL 60505 (630) 299-5550 www.d131.org info@d131.org



| AUGUST | | | | |
|--------|----|----|----|----|
| M | T | W | Th | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| SEPTEMBER | | | | |
|-----------|----|----|----|----|
| M | T | W | Th | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

| OCTOBER | | | | |
|---------|----|----|----|----|
| M | T | W | Th | F |
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| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| NOVEMBER | | | | |
|----------|----|----|----|----|
| M | T | W | Th | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

| DECEMBER | | | | |
|----------|----|----|----|----|
| M | T | W | Th | F |
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| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

| JANUARY | | | | |
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| M | T | W | Th | F |
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| 25 | 26 | 27 | 28 | 29 |

| FEBRUARY | | | | |
|----------|----|----|----|----|
| M | T | W | Th | F |
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| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| | | | | |


| MARCH | | | | |
|-------|----|----|----|----|
| M | T | W | Th | F |
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| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| APRIL | | | | |
|-------|----|----|----|----|
| M | T | W | Th | F |
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| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| MAY | | | | |
|-----|----|----|----|----|
| M | T | W | Th | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| JUNE | | | | |
|------|-----|-----|------|------|
| M | T | W | Th | F |
| | 1 | 2 | 3 | 4 |
| 7 * | 8 * | 9 * | 10 * | 11 * |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

 Non-attendance day for students

 Half Day: Student Attendance (All Remote Learning)

* Student Emergency Days (If Necessary)

AUGUST

- 24 Institute Day
- 25 Institute Day
- 31 First Day for Students

SEPTEMBER

- 7 No School - Labor Day - District Closed
- 18 Half Day for Students (All Remote Learning) - School Improvement

OCTOBER

- 12 No School - Columbus Day - District Closed
- 23 Start of Second Quarter
- 29 Half Day for Students (All Remote Learning) - Parent Teacher Conferences
- 30 No School - Parent Teacher Conferences

NOVEMBER

- 3 No School - Election Day
- 11 No School - Veterans Day - District Closed
- 18 Half Day for Students (All Remote Learning) - School Improvement
- 26-27 No School - Thanksgiving Break - District Closed

DECEMBER

- 18 Half Day for Students (All Remote Learning) - School Improvement
- 21-31 No School - Winter Break

JANUARY

- 1 No School - Winter Break
- 4 No School - Institute Day
- 18 No School - Start of Third Quarter - Martin Luther King Jr - District Closed

FEBRUARY

- 15 No School - Presidents Day - District Closed
- 24 Parent Teacher Conferences
- 25 Half Day for Students (All Remote Learning)
- 26 County Wide Institute Day

MARCH

- 25 Start of Fourth Quarter
- 29-31 No School - Spring Break

APRIL

- 1-5 No School - Spring Break

MAY

- 5 Half Day for Students (All Remote Learning) - School Improvement
- 31 No School - Memorial Day - District Closed

JUNE

- 4 Last Day of School - Half Day for Students (All Remote Learning) - School Improvement

** If no additional emergency days are used, the last day of school for students and staff will be June 4, 2021. In the event an additional emergency day is used, 6/4 will become a full day and 6/5 will be a half day of attendance for students. If all 5 emergency days are used, the last day of school for students and staff will be 6/9.*

Social Emotional Learning and Mental Health Resources

Helpful Links:

[SEL and Mental Health Resources for COVID-19](#)

[Illinois State Board of Education Coronavirus \(COVID-19\) Updates and Resources](#)

[Casel Cares: COVID-19 Resources](#)

[COVID-19 Coronavirus Support for youth, teachers and families](#)

[CDC Coping with Stress and Mental Health](#)

[American School Counselor Association: Planning for Virtual/Distance School Counseling during an Emergency Shutdown](#)

[A Big Lift: Keeping Students Safe, Sound and Secure](#)

Additional Resources

Local Resources

| | | |
|---|--|---|
| Presence Mercy Adolescent Behavioral Health | 630-801-2657 (intake) 630-859-2222 (main) 1325 N. Highland Ave, Aurora | Still taking walk-in for a free mental health assessment daily, 8 a.m. to 7:30 p.m., but all walk-ins will be screened for any COVID-19-like symptoms. PHP, Inpatient & Outpatient are still operating per normal with attention to any symptoms. |
| Linden Oaks at Edwards Hospital Adolescent Behavioral Health | 630-305-5027 (main/crisis line) 852 S. West St., Naperville | Only doing level of care assessments over the phone unless unusual circumstance. Very selective admission at this point. Only 2 people allowed in for screening (adolescent and one parent). Main campus is still open for inpatient. |

