



Next Generation  
Primary & Middle  
School

— GUIDE —  
**NGS**  
**2020-2021**  
**Volume I**

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# EDUCATION IN A PANDEMIC

The COVID-19 pandemic has changed the face of education. As the challenges of this new educational realm were illuminated over the last few months, Next Generation adapted quickly and continues to use the latest guidance to inform our school policies and procedures.

Since the pandemic began for our community, NGS has followed the Restore Illinois Plan, as well as additional state and local guidance, to assist in the efforts to flatten the curve of the pandemic; keep our students, their families, and our staff safe; and provide the necessary and allowable learning environments and care programs for essential workers, as well as those going back to work as the state began to reopen.

Together, the NGS administration and teaching staff have worked hard to create in-person learning environments that maintain NGS standards while accommodating the changes the pandemic has made to education. Safety has always been NGS's primary focus for our children, and this focus has ensured that we are prepared to maintain as safe an environment as possible for the 2020-2021 school year.

## A GUIDE TO 2020 - 2021

Our plan will be communicated through guides in several communication steps to allow our families the time to digest and process the coming changes. This guide contains information regarding the health and safety procedures required of our families, students, and staff, in addition to the overview of remote versus in-person learning. Future guides will include more detailed information about school hours, student schedules, after school care possibilities, etc.

Using this initial information, we are asking that our families inform us of their decision to start the school year remotely by Friday, July 17. Any requests for remote learning after this date may result in delayed integration into the remote learning programming.

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# PART I

## IN-PERSON VS. REMOTE LEARNING



### In-Person Learning

NGS has the ability to accommodate in-person learning for every enrolled student if Illinois is in Phase 3, 4, or 5 of the Restore Illinois Plan. The following classroom changes will be instituted at the beginning of the school year until Illinois reaches sustained Phase 4 or Phase 5 to guarantee that every child has the opportunity for in-person learning:

- Each grade level will be divided into two classes of children and will be based in a homeroom for the day with one core teacher.
- Division of the grade group is determined by learning schedules and grouping that will lead to the best success for all children in that grade group. Family preferences will not be able to be considered.
- In Phase 4, divided, same-grade groups will be able to combine for outdoor, recess, and physical education activities daily. Commingling with other grade levels will not occur.
- Teachers of primary specialty classes (performing arts, fine art, physical education, primary science, and Spanish) and all middle school teachers will rotate through individual classrooms to minimize group mixing. \*This is also a Health and Safety measure\*
- Play breaks, utilizing the outdoors when weather permits, will be incorporated as much as possible throughout the day to promote physical and mental well being. Recess and physical education will also be outdoors when weather permits. Weather appropriate attire for students will be imperative.



### Remote Learning

NGS students' families have the ability to choose to participate in remote learning activities and remain home instead of joining in person. **It is important to note that remote learning will be different while in-person learning is being conducted simultaneously.**

- Remote learners will be provided with assignments through the classroom weekly or daily update.
- Daily assignments will amount to an average of 2 - 3 hours of course work per day in core subjects.
- Primary Core Subjects: Math, Reading, Writing, Spelling and Phonics
- Middle School Core Subjects: Math, ELA, Science, History, and Foreign Language
- Specialty course work will be optional or integrated into core lessons.
- Primary Specialty Subjects: Performing Arts, Fine Arts, Science, Physical Education, and Spanish
- Middle School Core Subjects: Performing Arts, Fine Arts, and Physical Education
- Every effort will be made to integrate remote learners into the classroom environment.
- The alternative grading scale used in our final trimester of the 2019-2020 school year will be implemented for remote learners.

### MAKING THE CHOICE BETWEEN REMOTE & IN-PERSON LEARNING

Families undoubtedly have a hard decision to make when it comes to our school year. While we are taking the necessary measures that health organizations have outlined to keep our children safe, there are obvious and inherent risks to opening the social circle around a family with a child returning to school. We encourage our families to make the choice that is best for their family. Using the information above, in addition to the health and safety information in part 2, we hope that each family's decision is made easier.

Decisions from families wanting to start the school year in remote learning are due by **Friday, July 17** and can be reported through the following link: <https://form.jotform.com/201873869020053>  
Any requests for remote learning after this date may result in delayed integration into the remote learning programming.

Transitions from in-person learning to remote learning, and vice versa, are possible throughout the school year. Families will need to inform administration and teachers of their inclination to make the change and a transition time based on the child's learning schedule will be determined. Every effort will be made to complete this transition as soon as possible.

# PART II

## HEALTH & SAFETY



### Health Screenings

Anyone entering the building, including all student and NGS staff members, will have their temperature assessed upon entrance in addition to a health screening. Children will continue to have temperature assessments at regular intervals each day.

AS DOCUMENTED BY THE CDC, A FEVER IS A TEMPERATURE ABOVE 100.4 DEGREES.

### Illness & Symptom Policy

CDC and IDPH guidelines for students or staff who have symptoms concurrent with COVID-19, whether they were tested or not, state that 72 hours must elapse from resolution of fever without fever-reducing medication and 10 days must pass after symptoms first appeared.

Testing required before return if there is:

- Cough
- Shortness of breath
- Fever of 100.4 or higher

OR at least two of the following:

- Chills
- Muscle pain or body aches
- Sore throat
- Loss of sense of smell or taste
- Gastrointestinal symptoms such as diarrhea, vomiting, or nausea
- Fatigue
- Headache
- Congestion or runny nose

If any person has a new and singular symptom (excluding fever, cough, or shortness of breath) with no other diagnosis to explain it, they should stay home, or be sent home by school personnel, and talk to their health care provider for guidance even if that is the only symptom they are experiencing. The symptom must be absent for 24 hours before returning to school.

### Exclusion from School

Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home. Students will be supervised by an administrator until pick up. When interacting with students or staff who may be sick, personnel will follow CDC guidance on standard and transmission-based precautions.

### Student & Staff Absences

Attendance personnel are required to request the specific reason for absence as well as symptom reporting when illness is the cause of absence. Information must be documented and shared with the appropriate personnel and the local health department.

It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Students or staff returning from illness related to COVID-19 should call to check in with school administration following quarantine.



### Face Coverings

All children will be required to wear face coverings throughout the day except while eating and playing outside.

All NGS staff will wear face coverings full-time while in the presence of children, in shared spaces, or when unable to social distance.

Anyone entering campus grounds (including outdoor areas) is also required to wear a face covering.

