

**J. Sterling Morton High School District 201**  
**2020-2021 School Year**  
 Human Resources

**Human Resources**

This set of guidelines was developed in the summer of 2020 as a proactive effort by J. Sterling Morton High School District 201 to anticipate COVID-19 related eventualities in the fall of 2020.

This plan includes guidelines provided by ISBE, most recently on June 30, 2020. This plan will: (a) continue to be dynamic in its implementation, (b) be responsive to constructive input from District constituencies, and (c) continue to evolve based on a set of guidelines and/or mandates from State agencies.

Collaboration is instrumental in developing a successful plan for instruction in the fall. The District is developing guidelines and protocols for employees with input from the unions. The District will also continue to monitor input from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, and others as it implements the plan.

**Staff Return Plan**

The District will make every effort to follow all CDC, IDPH, and CCDPH guidelines regarding district employees who fall under one or more of the “High-Risk” categories for susceptibility to COVID-19 as displayed communicated by the CDC and IDPH.

The district will follow the CCDPH/IDPH guidelines for returning to work from COVID-19. These are current as of July 30, 2020 and will be updated as needed.

For persons recovered from COVID-19 illness, isolation at home can end and they can return to work 10 days after illness onset AND at least 24 hours after recovery.

- Illness onset is defined as the date symptoms begin.
- Recovery is defined as resolution of fever without the use of fever-reducing medications with progressive improvement or resolution of other symptoms.

**Remote Learning**

The following Student Privacy Policy guidelines must be observed by teachers regarding instructing students virtually.

- It is permissible for a teacher to take student records home, including students’ Personally Identifiable Information (PII), for the purpose of preparing and instructing students online. However, the teacher MUST take great care to protect the information from being disclosed to unauthorized individuals.
- It is permissible for non-students in an enrolled student’s home to observe virtual lessons provided students’ PII is NOT disclosed during the lesson. However, as a precaution, letting non- students observe must be discouraged given the likelihood that PII may be disclosed deliberately or inadvertently during virtual instruction.
- Teachers are strongly advised to warn their students against sharing PII of themselves or their fellow students during online instruction, unless they have obtained prior written consent that permits such disclosure.
- It is permissible for a teacher to record virtual classes and share it with students who are unable to attend the session provided the recording does not contain PII.
- Students and families are encouraged to report concerns or actual violations of student privacy to the building principal

**Travel Requests**

District sponsored travel will be limited in response to the COVID-19 pandemic. Any permitted travel MUST align with current IDPH, ISBE and CDC guidelines at the time.