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| | | Outpatient only accepting on case-by-case basis. |
| Suicide Prevention Services | 630-482-9696 (main/crisis line) 528 S. Batavia Ave., Batavia | Walk-in and counseling services are NOT open at this time but one can call the crisis line where trained staff will problem solve, provide emotional support, teach coping and provide further resources. |
| Family Counseling Services | 630-844-2662 70 S. River St., Aurora | FCS is NOT offering in person services at this time. Their current hours are M-Th from 8 AM to 6 PM. They will work through crises over the phone or via Tele-health (Skype) with callers. |
| Aurora Police Department | 630-256-5000 | Non-emergency. Call 911 for emergencies. |
| National Alliance On Mental Illness (NAMI) South Kane | 630-896-6264 www.namikdk.org | Call for resources, online support groups, COVID-19 help, and Tele-therapy. Online chat features also open 24/7. |
| Kane County Connects – Human Services Hotline | Dial 211 | Hotline can connect callers to local resources such as food pantries, medical services, counseling, employment support, legal assistance, clothing, utility services, counseling, transportation, childcare services. |

Local childcare resources

| | | |
|-------------------------------------|---|---|
| Hometown Child Care | 630-898-4663 (ask for Lisa) https://hometownchildcare.com/ | <ul style="list-style-type: none"> • 0-3 years old for Early Head Start Program • Child Care assistance through YWCA 3-5 years old for Preschool for All program; subsidized care |
| People for Child Care | 630-892-4303 | <ul style="list-style-type: none"> • After school programming; subsidized care |
| YWCA Aurora | Chicago Patterson and McDaniel Family Center 2055 W. Army Trail Rd. Ste. 140, Addison, IL 60101 Tel: 630-790-6600 Fax: 630-629-7801. Learn more. | <ul style="list-style-type: none"> • Ages six weeks to 3 years, • Early Head Start-Child Care Partnership Program (w/Hometown Child Care) • Preschool for All Expansion Program • Parent Referral line: Call to receive list of child care programs in the area; no fee for service. Learn more and Fill out this form. |
| Aurora Early Learning Center | ageronimo@onehopeunited.org or srivera3@onehopeunited.org | <ul style="list-style-type: none"> • Expansion Preschool, 4-year olds • Mixed Preschool, 3-5 year olds • Young Preschool, 2-3 year olds • Twos, 2 year olds • Toddler Rooms up to 5 years and Infants |

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| | | <ul style="list-style-type: none"> • Slots filling up fast; accept Illinois subsidy (those who qualify pay copay); otherwise rate sheet applies |
| Two Rivers Head Start Agency | 1-800-847-9010 https://www.trhsa.org/services/ | <ul style="list-style-type: none"> • Early Head Start Program, Infants-3 years old & pregnant mothers • Infant Room: 6 weeks-15 mo • Toddler Room: 15 mo-36 mo • Full-day/Full-year, 6:30am-6pm • Aurora West & River Ridge locations • Home-based services: Staff visits children 1x/week in own home, educational support and growth, socialization with other families • Head Start Program, 3 years-5 years old • Income-eligible • Half-Day: 3 ½ hrs/day (morning or afternoon), 4 days/week, 9 mo/year • Full-Day: 6 hrs/day (9 a.m.-3 p.m.), 5 days/week, 9 mo/year • KEYS: Full-day/Full-year, 6:30 a.m.-6 p.m., 12 mo/year |
| Marie Wilkinson Child Development Center | marie_wilkinson@sbcglobal.net 630-851-7772 https://www.mariewilkinsoncdc.com/ | <ul style="list-style-type: none"> • School ages, 5-12 year olds • Expansion Preschool, 4-year olds |

| | | |
|---------------------------------------|--|--|
| | | <ul style="list-style-type: none"> • Mixed Preschool, 3-5 year olds • Young Preschool, 2-3 year olds • Slots filling up fast; accept Illinois subsidized care (those who qualify pay copay); otherwise rate sheet applies |
| Fox Valley Park District eCare | wherefunbegins.org (activity code 799999) | <ul style="list-style-type: none"> • View partnership program • Available all-day from 7 a.m. to 6 p.m. at Fox Valley Park District facilities • Two, three and five-day options available for full-day care • Child to staff ratio at 10:1 (Groups less than 50 practicing social distancing) • Park District locations will be added as additional sites for EASD131 participants to receive grab-and-go meals • A financial assistance program is available by contacting your building principal. |

National Resources

| | | |
|--|--|--|
| National Suicide Prevention Hotline | 1-800-273-TALK (8255) | Call if you or a loved one is experiencing a mental health crisis. Open 24/7. |
| The Warm Line | 1-866-359-7953 | Call for mental health or substance abuse support. This is not a “crisis line” but a source of support for you or a family member. Open M–F, 8 a.m. to 5 p.m. |
| CARES Line | 1-800-345-9049 | Call to talk to a mental health professional if you or your child is a risk to themselves or others or for more referral services. Open 24/7. |
| CALL4CALM | Text the word “TALK” or “HABLAR” (for Spanish speakers) to 552-020. Also, text other terms, like “unemployment” or “food” or “shelter” to the same number to receive information on how to access supports and services. | Illinois Department of Human Services support line is reachable via text. Individuals can speak with a mental health professional. can. Within 24 hours, that individual will receive a call from a mental health professional employed by a local community health center. Calls are FREE and ANONYMOUS . |
| National Alliance On Mental Illness (NAMI) South Kane | 630-896-6264 www.namikdk.org | Call for resources, online support groups, COVID-19 help, and Tele-therapy. Online chat features also open 24/7. |