# PART II HEALTH & SAFETY



### Hand Washing

Increased and proper handwashing has been effective to limit the transmission of COVID-19. Children and staff are required to wash their hands at, but not limited to, the following intervals:

#### STAFF

- upon arrival
- before and after eating/drinking
- before preparing or handling food
- after outdoor play
- before dispensing medication
- before administering first aid
- after caring for a sick child
- after using the restroom / assisting with restroom breaks for children
- after wiping / blowing noses
- after touching/handling soiled items
- after handling pets or animals
- between classroom rotations

#### CHILDREN

- upon arrival
- before and after eating
- after outdoor play
- after using the restroom
- after wiping / blowing noses
- after touching soiled items
- after handling pets or animals

### Classroom Individualization

Students will sit at personal learning stations and will have personal storage bins for individual materials. Learning stations are designed to keep children six feet apart from one another while in use.

- Learning materials will be individualized whenever possible.
- Shared materials are sanitized after they are used by an individual and before they can be reused by someone else, in addition to not being shared with other grade levels.
- Only one grade level will use the playground or gym facilities at a time and all equipment will be sanitized between each use.

### Drinking Fountains & Personal Water Bottles

- Drinking fountains will be prohibited and covered for health and safety reasons.
- Students are required to bring personal water bottles to school and home from cleaning daily.
- Bottles will be refilled using the classroom sink.

### Snacks & Lunch

- Snacks will no longer be provided by the school to minimize transmission risks. Students must bring two nut-free snacks to be eaten in the morning and afternoon.
- Lunch will continue to take place in the classroom at the child's sanitized learning station. Lunches will need to be shelf stable. Refrigeration and microwaves will not be accessible to students.
- Lunch orders and deliveries will not be allowed through Phase 4. Students must arrive at school with their lunch in hand. See visitor policy
- Milk will be served during lunch to those participating in the milk program. Staff members will be responsible for serving milk, as well as sanitizing milk containers and refrigerators between use.

### Facility Sanitizing Measures

Cleaning and sanitizing practices, as well as PPE requirements for staff and students, are strictly following IDPH guidance. We continue to invest in items that will maintain a safe environment for our students like our new hand sanitizer stations and our SaniSprayers. Intervals for cleaning high touch surfaces, as well as materials used, follow IDPH guidelines.

### Bathroom Use

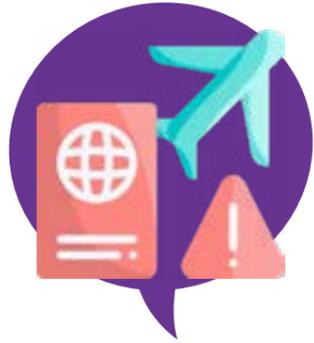
All multi-occupancy bathrooms will become single-occupancy throughout Phases 3 and 4. A sign will be placed on any multi-occupancy bathroom when it is being utilized by a single occupant. Bathroom breaks and reminders will be scheduled more frequently to help minimize the impact of reduced facilities.

### Visitors

In order to reduce transmission risks, visitors to the school on dates when children are present will not be allowed. This includes but is not limited to: guest speakers/experts, parent or family member entry, prospective family tours, food deliveries, etc.

# PART II

## HEALTH & SAFETY



### Travel Policy

If a staff member or family travels domestically to an area of extensive community transmission (states that have not had a sustained decline in transmission) and/or cannot social distance during travel, a test for COVID-19 should be taken before an associated child returns to their program. As soon as documentation of negative results or a note from a physician is provided, the child may return. No other domestic travel requires testing upon return so long as social distancing is practiced during travel. To check for the most updated information regarding domestic travel, please use the CDC's listing of each state's public health site, which you can find here: <https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html>

International travel plans should be communicated to school administration in advance so we can contact CUPHD for advice.



### What if someone tests positive for COVID-19?

A commonly asked question is what our protocol will be if a staff member or one of our families receives positive test results for COVID-19. We would immediately contact the CUPHD and follow their guidance and protocols. We would also send out a notice to all of the families in the affected program informing everyone of the positive test results as well as procedures that would follow.



### Mental & Emotional Support

The mental and emotional support of our children is of the utmost importance. Throughout our essential and limited care programming, we have seen the children that have returned to us show great resilience when faced with change, and joy in being able to just see and communicate with their peers. However, we understand that while children are some of the most adaptable in times of great change, they are also in need of the most support when changes negatively impact their mental health. We will approach the support of our student's mental health in the following ways:

1. Teachers and staff will continue to engage in professional development that highlights the mental health indicators of distress and practices of well being in our students.
2. Teachers and staff will continue to keep open communication streams between families when indicators of distress are noticed in a student.
3. The head of school will assist in connecting students and families with mental and emotional support resources.

If concerns regarding your child's mental or emotional well being arise, please contact Chris Woller immediately. She will organize the response needed for your child.

## WHAT NEXT?

In our next communication, or Volume II of this guide, we plan to discuss what a typical school day will look like for your child. Some topics included will be:

- School Hours
- A Typical Day's Schedule
- Drop Off & Pick Up
- School Events
- After School Care
- School-Provided Clubs & Activities
- IESA Sports & Activities



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## A GUIDE TO 2020 - 2021

Our plan will be communicated through guides in several communication steps to allow our families the time to digest and process the coming changes. **Volume I** gives information regarding the health and safety procedures required of our families, students, and staff, in addition to the overview of remote versus in-person learning. **Volume II** contains more specific information regarding the foundation of a school day, after school hours, health and safety updates, and a section to define topics for new families.

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# PART I FOUNDATION OF A SCHOOL DAY



## FOUNDATIONS OF IN-PERSON LEARNING

Using data from the July Remote Learning Confirmation, a majority of NGS Primary and Middle School families will return in person beginning in August. As a reminder, in-person learning will remain possible throughout Phases 3 and 4.



## DROP OFF PROCEDURES

What's the same? Drop Off Time will remain 7:30 - 8:00 a.m.

What's different? ALL PB - MSC Families will drop off using the CAR LINE (new traffic flow) and students will exit their vehicles at their grade appropriate entry along the line. Primary A families will park and walk their children to the exterior classroom door.

### PB - MSC Procedure

1. Enter drop off line from Galen Drive, turning into lot between Heartland Bank and Cozad Asset Management.
2. Following the flow of traffic south, drop off children in grade order at each orange coned exit zone.
3. First drop off = Primary F & Middle School students at North Door
4. Second drop off = Primary D & Primary E at Main Doors
5. Third drop off = Primary B & Primary C at South East Door
6. Exit onto Lancaster Drive

If at any time you complete your drop off and do not need to proceed to an additional door, please pull to the left of the car line and use the exit lane slowly and extremely carefully.

### PA Procedure

1. Use car line to drop off any older siblings first (if applicable)
2. Enter the parking lot from Galen Drive only
3. Park in any open space in front of the annex building (do not park in front of Anderson Dental)
4. Exit the vehicle and walk your child to the entrance of their classroom.

