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Dear 2020-21 LACC Students and Parents:

Welcome to the Livingston Area Career Center (LACC)—as with all schools, we have been planning for the 2020-21 school year. Here are several items we would like to share with you regarding our programs for the upcoming school year. Please know that these plans are fluid and could change as changes come forth from the Illinois State Board of Education and our member districts. Dual Credit courses with Heartland Community College and Joliet Junior College may have additional or different guidelines.

Our mission is to provide a safe environment for students and staff in order to develop skills for student growth and to provide a pathway to career and college readiness.

Please review all of the information throughout the entire document.

We look forward to working with our students and families this year!

Sincerely,

Tera Graves, Director

Safety Measures Being Taken at the Livingston Area Career Center

- Facemasks will be required of all students and staff. Facemasks will need to be worn covering mouth and nose.
- Efforts will be made to maintain social distance of 6 feet.
- Student's will be temperature checked before boarding busses for LACC. If students drive they will be screened at the door.
- Staff will monitor entry and exit from classrooms and the building, as well as exit/entry into member school busses.
- Outside visitors will have limited access to LACC.
- Hand sanitizing stations have been added throughout LACC.
- Additional sanitation and cleaning measures will be implemented daily.
- Each classroom will have additional cleaning and sanitizing supplies.
- Field trips during first semester will be limited to virtual field trips.
- Guest speakers will be limited to Zoom presentations/discussions.

LACC Schedule:

- We have worked with each home school to determine each schools schedule of attendance. Information from your home school will or has gone out. If you have further questions please contact me.
- Schools have changed their schedules in numerous ways. LACC works with six different high schools. With this combination, we realize that some students will not be able to attend daily, or be in attendance for the full time period of our class. LACC teachers and staff are preparing for this challenge.

Instruction:

- Students and families also may have health and safety concerns for a variety of reasons, and may not want to participate with "in-class" instruction. LACC students will be able to make a decision for the first semester to learn remotely (online) only, or come in person. This option will also depend upon your home school policies.
- Coop, E.M.T. and C.N.A. cannot be done in the all remote option.
- Students that are "fully" remote your instructor will be in touch with process and procedures specific to the course.
- Students choosing remote learning may have limited opportunities due to lack of accessibility to labs, equipment and skill development instruction. With this we will do our best to provide the best possible alternatives.
- Some programs will be attempting to live stream classroom instruction and discussion where and when possible to assist remote learners and varying school schedules. This will allow instructors to interact with students in the classroom, as well as those engaged in remote learning. The live streaming of instruction may be recorded by the LACC instructor. ONLY the instructor will be shown during the live streaming instruction. Recording of any live streaming instruction is prohibited for all students/participants. Teachers may record lab demonstrations

while providing instruction, showing only the skill being demonstrated. Teachers may post these recordings on their Google Classroom or similar page to be accessible for students.

- LACC is attempting to maintain dual credit and certification opportunities for students. These opportunities are of high value—but much of this work requires accessibility to some of our labs, equipment, and clinical sites. Dual credit and certification opportunities could change or be limited based on Covid-19 restrictions. In addition, with dual credit, we need to ensure that we are meeting the standards and outcomes expected by our community college partners.
- Each LACC student will be issued a @pontiac90.org google account to engage in blended or remote learning. Google classroom applications will be used.
- On days students are in attendance at LACC, instructors will focus on skill and lab components of the program. Remote days, or days students are not in session will focus more on theory concepts of learning.
- Grading will occur as indicated in program syllabi. Teachers will share grading expectations with students.
- Attendance in-person and/or remotely will be instrumental for student success. Students learning remotely will need to check in with instructors per their instructions, or will be marked absent.

Communications:

- LACC will use the following communication tools:
 - Skyward Message Center
 - Remind Communication App
 - Google Classroom
 - Email
 - Phone Calls
 - SchoolMessenger recorded calls – **Opt in by texting ‘Y’ or “Yes” to 67587**
 - Zoom video calls
 - Livingston Area Career Center social media sites
 - Our webpage at: www.livcareer.org

Program Specific Information:

Each program may have specific guidelines or procedures due to Covid 19. Please watch for further information for program specific information.

Questions:

We anticipate you may have questions after reading this document. Please email us your questions to tgraves@pontiac90.org.