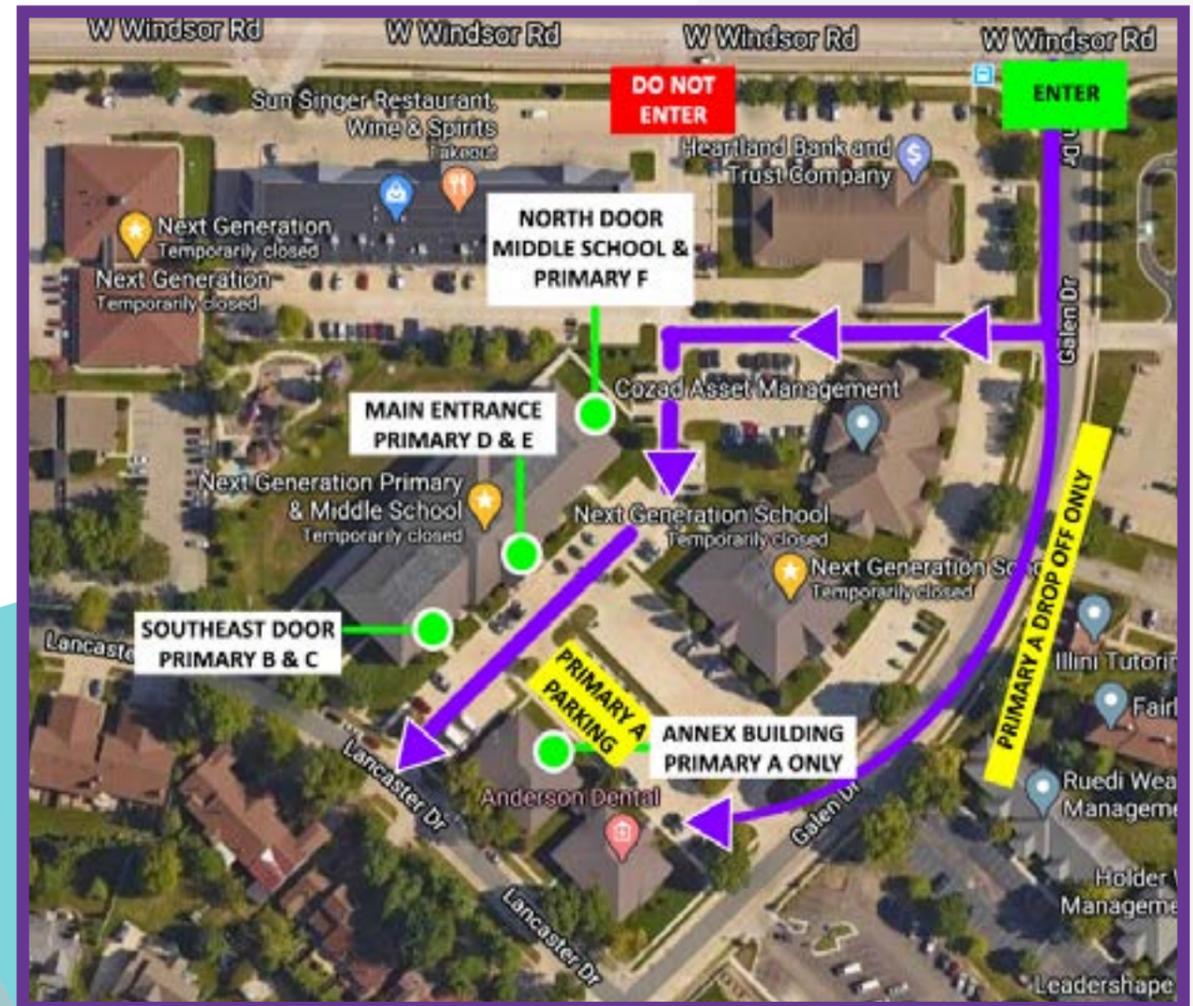


- **ALLOW MORE TIME IN THE MORNINGS FOR DROPPING OFF CHILDREN - DELAYS WILL OCCUR INITIALLY**
- **ALL STAFF MEMBERS WILL BE ASSISTING DURING DROP OFF, SO THE PRIMARY AND MIDDLE SCHOOL WILL NOT BE ABLE TO TAKE CALLS FROM 7:30 - 8:15 A.M.**

Any student arriving after 8:00 a.m. should enter through the main doors. The Front Office staff will facilitate check-in for that student.



## DROP OFF MAP



**IMPORTANT FOR ALL | Please make sure your child(ren) are the ONLY people to exit your vehicle so that all families can use the car line safely & efficiently. School staff will be at each entry point to assist any child needing help.**

# PART I FOUNDATION OF A SCHOOL DAY

## WHAT DOES A TYPICAL IN-PERSON SCHOOL DAY LOOK LIKE?

7:30 - 8:00 A.M.	DROP OFF & HEALTH SCREENINGS
8:00 - 3:15 P.M.	INSTRUCTION
— 11:00 - 12:00 P.M.	MS LUNCH
— 11:45 - 12:15 P.M.	PA - PC LUNCH / PD - PF RECESS
— 12:15 - 12:45 P.M.	PD - PF LUNCH / PA - PC RECESS
3:15 - 3:30 P.M.	PACK UP & GUIDED WORK TIME (COLLABORATIVE LEARNING FOR MS STUDENTS)
3:30 - 3:45 P.M.	FIRST DISMISSAL (FAMILIES WITH MULTIPLE CHILDREN)
3:45 - 4:00 P.M.	SECOND DISMISSAL (FAMILIES WITH ONE CHILD)

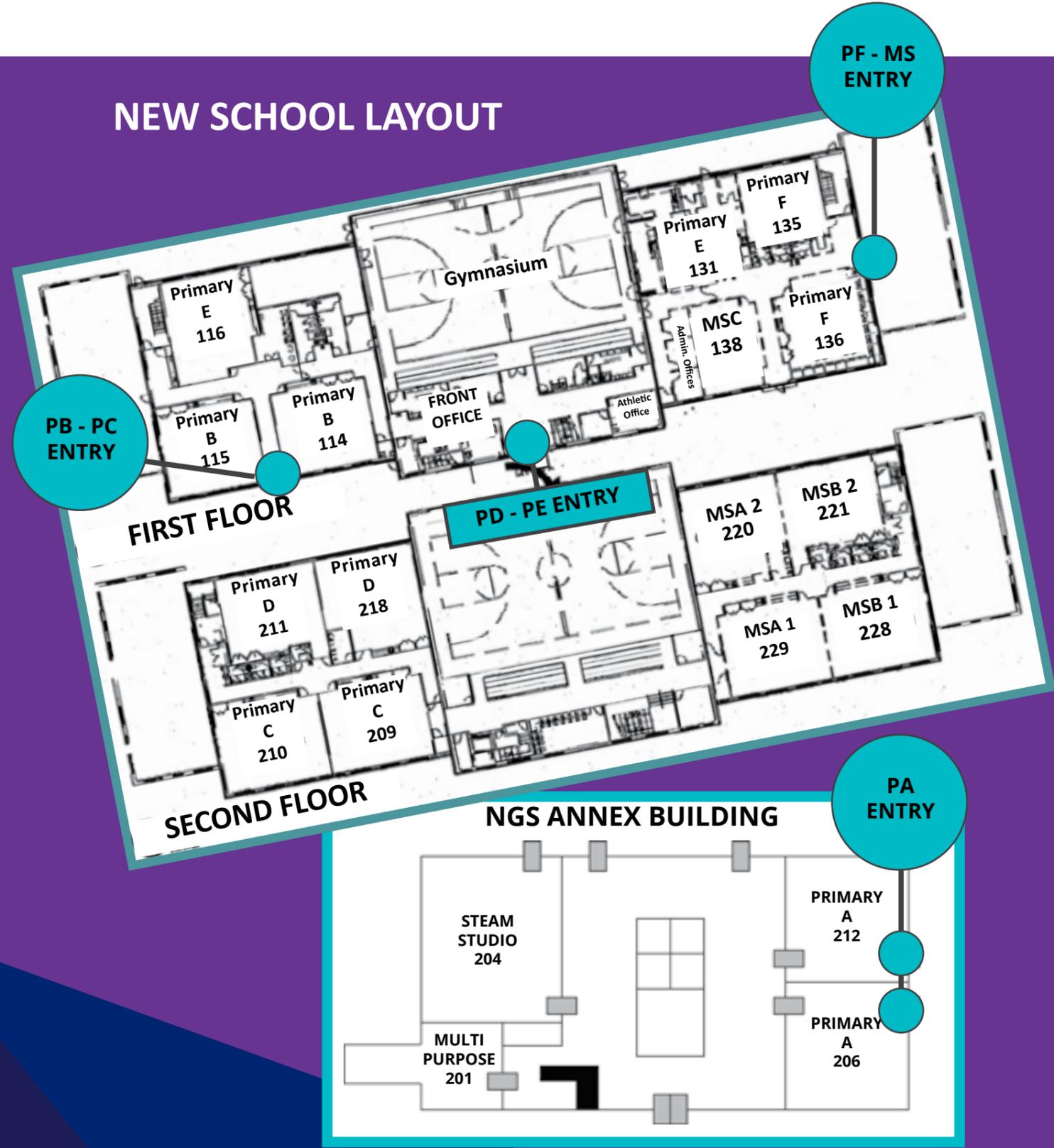
### INSTRUCTIONAL TIME |

- Students will receive the same amount of instructional time during a given class day, with the exception of Middle School C (8th grade) that will have a 45 minute period of English and Language Arts.
- Math and reading levels, in addition to foreign language schedules for Middle School, will be accommodated in each classroom.
- **Class, teacher, and specific schedule assignments will be communicated in early August.**

### COMMUNICATION | PRIMARY SCHOOL

- Daily Updates: Each day, Primary School teachers email an update to all classroom families with information about the class activities of the day, homework, upcoming events, school dates and deadlines, and pictures from the day.
- Weekly/Biweekly Progress Reports: In order to keep families informed of their child's progress from week to week, PA - PC teachers complete a weekly progress report for each child. PD - PF teachers fill these out on a biweekly basis.
- Trimester Report Cards: NGS will continue to use our traditional grading method for Primary students while in-person learning is possible. If a child, class, or school moves to remote learning for more than 30% of a trimester, the alternative, "complete or incomplete" remote learning grading scale will be used. (For more information on grading scales, please see Part IV | New Families)

## NEW SCHOOL LAYOUT



# PART I FOUNDATION OF A SCHOOL DAY

## COMMUNICATION | MIDDLE SCHOOL

- Thursday Reports (formerly Thursday Folders): Every Thursday, middle school students receive an updated grade report from each academic subject. This lists assignments and the grade received on each assignment, as well as any missing assignments and the cumulative grade at that point in the trimester. These will be electronic if possible.
- Trimester Report Cards: NGS will continue to use our traditional grading method for Middle School students while in-person learning is possible. If a child, class, or school moves to remote learning for more than 30% of a trimester, the alternative, "complete or incomplete" remote learning grading scale will be used.

## COMMUNICATION | ALL FAMILIES

- Major school communications are delivered by email from members of our administration. There are a few different regular communications to be aware of:
  - A Message from the Head of School or NGS Administration | These email notices contain important updates or information regarding a specific topic of discussion. These emails may ask for responses to surveys or other inquiries we have for our families.
  - NGS Health Update | These email notifications explain updates about our school community's health and safety, including COVID-19 information. Health Updates will be shared with all currently enrolled families across all programs. Responses may be requested in these emails.
  - News to Know | These weekly or biweekly emails feature news stories, school and community events, important dates, and general school reminders. Responses may be requested in these emails.

Additional email communications may be used throughout the school year, such as event specific emails like conference sign up.

## THE DIFFERENCES...

The most substantial change for our students and staff will be classroom division. For Primary School, each grade level will split into two in-person classes with one grade level core teacher. Middle School grade levels will do the same, but Middle School teachers will rotate through classrooms to teach subjects. Due to enrollment in remote learning, classes will not be evenly split. The teacher that has the smaller student body will also begin the year facilitating remote learning for individuals at home, therefore the teacher will still have a full class of students. Family preference will not be able to be considered. Twins will be placed in the same group to limit exposure. Classroom assignments will be determined at random as it is now evident that learning schedule will not be a defining factor.

### Additional highlighted differences are:

- All students sit at independent tables/desks and no longer share materials with other students.
- All students from different grades will not commingle or share classrooms during the instructional day.
- **\*UPDATE\*** In Phase 4 only, divided, same-grade groups will be able to use the gym for physical education and recess in inclement weather at the same time. The gymnasium curtain will be used to help maintain social distancing between groups. Outdoor areas will be sectioned to maintain social distance between classes as well.
- Students will have minimal items to bring home to reduce uncontrolled contact. Middle School students will not have lockers. Instead, they will have storage in their home classroom for any items brought to school, as well as their school materials.
- **\*UPDATE\*** Specialty classes (performing arts, fine art, and physical education, as well as Primary School science and Spanish) will rotate through individual classrooms to minimize group mixing in Phase 4, Performing arts and physical education will emphasize outdoor when weather permits. In Phase 3, specialties will teach via Zoom.
- Play or mental breaks, utilizing the outdoors when weather permits, will be incorporated as much as possible throughout the day to promote physical and mental well being.
- Weather appropriate attire for students will be imperative.
- Lunches will need to be in hand when a child arrives. Late lunch drop-offs or orders are no longer permitted to reduce visitors in the building.



**IMPORTANT FOR ALL | Qualified teaching assistants, specialty teachers and administration will be utilized as substitutes in the event of a primary or middle school teacher's absence, which may affect specialty instruction for that day. No outside substitutes will be used during Phases 3 and 4.**

# PART I FOUNDATION OF SCHOOL DAY



## PICK UP PROCEDURES

**What's the same?** Dismissal will begin at 3:30 p.m.

**What's different?** There will be two distinct pick up periods. The first is from 3:30-3:45 p.m. and is for families with multiple children at the Primary and Middle School. The second, 3:45-4:00 p.m., is for families with one child at the Primary and Middle School.

### FIRST PICK UP | 3:30 - 3:45 P.M. | Families with Multiple Primary/Middle School Children

Staff gather siblings in the gymnasium at their designated family spot - social distance of 6 feet on all sides will be maintained.

1. Place a sign with your children's last name in your front window. This will help staff make calls for students.
2. Enter drop off line from Galen Drive, turning into lot between Heartland Bank and Cozad Asset Management.
3. Following the flow of traffic south, pull up to the LEAD CAR STOPS HERE sign.
4. Siblings will be called by staff assisting the car line and will walk to the vehicle.
5. Once all children are in the vehicle exit onto Lancaster Drive

If at any time you complete your pick up, please pull to the left of the car line and use the exit lane slowly and extremely carefully.

### SECOND PICK UP | 3:45 - 4:00 P.M. | Families with One Child

1. Place a sign with your children's last name in your front window. This will help staff make calls for students.
2. Enter drop off line from Galen Drive, turning into lot between Heartland Bank and Cozad Asset Management.
3. Following the flow of traffic south, pick up children in grade order at each orange coned exit zone.
4. First pick up = Primary F & Middle School students at North Door
5. Second pick up = Primary D & Primary E at Main Doors
6. Third pick up = Primary B & Primary C at South East Door
7. Exit onto Lancaster Drive

If at any time you complete your pick up and do not need to proceed to an additional door, please pull to the left of the car line and use the exit lane slowly and extremely carefully.

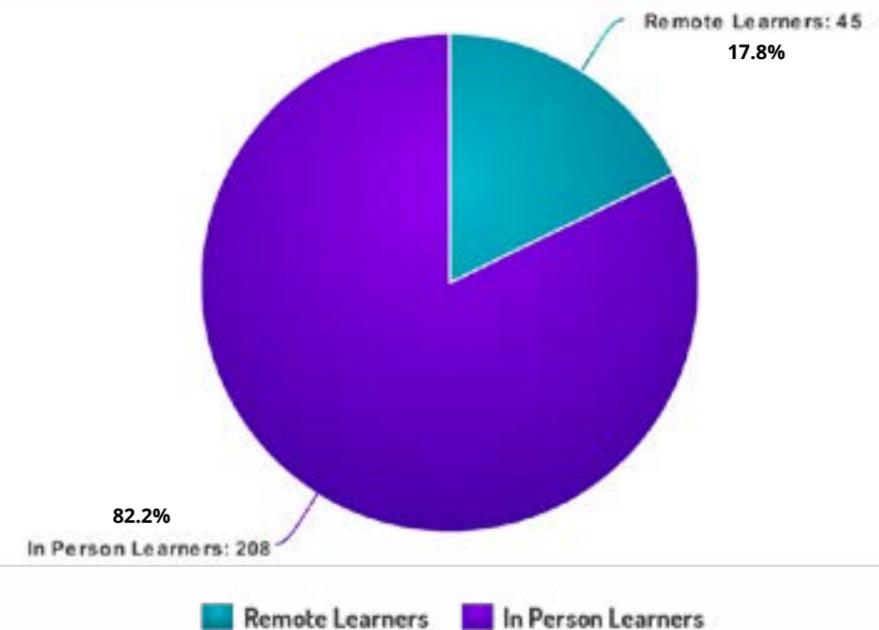
**REMOTE LEARNING IN PHASE 2 | If school closures are mandated at any point in the school year, virtual teaching for core subjects will take place from 9:00-11:30 a.m. and specialty classes will occur from 1:00-3:30 p.m. Specific class schedules will be available by mid-August.**

## REMOTE LEARNING

DATA AS OF 7.20.20

### REMOTE VS. IN-PERSON LEARNERS

Next Generation School



Using data from the July Remote Learning Confirmation, the number of students participating in remote learning beginning in August ranges from TWO to EIGHT students per grade level. Therefore, the initial focus of NGS instructors will be to integrate in-person learners to their school day with a particular focus on developing and practicing the new health and safety measures required by students and staff. **It is important to note that remote learning will be different while in-person learning is being conducted simultaneously, but will also grow incrementally as in-person learning finds a steady routine.**

### THE FOUNDATION OF REMOTE LEARNING

- Remote learning will begin on August 24, 2020
- Each grade's program will build incrementally as teachers are able to expand connections between students at home and the classroom.
- Daily or weekly in-class contact will be delayed or limited until in-person learners are fully integrated to health and safety procedures.
- Remote learners will be provided with assignments through the classroom weekly or daily updates.
- Daily assignments will amount to an average of 2 - 3 hours of course work per day in core subjects. Primary Core Subjects: Math, Reading, Writing, Spelling and Phonics; Middle School Core Subjects: Math, ELA, Science, History, and Foreign Language
- Specialty course work will comprise the remainder of a remote learner's day. Primary Specialty Subjects: Performing Arts, Fine Arts, Science, Physical Education, and Spanish; Middle School Specialty Subjects: Performing Arts, Fine Arts, and Physical Education
- Every effort will be made to integrate remote learners into the classroom environment as early as possible. This includes direct instruction from classroom teachers.
- The alternative grading scale used in our final trimester of the 2019-2020 school year will be implemented for remote learners. *\*Subject to change based on guidance from ISBE\**



# 20/21 SCHOOL CALENDAR

AUGUST						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 | Wed. First Day of School  
Early Dismissal 11 a.m.

SEPTEMBER						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

07 | Mon. No School | Labor Day  
All Campuses Closed

OCTOBER						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12 | Mon. No School | Fall Holiday

NOVEMBER						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

05 | Thu. End of First Trimester  
Report Cards & 2021-2022  
Re-Enrollment Contracts  
Distributed

11 | Wed. Fall Conferences | Middle  
School Only (Evening)

12 | Thu. Fall Conferences  
Early Dismissal 11 a.m.

13 | Fri. No School | Fall Conferences

23-27 | No School | Thanksgiving  
Break - All Campuses  
Closed 11/26 & 11/27

DECEMBER						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

04 | Fri. 2021-2022 Re-Enrollment  
Contracts Due

18 | Fri. Last Day of School | Winter  
Break

21-31 | No School | Winter Break  
All Campuses Closed  
12/24, 12/25, & 12/31

JANUARY						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-8 | No School | Winter Break  
All Campuses Closed 1/1

11 | Mon. School Resumes

18 | Mon. No School | MLK Jr. Day

FEBRUARY						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

15 | Mon. No School | Presidents Day

25 | Thu. End of the Second  
Trimester  
Report Cards Distributed

MARCH						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

03 | Wed. Spring Conferences |  
Middle School Only  
(Evening)

04 | Thu. Spring Conferences  
Early Dismissal 11 a.m.

05 | Fri. No School | Spring  
Conferences

15-19 | No School | Spring Break

APRIL						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

02 | Fri. No School | Spring Holiday  
All Campuses Closed

MAY						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 | Thu. MSC Graduation  
Primary A Promotion

21 | Fri. Last Day of School  
Early Dismissal 11 a.m.

NGS EVENTS   Dates & Times Announced Via News to Know						
Primary A & New Family Visits Spirit Week Fall Festival						
Middle School Curriculum Night NGS Open House NGS Family Events Fall Book Fair School Pictures						
Sibling & Family Portraits Science & Engineering Fair Spring Art Show & Auction Primary School Performance MSA Musical						
MSB & MSC Perf. Arts Showcase STEAMcation Registration Dates						

# PART I FOUNDATION OF A SCHOOL DAY

## SCHOOL EVENTS

School and community events, as well as classroom field trips, are important to our school culture. However, the risks posed by COVID-19 may be too great to incorporate these experiences throughout the school year. Because our initial priorities will be the health and safety of in-person learners followed by expansion of remote learning, school events will be deprioritized. When possible, virtual versions of these events may occur. Families will be informed about school events through News to Know emails.

At this time the following August school events have been cancelled:

- Welcome Back Event
- MSA Orientation
- MS Team Building Field Trip (First Friday of School)
- After School Activity Registration

**Fall and Spring Conferences** | Conference dates remain on our calendar. We are developing plans to hold conferences remotely on those dates. Please note that this time frame is subject to adjustment if needed.

**PA & New Family Visits** | We want our families new to NGS to be able to access campus and meet teachers prior to the school year's official start when visiting will no longer be possible. More information regarding these plans will be sent in early August. Tentatively, PA and New Family Visits are planned to take place on a date between August 14 - 18.

**Special Friday Lunch** | At this time, this program poses an unknown level of risk to our students. We will be continuously evaluating if and when this program can return.

**An additional list of events is still included on the calendar. At this time, we do not have the ability to make a definitive decision on these events. More information will be sent separately as decisions and strategies develop over the school year.**

## PART II AFTER SCHOOL HOURS

**In order to assist families who work an extended day, NGS offers two different after school programs for our students. The first program, STEAM Studio, is an enrichment program led by certified teachers that explore hands-on activities in the STEAM fields for after school hours. This program is open to students in PA - PF at NGS and at community schools.**

**The second program is called ACE (After Care Enrichment) and serves NGS students in grades PA - MSC. This program is a need-based program for families that have an extended work day and cannot pick up at normal dismissal times. Care is provided by ACE counselors who make sure students stay safe until their parent/guardian arrives.**

## IESA SPORTS & ACTIVITIES (PF - MSC Students)

NGS participates in several IESA-sanctioned sports and activities throughout the school year. Students in PF - MSC typically have the option to join Cross Country, Boys Baseball, Girls/Boys Basketball, Girls Volleyball, Chess, Scholastic Bowl, and/or Track and Field. NGS plans to follow IESA guidelines regarding all sports and activities under their qualifications, as long as school safety measures can be maintained throughout participation. At this time, IESA is still considering whether our first seasonal sports will be possible.

### CROSS COUNTRY

May not be possible due to "no physical contact" mandate. IESA plans to make an announcement on July 24.

### BOYS BASEBALL

IESA is determining if they can change the calendar to allow this sport to begin. IESA plans to make an announcement on July 24.

### GIRLS BASKETBALL

May not be possible due to "no physical contact" mandate. IESA plans to make an announcement on July 24.

The following sports and activities have no decision at this time:

- BOYS BASKETBALL
- GIRLS VOLLEYBALL
- CHESS
- SCHOLASTIC BOWL
- TRACK & FIELD

### REMOTE LEARNERS

If activities are held, the eligibility of the students who choose remote learning will be a district decision.

### PHASE 1 OR 2

Should the Governor require that schools move to remote learning at some point during the school year, then all IESA activities would be suspended and/or cancelled.

## STEAM STUDIO

The STEAM Studio program holds re-enrollment in February and then opens additional positions to the public beginning in March. The program is currently re-organizing to serve their currently enrolled students from NGS, Unit 4 Schools, and a few other C-U private schools. Limited positions may be available once this reorganization occurs. If interested, email [steamstudio@nextgenerationschool.com](mailto:steamstudio@nextgenerationschool.com)

## NGS CLUBS & ACTIVITIES

NGS clubs and activities, also known as after school activities, are typically led by NGS teachers in after school hours. In order to ensure our teachers have the time necessary to devote to our dual school learning plans, in addition to implementation of the new health and safety measures and space limitations, these activities will not be offered in the fall semester. NGS also participates in a few competitive, but non-IESA, activities. Archery for PE - MSC students typically begins in late November and is still under advisement. MathCounts (MS students) and Math Olympiad (PF students) will not start in August but may have a later start date if possible. A decision regarding these activities will happen at a later date.

# PART II

## AFTER SCHOOL HOURS

### ACE (AFTER CARE ENRICHMENT) CONTINUED

This need-based program is in the tentative stages of planning at this time. Pending proper staffing, this program may have limited positions available during Phase 4. However, due to space limitations, there are several changes to the program's known structure.

First, ACE is only possible in the proposed structure below while the region remains in Phase 4. Because of space and group size limitations, should the region step back to Phase 3, the ACE program would be discontinued and an essential role after care would take place. Essential role after care would have 15 positions total and have its own enrollment process for ACE families. A phase shift comes from the Governor's Office and IDPH, and it can happen suddenly with little notice.

#### PHASE 4 ACE PLAN

There would be three mixed-grade ACE groups:

- Group 1: Primary A Students (max 8)
- Group 2: Primary B & C Students (max 15)
- Group 3: Primary D - F Students (max 15)

**Middle School ACE would be discontinued due to space constraints.**

Since students from these age groups would be mixing, in order to ensure the classrooms remain non-mixed spaces and to allow as much social distancing as possible, ACE groups would meet in the following places:

- Primary A | ACE Room in the Annex Building (building connected to Anderson Dental)
- Primary B & C | Right Side of the Gymnasium (curtain down)
- Primary D-F | Left Side of Gymnasium (curtain down)

 **With the space limitations presented by COVID-19, our ACE program has been greatly affected. We humbly ask that our families reflect on their childcare needs prior to enrolling to ensure space is available for families who have no other option.** 

**-NGS Administration**

### ACE (AFTER CARE ENRICHMENT) CONTINUED

#### ADDITIONAL ACE INFORMATION

- Participation in the ACE program would require students and staff to wear masks full time, maintain social distance, and utilize the outdoors each day as weather permits.
- The program will end at 5:00 p.m. to allow time to properly sanitize the gymnasium, annex room, and any used materials.
- Tech Time (monitored time spent on computers or iPads) would be utilized rotationally.
- ACE Coordinator Kharis Gordon would lead a small team of counselors who would come in just prior to ACE. These counselors will work regularly Monday - Friday. Counselors will remain consistent with their groups whenever possible.
- Since space in the program is limited, we ask families to consider participation only if there is a consistent weekly need.
- The cost of the program would NOT increase as proposed and would instead remain the same: \$50 per primary student per week.
- If an ACE student or staff member tested positive for COVID-19, all ACE participants would be required to quarantine for 14 days and provide proof of a negative test before returning to school. Remote learning during quarantine would be possible.
- In PHASE 5, efforts would be made to revise the program back to service as many families as possible, but would be dependent on space and staffing.
- It is possible that we may not be able to carry through with this plan if changes to guidance are made prior to or during the school year.

#### INTERESTED IN THE ACE PROGRAM?

**EMAIL AMOS CHAN AND KRYSTAL MOYA TO ADD YOUR CHILD TO OUR ACE COMMUNICATIONS LIST:**

- [amos.chan@nextgenerationschool.com](mailto:amos.chan@nextgenerationschool.com)
- [krystal.moya@nextgenerationschool.com](mailto:krystal.moya@nextgenerationschool.com)

**YOU MUST BE ON THIS LIST TO RECEIVE UPDATED INFORMATION UNLESS YOUR CHILD ATTENDED ACE DURING THE 2019-2020 SCHOOL YEAR.**

# PART III

## HEALTH & SAFETY UPDATES

### FACE COVERINGS

As a reminder, Volume I outlined our plans to require anyone entering the building to wear face coverings:

- All children will be required to wear face coverings throughout the day except while eating and playing outside.
- All NGS staff will wear face coverings full-time while in the school building.
- Anyone entering campus grounds (including outdoor areas) is also required to wear a face covering.

Please note the following update below:

- All students should bring two cloth face coverings to school each day in the event that one becomes not wearable. Disposable, single-use masks from the school will be available in the event that both become unwearable.

### POSITIVE COVID-19 CASES

In the event of a COVID-19 case on our campus, we would immediately contact the CUPHD and follow their guidance and protocols. All families campus-wide would receive email notification informing everyone of the positive case as well as procedures that would follow. Families would continue to be notified of any new information via email, including any additional positive cases. In the event that a class would need to quarantine, students would switch to remote learning during that time.

### HEALTH & SAFETY INFORMATION IN VOLUME I

- ILLNESS & SYMPTOM POLICY
- EXCLUSION FROM SCHOOL
- STUDENT & STAFF ABSENCES
- HANDWASHING
- CLASSROOM INDIVIDUALIZATION
- DRINKING FOUNTAINS & PERSONAL WATER BOTTLES
- SNACKS & LUNCH
- FACILITY SANITIZING MEASURES
- BATHROOM USE
- VISITORS
- TRAVEL
- MENTAL & EMOTIONAL SUPPORT

### HEALTH SCREENINGS

Each day during drop off, NGS staff members will assess each student with a health screening prior to entering the classroom.

**IT IS IMPERATIVE THAT FAMILIES BE AVAILABLE TO RETURN TO SCHOOL TO PICK UP THEIR CHILD(REN) SHOULD THEY NOT PASS THE SCREENING. CALLS REGARDING FAILED SCREENINGS WILL BE PLACED AS SOON AS POSSIBLE.**

#### WHAT DOES A HEALTH SCREENING INVOLVE?

- Temperature assessment - 100.4+ degrees is defined as a fever by the CDC
- Health assessment - "Have you felt any of the following symptoms in the last 14 days?"
  - Fever, cough, sore throat, shortness of breath, chest tightness, nasal congestion, runny nose, body aches, loss of taste or smell, gastrointestinal symptoms (diarrhea, vomiting, nausea), chills, or sweats.
  - A child-friendly picture guide will be used to help children complete this assessment.
- Travel assessment - "Have you travelled anywhere away from home and not worn a face covering? If so, where?"
  - Families will be called to qualify a student's response should they answer yes to this question. To avoid unnecessary calls, please update the school regarding any domestic or international travel prior to a trip to receive guidance on procedures when your family returns.
- Contact with COVID-19 assessment - "Have you been around anyone that you know has COVID-19?"
  - Families will be called to qualify a student's response should they answer yes to this question. To avoid unnecessary calls, please update the school regarding any possible contact to receive guidance on procedures for your family.

*As a reminder, temperatures will continue to be assessed at regular intervals during the school day.*

# PART IV

## NEW FAMILIES

**There are items in this guide that may need further explanation for our Primary A and new families joining us this school year. Please use this glossary of additional information to help you get acquainted with these topics.**

### **WALKING TO & FROM SCHOOL**

We require families who would like their child(ren) to transport themselves to and/or from school to fill out the Walking Home Waiver. This form states that you agree to let your child leave the school grounds at their dismissal time without an adult, and that NGS is not responsible for their safety when they are not in the school building. This form can be found in the front office, the NGS website, and is also included in this guide.

Students who choose to ride bicycles, or something similar, must also have a Walking Home Waiver to leave the school at dismissal independently. The school has bicycle racks near the main entrance that can be used during the school day. Items left on the racks will not be monitored and it is recommended that students have locks for their items.

### **SPECIAL FRIDAY LUNCH**

The last Friday of each month, Next Generation coordinates a special lunch provided by local restaurants. Each month features specific menu options, and orders are due the Friday preceding the special lunch date. This program is currently discontinued until it is determined that it can be carried out safely for our students and staff.

### **GYMNASIUM & MEZZANINE**

The following guidelines are enforced to ensure that our gymnasium remains a safe environment for our students, families and community. Thank you for partnering with us to ensure our students have a quality, indoor facility for athletics and other indoor events.

- Gym shoes designated for indoor wear only must be worn in the gymnasium. Students must take off their shoes and socks if they do not have indoor-only shoes.
- Students are allowed in the mezzanine with adult supervision. We discourage anyone from standing next to the mezzanine railing.
- Please sit on the bleachers only when they are fully pulled away from the wall. No jumping or running is allowed on the bleachers.

### **PAYMENT METHODS**

Next Generation School accepts cash and checks made payable to NGS, as well as Visa, Mastercard, American Express, Discover, Apple Pay, and Android Pay through Square, where processing fees may apply, for tuition and other programs and events throughout the year. Special programs and events may have differing or specific payment options. Payments should always be submitted to the front office unless otherwise noted.

Monthly and weekly tuition plans, which are selected during the enrollment and re-enrollment processes, and the ACE and STEAM Studio programs utilize the ACH withdrawal from a bank account of the enrolled family's choice. NGS cannot accommodate changes in payment plans after May 16th, due to the variances of the plans and the ACH process.

#### **Tuition Payment Options:**

- Weekly Payments: withdrawals begin on the first Monday in August and continue for 36 weeks.
- Ten Monthly Payments: withdrawals begin on August 1st and continue the first of each month, August 2020-May 2021.
- Twelve Monthly Payments: withdrawals begin on June 1st and continue the first of each month, June 2020-May 2021.
- Semester Payments: electronic, cash, or check payments are due on or before August 1st and January 11th.
- Annual Payments: electronic, cash, or check payments are due on or before August 1st.

### **TRIMESTER REPORT CARDS AND REMOTE LEARNING GRADING SCALE**

Next Generation School utilizes three reporting periods with finalized report cards sent home the Thursday before the last day of each trimester. At the end of the grading period, teachers compile a comprehensive report based on each student's individual achievement in all subject areas, as well as their social and emotional development.

#### **Traditional Grading Scale | Primary School**

Student progress regarding learner behaviors is evaluated on the following scale:

O = Outstanding: Student displays superior and successful learner behaviors.

S = Successful: Student displays successful learner behaviors necessary for social and academic achievement.

P = Showing Progress: Student displays progress towards developing the behaviors that will lead to successful learning.

N = Needs Improvement: Student is not displaying behaviors that will lead to successful learning.

# PART IV NEW FAMILIES

Student progress regarding academic achievement is evaluated on the following scale:

S = Successful: Student has successfully met academic expectations.

P = Showing Progress: Student has not met academic expectations but has displayed progress toward attaining goals.

N = Needs Improvement: Student has not met academic expectations and has not displayed adequate progress toward attaining goals.

In addition, teachers provide anecdotal comments to provide an accurate picture of the student's growth and development over the trimester.

**At the Middle School level,** students earn letter grades in all subjects including performing and fine arts, as well as physical education. At the beginning of the year, students receive a syllabus that details the requirements for each class and the criteria for student grades. Attendance, participation, effort, and conduct, as well as written tests, quizzes, and homework assignments, are included in these scores.

**During remote learning,** students earn "COM" for complete or "INC" for incomplete in their academic, social, and emotional areas of assessment. Teachers use school standards to gauge that a learner has submitted enough satisfactory work to earn a "COM" or "INC." *\*SUBJECT TO CHANGE BASED ON GUIDANCE FROM ISBE\**

## CONFERENCES

Conferences with teachers occur twice a school year, in the fall and the spring. Sign-up occurs online and is announced via email. Conferences are held on the following Thursday and Friday that week. Students will have an early dismissal on Thursday and no school on Friday to assist with the conference schedule. Conferences are not mandatory, since our teachers are available to meet and correspond with families at any time.

## ALMA FOR MIDDLE SCHOOL

Each day, teachers update the Alma website portal with classroom activities and homework assignments. Families and students are encouraged to use the website to remain apprised of the events occurring within each class. Homework links and documents are also maintained in this one convenient location. Each student has a log-in name and password that is used to access this website service that is given to the student in the beginning of the school year.

## SPECIALTIES

### PRIMARY

**Science** classes are conducted five days a week for 30 minutes (PA-PD) or 45 minutes (PE-PF). Students engage in lab-based activities taught by our full-time Primary School science team. By combining this curriculum with a lab-based teaching approach and Project Lead the Way units, we exceed the science standards set forth by the state of Illinois.

**Spanish** classes are taught for 30 minutes, four days a week, for all Primary School classes. Students are immersed in the language and the culture of Spanish-speaking countries. Students speak, listen, read, and write in Spanish. Using the TPRS method, which incorporates storytelling, total body response, songs, games, and creative activities, students become proficient Spanish speakers and readers.

For 30 minutes, four days a week, students engage in **performing arts** instruction. With a foundation in music theory and rhythm, the students' musical repertoire expands quickly and is displayed through singing, dancing, drama, and instrumentation. Annual music presentations showcase our students' talents and allow them the opportunity to perform in front of an audience.

An hour and a half every week is dedicated to instruction in the **fine arts**. Painting, drawing, weaving, and sculpting are just a few of the projects all our students engage in throughout the year. Our hallway displays showcase the techniques and mediums our students experience, as well as the artists they are discovering along the way. Their hard work and creativity culminate in the Spring Art Show and Auction where, in addition to having individual pieces displayed, there are large-scale collaborative pieces for auction. Proceeds from this auction benefit our community outreach initiatives. This event is one of our end-of-year highlights.

Daily, 30-minute **physical education** classes are a staple of the NGS program. With an emphasis on whole body fitness, gross motor skills, and sport activities, as well as nutrition and health, this well-rounded program provides a solid foundation for a healthy and active lifestyle.

# PART IV NEW FAMILIES

## SPECIALTIES CONTINUED

### MIDDLE SCHOOL

For 45 minutes, three days a week, students engage in **performing arts** instruction. With a foundation in music theory and rhythm, the students' musical repertoire expands quickly and is displayed through singing, dancing, and instrumentation. Annual music presentations showcase our students' talents and allow them the opportunity to experience performing in front of an audience.

An hour and a half every week is dedicated to our students' pursuits and development in the **fine arts**. Painting, drawing, weaving and sculpting are just a few of the projects our students engage in throughout the year. Our hallway displays showcase the techniques and mediums our students explore, as well as the artists they discover along the way. Their hard work and creativity culminate in the Spring Art Show and Auction where, in addition to having individual pieces displayed, there are large-scale collaborative pieces for auction. Auction proceeds benefit our community outreach initiatives. This event is one of our end-of-year highlights.

**Physical education** classes are a staple of the NGS program for 45 minutes, five days a week. With an emphasis on whole body fitness, gross motor skills and sport activities, as well as nutrition and health, this well rounded program provides a stable base for our students to engage in the variety of Illinois Elementary School Association competitive sport programs. Students participate in archery, roller-skating, bowling, table tennis, and a myriad of other sport activities designed to encourage life-long fitness, teamwork, and individual responsibility.

# ADMIN. CONTACTS



### Head of School

#### Chris Woller

Contact if you have questions regarding: Policy, Curriculum, School Procedures, and Student Progress.

217.356.6995  
chris.woller@nextgenerationschool.com



### Assistant Head of School

#### Kristin Sandone

Contact if you have questions regarding: Admissions, Special Events, Policy, Curriculum, School Procedures, and Student Progress.

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### Co-Administrative Coordinator; Director of Marketing & Communications

#### Krystal Moya

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### Co-Administrative Coordinator

#### Amos Chan

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### Media & Communications Associate

#### Zach Trueblood

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### STEAM Studio Director

#### Angela Nelson

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### STEAM Studio Administrative Assistant

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